

Recruitment and Retention Coordinator

DEPARTMENT:	Human Resources
GRADE:	62
CLASS CODE:	RRCOORD
FLSA STATUS:	Exempt
UNION STATUS:	Non-Represented
REVISED DATE:	August 2020

Summary:

The Recruitment and Retention Coordinator provides analysis, guidance and recommendations in the areas of recruitment, classification and compensation, benefits administration, onboarding and staff evaluations under limited supervision. This position acts as support for the Human Resources Coordinator.

Reporting Relationships and Team Work:

A coordinator is a subject matter expert who may provide direction to staff and works as a bridge between departments, employees and functions. This position is supervised by and reports to the Operations Director as part of a service oriented team.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Provides advice and guidance to appointing authorities, managers, supervisors and employees regarding recruitment actions, benefits, classification and compensation.
2. Administers TRL's promotional and public recruitments, to include serving on hiring committees, advising hiring managers and potential applicants, scheduling interviews, checking references, performing background checks and drafting offers for new and existing staff members. Provides direct guidance and training to all newly-appointed hiring managers during recruitment process.
3. Administers the employee benefits program, including annual Open Enrollment benefits change period; notifies staff of qualifying event enrollment change opportunities as needed.
4. Conducts New Employee Onboarding for Human Resources and provides training and assistance to hiring managers as needed for branch-based onboarding.

5. Administers and processes annual Performance Evaluations; liaises with applicable HRIS vendors to implement and update existing performance management process.
6. Performs job analysis, responds to salary surveys and researches classification and compensation issues for annual benchmarking and the creation of new and existing positions.
7. Administers TRL's Continuous Service Awards program.
8. Maintains personnel and recruitment records in compliance with applicable state and federal laws and internal reporting requirements.
9. Assists in the development and implementation of Human Resources strategic plans, goals, and objectives.
10. Assists with payroll processes, monitors personnel records and pay actions; adds new staff and positions to payroll software as needed.
11. Serves on applicable administrative committees as representative of Human Resources.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Current knowledge of the principals and practices of public personnel administration.
2. Current knowledge of Federal and State regulations governing human resources activities.
3. Knowledge of recruitment, retention, salary setting and benefits administration practices.
4. Ability to conduct job analysis and apply findings to development of selection processes or position allocations.
5. Ability to interpret and apply policies to a variety of situations.
6. Skill in prioritizing and managing projects.
7. Skill in working with a diversity of individuals.
8. Ability to communicate effectively and work as a member of a service-oriented team.
9. Ability to establish a sound working partnership with management, staff, and the Union.

Technology Requirements:

- Strong computer skills, to include database management, word processing, creating spreadsheets, document management and organization, email applications and the internet.
- Knowledge of computerized information systems used in human resources applications.

Education and Experience:

Associate's Degree in Human Resources or related field, and five years of Human Resources experience; OR an equivalent combination of education and experience. Bachelor's Degree in Human Resources or related field may substitute year for year of experience.

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License.
- Specialized training in recruitment, benefits administration and employee retention preferred.
- Professional in Human Resources (PHR) certification is desired.

Physical and Environmental Conditions:

- Work is performed in a standard office environment, but can include contact with the public in a library environment.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.