

RECRUITER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent has responsibility for the supporting Brome-Tioga BOCES efforts to attract, hire, and retain a high-quality diverse workplace at Broome-Tioga BOCES. This position has responsibility for developing, implementing, and monitoring a strategic, data-informed recruitment and retention plan aligned with district hiring goals as an equal opportunity employer. Flexibility is required to attend evening and weekend events, with occasional overnight travel. The work is performed under the general direction of the Director of Human Resources. The position does not have any supervisory responsibilities. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Manages the full talent acquisition cycle of recruitment, selection and onboarding while building strong pipelines of qualified candidates from diverse backgrounds;
Establishes partnerships with higher education institutions, professional organizations, and business leaders at the local, state and national levels to expand outreach efforts;
Utilizes data-driven metrics to assess and refine recruitment strategies to ensure alignment with hiring needs while paying close attention to succession planning and retention data;
Develops and implements strategic recruitment plans to attract diverse and highly qualified candidates;
Attends and represents the district at job fairs, college and university recruitment events, and community outreach programs;
Builds and maintains partnerships with higher education institutions, professional organizations, and community networks;
Provides training and guidance to hiring managers on policies, processes, and regulations;
Coordinates with hiring managers to understand staffing needs and align recruitment efforts with departmental goals;
May coordinate the review of job descriptions to ensure they are up-to-date and reflective of required qualifications and responsibilities;
May create and post job announcements through various platforms to reach broad and targeted candidate pools;
May conduct pre-employment testing and reference checks;
Contacts employers to verify referral results;
Supports retention efforts by identifying trends in turnover and recommending strategies to enhance employee satisfaction;

Develops and monitors metrics to evaluate recruitment efforts and progress toward diversity and hiring goals;
Uses data to assess the effectiveness of recruitment strategies and recommends adjustments as needed;
Ensures recruitment practices comply with equal employment (EEO) regulations and district policies;
Monitors and promotes equitable hiring practices throughout the talent acquisition process;
Collaborates with Human Resources and other departments on broader talent development initiatives;
Attends evening and weekend events, with occasional overnight travel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local, state, and federal laws and regulations related to recruitment, selection, and employment practices, including NYS labor laws;
Good knowledge of Human Resources functions such as recruitment, selection, onboarding, training, and promotion;
Good knowledge of marketing, branding, and communication techniques to support recruitment efforts;
Good knowledge of the best practices used in ongoing professional development in recruitment and retention ;
Working knowledge of and experience with mental health wraparound services, social-emotional learning (SEL), and challenges faced by schools in high-poverty communities;
Working knowledge in the use of Human Resources systems, including Applicant Tracking system (ATS);
Working knowledge of the skill sets needed for positions in mental health services and high-need educational settings;
Working knowledge of Human Resources systems, including Applicant Tracking Systems (ATS);
Working knowledge in utilizing both traditional and modern recruitment strategies, including passive and active sourcing techniques;
Ability to develop and track Human Resources metrics aligned with quarterly and annual recruitment goals;
Ability to strategically and innovatively recruit qualified candidates, including for specialized and hard-to-fill positions;
Ability to collect, analyze, and use data to inform recruitment strategies and measure success;
Ability to prepare clear and concise reports and documentation;
Ability to deal effectively with others;
Ability to prepare records and reports;

Ability to establish and maintain effective interpersonal working relationships across departments;
Ability to discuss employment terms, including wages, benefits, and advancement opportunities, with candidates;
Ability to work independently, make sound decisions, and manage multiple priorities efficiently;
Ability to communicate effectively both orally and in writing;
Ability to deliver effective presentations;
Commitment to ongoing professional development in recruitment and retention best practices;
Strong interpersonal and organizational skills;
Dependable; resourceful; observant; sound judgment, professional demeanor.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's degree and one year of experience in recruitment, talent acquisition, or human resources in the public sector, educational, or diversity focused environment; OR;
- B) Possession of an Associate's degree and three years' of experience in recruitment, talent acquisition, or human resources, preferably in a public sector, educational, or diversity-focused environment; OR
- C) Graduation from high school or possession of an equivalency diploma and five years of experience as a recruiter, or human resources officer, with at least one year of experience in a large organization; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.