

Title:	Effective Date:	Grade:	Job Category:
<b>Talent Acquisition Coordinator</b>	March 2, 2020	XIV	Professional
Prior Title:	Prior Effective Date:	Grade:	Page:
Personnel Staff Coordinator, Personnel Specialist	August 23, 2016	XIV, XIII	1 of 2

**CHARACTERISTICS OF WORK**

This position is responsible for providing oversight of the Department’s recruiting and hiring processes.

**EXAMPLES OF WORK**

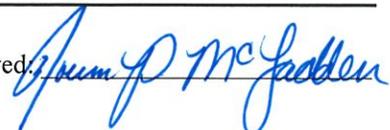
The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Develop recruiting and retention metrics and establish reporting to measure effectiveness.
- Assist hiring managers with attracting a diverse and qualified applicant pool by building networks and continuing to network through industry contacts and social media.
- Provide oversight of job postings and coordination with external recruiting sources.
- Provide review responses to Glassdoor, Indeed, etc.
- Attend recruiting events on behalf of the Department.
- Assist with development and acquisition of job fair/recruitment event materials (giveaways, booth materials, etc.).
- Conduct job analysis and salary research.
- Provide advisory and consultative assistance to Department management officials.
- Provide guidance to other Personnel Office employees and coordinate job duties.
- Assist in researching and developing personnel policies and procedures.
- Interview and hire Seasonal and Intern candidates.
- Recruit and interview prospective engineering candidates.
- Provide oversight of HR Specialist recruiting efforts, including scheduling career fairs and recruiting events.
- Assist with the coordination of student events and activities such as the Summer Intern Orientation, National Summer Transportation Institute, TRAC, RIDES, etc.
- Upkeep the Department’s organizational charts and any subsequent back-up materials.
- Coordinate the Department’s SASHTO Scholarship program.
- Assist with reviews and investigations of personnel issues.
- Assist with annual performance evaluation process.

**MINIMUM REQUIREMENTS**

Education and experience:

The educational equivalent to a bachelor's degree in human resources management or related field from an accredited college or university, or the educational equivalent to a diploma from an accredited high school, plus four years' experience in the field of human resources management. Compensation management and/or recruiting / hiring experience desired.



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<b>Talent Acquisition Coordinator</b>	June 24, 2017	XIV	Professional
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Knowledge, skills and abilities:

Ability to interpret and apply the policies and procedures included in the Department's Personnel Manual and pay plan. Thorough familiarity and understanding of federal and state employment laws and regulations. Ability to learn and adapt to new technology including multiple human resources information systems and software platforms. Above average analytical and mathematical abilities. Well-developed sense of urgency and follow-through. Effective oral and written communication skills and comfort working with managers and candidates at all levels of skill and experience.

Working conditions:

Office environment.

Licenses, registrations and certifications:

Driver's license.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**