



Job Description

POSITION TITLE: **Coordinator IV– Recruitment and Retention** **#6286**
Human Resources
Business Services

SALARY PLACEMENT: **Management Salary Schedule**
Range 14

SUMMARY OF POSITION:

Under direction of the Chief Human Resources Officer, assists, develops, implements, and supports the San Joaquin County Office of Education’s Strategic Plan – Employee Empowerment goal to recruit and retain certificated and classified employees. This individual will be responsible for implementing comprehensive strategies to attract, recruit, and retain highly qualified diverse talent across the organization.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor’s Degree in human resources, organizational development, business and/or public administration or related field. Degree requirement may be substituted by experience in the public school (K-12) system, or related private sector experience such as employee recruitment, retention and or talent development. Experience in event planning and/or marketing.

DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelors Degree in Human Resources, Public or Business Administration, Education, Public Policy, Educational Leadership, Industrial or Organizational Psychology, or a closely related field. Three years of management level experience in data collection and management, educational statistics, organizational development, human capital, talent management, or performance management. Experience in event planning, and marketing. Completion of the Association of California School Administrators Personnel Academy or California Leadership Academy or similar accredited program.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of

- assigned software
- effective research-based strategies, theories, techniques, and methods of instruction theories, research techniques, and methodologies related to managing operations or a large, complex, organization in a culturally diverse community
- education code, and SJCOE policies and procedures
- emerging technologies in the area of assessment and accountability
- principles of training, employee evaluation, and employee relations
- principles of public relations
- principles of human capital and talent development
- principles and practices of organization, management, personnel administration
- federal and state legislation as it applies to human capital policies, rules, and regulations
- best practices in support, growth development, retention, and deployment of high performing employee

Ability to:

- operate a computer
- be flexible and receptive to change
- manage large system implementation projects in a cross-functional environment
- monitor progress towards implementation of programs with clear deliverables
- develop and implement objectives, policies, procedures, work standards and internal controls
- determine strategies to achieve goals
- perform duties with awareness of all SJCOE priorities and initiatives
- communicate effectively, both orally and in writing
- prepare and deliver oral presentations
- skillfully organize, design, lay out and edit public information and promotional materials
- plan and facilitate large events

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning departmental programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations related to personnel management.
5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective and timely course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and timelines.
10. Prepare reports as needed.
11. Oversee and manage budgets.
12. May supervise and evaluate staff.
13. Utilize data analytics to inform and implement recruitment and retention decisions.
14. May review and assist in the development of new SJCOE policies for performance-based career pathways and professional development.
15. Coordinate internal training programs and curriculums for new hires and general employees seeking to advance in the organization to develop role and skill training.
16. Assist in the implementation of Human Capital Development projects throughout SJCOE.
17. Foster positive candidate experiences throughout the recruitment process to promote the County Office of Education as an employer of choice.
18. Assist in the development and implementation of strategies to increase diversity and foster an inclusive workplace environment that values and respects individual differences.
19. Partner with internal departments to help ensure diversity-focused recruitment and retention initiatives.
20. Visit SJCOE sites and departments to fully understand their vacant positions and staffing needs.
21. Work to collect, manage, and analyze data affecting employee satisfaction and retention.
22. Gather valuable feedback through stay surveys and exit interviews that impact organizational decisions.

23. Assist in developing and implementing a quality recruitment and retention program that enhances employee engagement and job satisfaction.
24. Assist in developing recruitment procedures and identify and facilitate recruitment fairs for effective employee replacement.
25. Develop a working relationship with colleges/universities, and the business community for recruitment of certificated and classified staff.
26. Develop a robust online presence for SJCOE's recruitment efforts on social media and through other online recruitment-based sites.
27. Plan, coordinate and attend recruitment and retention events and/or conferences.
28. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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