Lincoln Intermediate Unit 12
Leadership • Expertise • Innovation

POSITION MANAGEMENT GUIDE

Title:	**Human Resources Specialist – Staffing and Onboarding**	*Division Approval:*	11/30/2023
Department:	Human Resources	*HR Approval:*	11/30/2023
Reports to:	Director of Human Resources	*Board Approval:*	6/25/2024

SUMMARY OF PURPOSE

The role of this position is to formulate effective hiring strategies, oversee recruitment and retention efforts, devise interview questions, and contribute to the marketing of open positions at the Lincoln Intermediate Unit. The individual will take the lead in the recruitment and onboarding processes, utilizing data analysis to plan and shape future strategies. Responsibilities include advertising job openings across diverse platforms, participating in job fairs/events, and offering valuable feedback and best practices for the entire hiring and onboarding workflow. The ultimate objective is to cultivate a thriving and positive work environment through successful employee recruitment and retention initiatives.

ESSENTIAL REQUIREMENTS

- High school diploma or equivalent
- Demonstrated experience supporting recruitment, orientation, and onboarding processes, preferably within a Human Resources setting.
- Associates degree required, Bachelor's degree in Human Resources or Marketing, preferred
- In liue of degree, 5 years experience in recruitment or marketing accepted
- Proven experience in recruitment and onboarding, with an educational context preferred.
- Understanding of employment laws, regulations, and best practices. Familiarity with HRIS and other relevant software.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Ability to maintain confidentiality and handle sensitive information
- Willingness to adapt to normal office hours with occasional evening or weekend work during peak recruitment periods.

ESSENTIAL FUNCTIONS

- Leads recruitment initiatives, including posting on the organization's social media, placing online advertisements for vacancies, and attending college career fairs.
- Provides oversight to the hiring process to ensure that every stage of recruitment runs smoothly and there is smooth progression through each recruitment stage.
- Recommends marketing strategies and advertisements for open positions.
- Utilizes resources like databases, social media platforms, and professional networks to recruit prospective employees.
- Assists in creating interview questions, screening processes, and guidelines for individual positions.
- Assists with onboarding, including entering new hires into the HRIS system, collecting and verifying new hire documents, and creating files.

- Evaluate current recruitment strategies and identify areas for improvement.
- Onboards new employees and provides input for effective hiring practices.
- Completes and/or confirms receipt of reference checks and reviews for quality. Performs phone reference checks as needed.
- Creates and develops appropriate job descriptions, reviewing them on a three-year cycle or as needed for accuracy.
- Establishes and maintains professional relationships with colleges, universities, community placement offices, and agencies for potential applicant sourcing.
- Stays informed about operational, organizational, and technology changes to align recruitment and staffing goals with the intermediate unit mission and strategic plan.
- Collaborates on developing recruitment and retention strategies.
- Presents topics and leads pre-hire orientation, as well as the onboarding plan.
- Participates in employment fairs, meetings, college/university visits, and community events.
- Manages the applicant tracking system for posting open positions, reviewing candidates, screening applications, and coordinating application processes.
- Maintains data and records related to hiring, retention, turnover rates, and organizational impact trends.
- Ensures compliance with legal requirements related to hiring and certification.
- Collaborates with internal and external personnel for the implementation and maintenance of services and programs.
- Coordinates the recruitment, selection, and employment process, including advertising, screening, and communication with administrators, employees, and applicants.
- Assists with updating the applicant tracking system, including updates and recommendations for improving processes and increasing efficiencies.
- Keeps up to date with recruiting initiatives and recommendations for postings, job fairs, and marketing positions for the LIU.
- Helps maintain up-to-date presentations and materials related to onboarding and recruiting individuals.
- Assist with the guest teacher process and conducted interviews to recommend the LIU as a potential employer.
- Ability to assist with position management through effective communication with HR staff, Business Services, and Supervisors.
- Stays informed us about recruiting initiatives and recommended postings, job fairs, and marketing positions for the LIU.
- Process any forms related to the onboarding (e.g. Act 168) or changes as deemed appropriate.

DEPARTMENT/ORGANIZATION

- Keeps current with related technology and developments that impact the division and the organization.
- Makes decisions consistent with the LIU vision, mission and core values, establishes and maintains effective communication and positive relationships within the LIU, and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of a LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative, and collaborative; valuing each team member; and understanding the importance of customer service.)
- Understands organizational development and change principles and applies these principles to promote improvement within the Department.
- Performs other functions as assigned.

SCOPE AND IMPACT
This position works independently with all employees within the LIU and individuals and organizations outside the LIU.

ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

By checking any of the below boxes, the LIU is indicating its reasonable belief that the identified physical/mental/environmental requirements are job-related for this position and consistent with business necessity for the performance of the essential job functions. Notwithstanding, the LIU may not rely solely on these qualifications. Instead, the LIU must consider whether reasonable accommodations are available that will enable an otherwise qualified individual to perform the essential job functions.

1. **Following Directions**
   - ☒ Full Understanding of Both Written and Verbal Instructions Required
   - ☐ Understanding of Verbal Instructions Only Required
   - ☐ Understanding of Written Instructions Only Required

2. **Communication - English**
   - ☒ Excellent Verbal Communication Skills Necessary
   - ☐ Basic Verbal Communication Skills Necessary
   - ☐ Limited or No Verbal Communication Skills Necessary

3. **Functional Reading - English**
   - ☒ Fluent Reading
   - ☐ Recognition of Signs/Symbols
   - ☐ Simple Reading
   - ☐ No Reading Skills Required

4. **Hearing**
   - ☒ Ability to Hear Required
   - ☐ Limited Hearing
   - ☐ Hearing Not Required

5. **Seeing**
   - ☒ 20/20 Vision with Corrective Eyewear
   - ☐ Limited Vision
   - ☐ Vision Not Required

6. **Functional Math**
   - ☒ Complex Computational Skills (Accounting and Financial Skills)
   - ☐ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
   - ☐ Simple Counting Skills
   - ☐ No Mathematical Skills Needed

7. **Time**
   - ☒ Must Tell Time to the Minute
   - ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. **Orientation (Familiarity with Surroundings)**
   - ☐ Several Blocks from Building
   - ☒ Building Only
   - ☐ Work Area
   - ☐ Room Only

9. **Mobility Skills**
   - ☒ Mobility Within the Building
   - ☐ Mobility Within a Four-Block Radius
   - ☐ Driving Required

10. **Sitting**

- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

11. Standing

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☒ 25% - 50%
- ☐ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

Adopted by LIU Board of Directors: 6/25/2024