

TITLE: Analyst, Staffing and Recruiting

- QUALIFICATIONS:**
1. High School diploma or equivalent. Associate Degree from an accredited educational institution preferred. Related or technical experience may be substituted on a year-for-year basis in lieu of AA degree preference.
 2. Minimum three years recruiting experience.
 3. Ability to obtain Certification by Florida Department of Education to analyze transcriptions and areas of certification.
 4. Demonstrated ability to work effectively with diverse groups of people.
 5. Demonstrated successful experience in public communication.
 6. Experience with industry-standard computer applications.
 7. Ability to organize self, prioritize tasks and maintain a high level of energy in a fast-paced environment.
 8. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

REPORTS TO: Designated Administrator

JOB GOAL: To assist in the successful implementation of recruiting strategies and programs to attract and retain quality internal/external applicants for the District in a safe and cost effective manner.

ESSENTIAL FUNCTIONS:

1. Participates and completes assignments/projects for all level positions to attract and retain high quality employees.
2. Establishes and maintains working relationship with current employees and applicants to provide support in recruiting and retention.
3. Works with coordinators to identify recruitment and retention needs with specific schools and departments.
4. Assists in the preparation of recruiting materials.
5. Performs administrative duties related to retention strategies, housing, internal programs and recruiting pools.
6. Assists with preparation of job descriptions.
7. Compiles statistical data relating to recruitment, retention and turnover.
8. Analyses credentials for candidates to determine and identify requirements for applicable positions.
9. Attends recruitment fairs.
10. Conducts applicant and employee interviews.
11. Assists with recruiting projects.
12. Maintains computer programs related to recruitment and employment.

OTHER RESPONSIBILITIES:

1. Assist with Human Resource assignments and projects.
2. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from this position if the work is similar, related, or a logical assignment to that position.

PHYSICAL REQUIREMENT:

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary as establish by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with the provisions of the Board's policy on assessment of supervisory, technical, and confidential personnel.

Adopted: 09/27/2006