

HR SPECIALIST, TRANSPORTATION

Rev. July 2025

Job No.: 3113

Reports to: Sr Director, Support Services Staffing & Emp Relations

Dept./Campus: Human Resources

FLSA Status: Exempt

Pay Grade: 301

Term: 226 days

PRIMARY PURPOSE

To support the Transportation recruitment/retention efforts by sourcing, recruiting, screening, and selecting applicants. Provide information and resources to applicants, current employees and members of the community. Research, develop, plan, evaluate, implement and maintain programs and services supporting hiring and recruitment process.

MAJOR RESPONSIBILITIES AND DUTIES

- Screens applicant recruiting documents, set interview appointments, coordinates and conducts interviews and recommends applicants for hire.
- Collaborates with HR team to onboard, including, assisting with orientation schedule, salary quote and being a resource to the candidates.
- Develop and maintain matrix of skills needed for each position.
- Communicates in various ways and forms to applicants and new hires, including phone and email outreach.
- Coordinates sourcing, recruiting, selection and employment process (e.g., advertising, related social media, processing applications, and preparing screening criteria) to meet Transportation staffing requirements while complying with established guidelines.
- Works collaboratively to develop short and long-term recruitment and retention strategies for Transportation staff.
- Create marketing materials and coordinate job fairs or other recruitment activities.
- Assists in developing high-impact hiring process and procedures that are consistent with district guidelines.
- Develops and provides training related to interview and hiring best practices.
- Identify improvement opportunities in recruitment and retention strategies and contribute to solution.
- Ensures compliance with legal requirements related to hiring and certification.
- Designs and implements diversity initiatives integrated into the recruiting and selection process.
- Responsible for effectively utilizing recruit and hire systems and software, as well as supporting procedures.
- Develops and tracks quantifiable metrics of the recruiting and hiring process to assure timely employment offers upon recommendation to the supervisor.
- Development of a wide variety of written materials in both manual and electronic formats to promote Leander ISD Transportation to interested parties.
- Stays up to date on relevant best practices in recruitment and hiring.
- Prepares reports and performs other related administrative duties as required and/or needed.
- Demonstrates regular and prompt attendance.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in human resource management or related field preferred. Associates degree in human resources management or related field required.
- Experience in recruiting, hiring, onboarding related work preferred. Experience as a supervisor in high volume service, manufacturing, transportation, or retail environment.

Knowledge/Skills/Abilities:

- Knowledge of details involved in creation of an employment offer; employment law pertaining to staffing; best practices in recruitment, interviewing and selection of instructional staff; program planning and development; and concepts of grammar and punctuation.
- Skill in word processing, spreadsheet, database, and file maintenance; organization; implementing communication and collaboration between and among various areas of the organization to enhance service delivery, program development, and customer satisfaction; researching and analyzing data and reports; and making oral and written presentations.
- Ability to communicate effectively both orally and in writing; use computer and application software; implement policy and procedures; and interpret and present data; schedule activities, meetings, and/or events; gather, collate, and/or classify data; work with diverse group of individuals; problem solve is and create action plans, prioritize tasks, and manage time; and exercise good judgement and discretion in dealing with confidential information.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to add, subtract, multiply, divide and to record, balance and check results for accuracy.
- Ability to work in fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate employees, staff, and parents.
- Ability to maintain composure and professionalism at all times.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours, including evenings and weekends.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.