

# Human Resources Specialist-Recruiting

**Location: New Castle, DE**

**Salary: \$53,742 to \$63,226 (Grade K)  
(Commensurate with experience and skills)**

**Opening Date: April 1, 2019**

**Closing Date: April 15, 2019**

## **I. POSITION SUMMARY**

The Human Resources Specialist – Recruiting possesses a human resources generalist background with emphasis in assisting with the administration of the Delaware River and Bay Authority’s recruitment and retention functions. Incumbents in this position are responsible for full cycle recruitment activities in alignment with Authority objectives. The main responsibilities include recruiting from talent sourcing and attracting candidates to interviewing and hiring great employees. Incumbents in this position are also responsible for relationship development and maintenance of both candidates and key stakeholders in the Authority. Incumbents will guide managers and candidates through the hiring and selection process utilizing Authority systems and processes. The ultimate responsibility is to ensure the Authority attracts, hires, and retains the best employees while growing a strong talent pipeline. The nature of this work is confidential and requires professionalism and discretion in interfacing with prospects, management, recruiting agencies, etc. The employee in this position works under the direction and support of the Talent Acquisition.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists Manager in promoting diversity, inclusion, and multicultural competence in a developmental and work environment and developing and implementing HR best practices, including data driven analytics from multiple systems to support HR strategy and improve HR processes, enhance productivity, customer satisfaction, and cost efficiencies.
- Responsible for technical support of Authority’s recruitment programs including assisting Manager with annual budgeting and strategic planning implementation
- Responsible for recruitment process from advertising, interviews, selection, on-boarding through new hire orientations and ending at removal from probationary period
- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs
- Administers effective sourcing and recruiting strategies that attract qualified and diverse candidates and maintains a recruitment pipeline
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; provides organization information, opportunities, and benefits; makes presentations; maintains rapport
- Determines applicant requirements by studying job description and job qualifications
- Attracts applicants by placing job advertisement; contacting recruiters using newsgroups, job sites, etc.
- Determines applicant qualifications by interviewing applicants; analyzes responses; verifies references; compares qualifications to job requirements
- Screens applicant job applications and resumes
- Act as point of contact and build influential candidate relationships during the selectin process

- Promote the Authority's reputation as Employer of Choice
- Arranges management interviews by coordinating schedules; arranges travel and lodging as needed; escorts applicants to interviews; arranges tours as needed;
- Facilitates all interviews ensuring all candidates are interviewed on consistent set of qualifications and criteria; conducts interviews using various reliable personnel selection tools/methods to filter candidates within schedule
- Evaluates applicants by discussing job requirements and applicant qualifications with manager
- Provide analytical and well-documented reports of full recruitment processes
- Responsible for the Authority-wide administration of the internship program
- Attends meetings to promote a continued harmonious working environment within the Authority
- Updates and maintains the employment opportunities intranet page and ensures HRIS updates and maintains the internet website
- Assists with preparation for on-site training programs as needed; ensures evaluations are conducted
- Researches and ensures travel arrangements are made for off-site staff educational programs
- Prepares and distributes resource/job training aids such as instructional materials, handouts and evaluation forms when necessary
- Prepare necessary reports and correspondence
- Keeps abreast of current knowledge of human resources, recruitment trends, and of local, state, and federal laws, regulations and trends
- Maintains operations by following policies and procedures; reports needed changes
- Contributes to team effort by accomplishing related results as needed
- Assists with other duties as required
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated knowledge of applicant tracking systems
- Demonstrated knowledge of recruiting methods and practices
- Demonstrated experience in screening, interviewing, and assessing candidates
- Working knowledge of human resources practices
- Working knowledge of all federal, state, and local government laws, rules, and regulations as they relate to employee relations
- Good knowledge of the business units and functional departments for effective sourcing of positions
- Proven work experience as a recruiter
- Solid ability to conduct different types of interviews (structured, competency-based, etc.)
- Hands-on experience with various selection processes (phone interviewing, reference checking, etc.)
- Familiarity with HR databases, Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS)
- Hands-on experience with Human Resource Information Systems (HRIS) or Human Resource Management Systems (HRMS)
- Strong interpersonal skills with ability to be approachable

- Exercise judgment within well-defined practices and policies to select methods and techniques for obtaining solutions
- Ability to work independent/self-starter; must be flexible and adapt to changes
- Excellent attention to detail
- Effective oral and written communication skills with the ability to communicate in a clear and concise manner and professionally with all levels of management and employees
- Excellent problem solving skills
- Demonstrated effective computer skills in Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint)
- Strong organization, project, and time management skills with ability to handle multiple projects simultaneously to completion
- Strong attention to detail and results orientation
- Ability to establish and maintain effective working relationships and work in a team environment
- Ability to provide excellent customer service skills

#### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree from an accredited college or university with major course work in Business Administration, Human Resources, Public Administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- At least three (3) years of direct experience in Human Resources experience or recruiting experience; five (5) years preferred
- Knowledge of applicant tracking systems preferred
- Specialized training in recruiting a plus

#### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS**

- Valid Driver's License
- Professional Certification preferred (i.e., SHRM-CP/SCP or SPHR/PHR, etc.)

#### **VI. SPECIAL REQUIREMENTS**

- Subject to a background investigation and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Available to travel to different Authority facilities as needed
- Available to support business operations outside of normal business hours as needed

**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, please attach a resume to the completed application.**