



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Coordinator I, Recruitment</i>	Last Revised/Approved: <i>08/29/2018</i>
Job Code: 1452	Reports To: <i>Manager III, Talent Management</i>
Office: <i>Office of Human Resources</i>	Department: <i>Talent Management</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Develops and implements an aggressive recruitment plan that will provide MPS with a diverse applicant pool. Creates strategies to attract applicants for critical shortage areas through identification and utilization of many sources. Establishes linkages with external organizations that may be recruitment sources. Conducts outreach activities. Collects and analyzes recruitment data and creates monthly and annual recruitment data reports for the Office of Human Resources. Recruits for all classified positions and assists with staffing administrators for the district.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Works with Talent Management staff to implement an aggressive strategic recruitment plan for the district.
- Creates strategies and directs recruitment initiatives that will provide Milwaukee Public Schools (MPS) with a diverse applicant pool that includes applicants for critical shortage areas. Organizes and coordinates local recruitment initiatives.
- Identifies and utilizes effective web based recruitment sites and maintains MPS web pages for recruitment.
- Establishes linkages with local and regional organizations that may be recruitment sources for MPS.
- Represents MPS at career fairs, community events and creates an integrated approach between the district and other recruitment sources.
- Works closely with talent management to ensure identified candidates successfully enter into the application process. Participates in the initial screening and/or interviews.
- Facilitates and conducts administrative recruitments and serves as a consultant to departments to develop specialized recruitment strategies for difficult to staff positions.
- Counsels and communicates with applicants regarding the recruitment and testing procedures.
- Uses job analysis to develop or modify specifications to assist with development appropriate exams.
- Administers testing for classified positions, and maintains eligible list for hiring.
- Collects and analyzes recruitment data to determine the most viable recruitment resources for MPS. Provides department with monthly and annual recruitment data reports.

- Recruits and hires a qualified and diversified staff. Collaborates with other Human Resources personnel to develop and implement a recruitment plan for Milwaukee Public Schools (MPS). Attends local recruitment events to meet specific staffing needs of MPS.
- Recruits and processes substitute teachers for the district.
- Ensures that all new hire paperwork is submitted timely and in order. Tracks applicant and employee status on a database and generates reports as requested.
- Coordinates medical examinations as required for new hires. Works with Manager to extend probationary periods for classified employees if necessary.
- Collaborates with other HR staff to plan, implement and evaluate employee orientation and induction programs.
- Administers and coordinates employee assignments and reassignments in accordance with the various contractual provisions. Hires appropriate staff for summer school programs.
- Maintains relationships with central service departments regarding staffing and other personnel issues. Responds to concerns of principals and other staff related to staffing issues. Assists and coordinates in the creation of various professional development programs for MPS employees. Trains employees on HR initiatives as necessary.
- Advises employees who are under consideration for transfers, promotions, leaves, retirements and layoffs. Counsels employees dealing with difficult circumstances and recommends courses of action.
- Participates in inter- and intra-departmental staff meetings and conferences on matters relating to the division's area of responsibility. Serves on committees and attends meetings to gather and/or provide information relative to staffing.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in Business or a related field; a combination of education and experience may be substituted.

Experience Requirements:

- Two - three years professional level work experience in recruitment, marketing, public relations or related area.
- The ability to travel both within the city and throughout the state.
- Must have a driver's license and access to a fully-insured vehicle throughout employment.
- Previous experience in a high-volume recruitment environment is required.
- Public sector experience is desired.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Incumbent must demonstrate experience recruiting for a broad range of positions.
- Demonstrated ability to build partnerships with community organizations is necessary.
- Knowledge and understanding of current recruitment issues and future trends.
- Ability to develop and implement innovative recruitment concepts to the district.
- Demonstrated experience in utilizing a variety of sourcing techniques for recruiting.
- Must be willing to interact with the greater Milwaukee community to identify potential local applicants and retain hired personnel.
- Ability to manage multiple priorities in a fast paced environment.
- Demonstrated ability to apply computer technology in the performance of duties.
- Must be able to work successfully with a diverse population.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Travel around the city of Milwaukee is required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.