

## **HR SPECIALIST/SR. HR SPECIALIST- RECRUITING**

**Location: Delaware Memorial Bridge, New Castle, DE**

**\$62,212 to \$73,130 annualized (Grade K)**

**\$70,143 to \$84,460 annualized (Grade J)**

***(Position and Salary commensurate with experience and skills)***

**Opening Date: January 16, 2024**

**Closing Date: Until Filled**

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### **I. POSITION SUMMARY**

The Human Resources Specialist or Senior Specialist – Recruiting possesses a background in HR Recruitment. This position assists with the administration of the Authority’s recruitment and retention functions, being responsible for full cycle recruitment, strong relationship development and maintenance of both candidates and key stakeholders of the Authority. This position assists in the research, development, and implementation of effective recruiting and staffing strategies to attract and retain a diverse pool of qualified and capable talent for the Authority. The nature of this work is confidential and requires professionalism and discretion, working under the direction and support of the Talent Acquisition Manager.

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

- Responsible for recruitment process from sourcing applicants, facilitating interview process, selection, on-boarding through new hire orientations and ending at removal from probationary period.
- Builds applicant sources by researching and engaging community organizations, colleges, employment agencies, recruiters, media, and internet sites; provides organization information, opportunities, and benefits; makes presentations; maintains rapport.
- Facilitates all interviews ensuring all candidates are interviewed on consistent set of qualifications and criteria using various reliable personnel selection tools/methods to filter candidates within schedule.
- Assists Manager in implementing diversity, inclusion, and multicultural competence in the recruitment effort utilizing HR best practices, including data driven analytics from multiple systems to support overall HR strategy.
- Maintains and ensures compliance with federal, state, and local employment laws/regulations and Authority policies/procedures.
- Conducts sourcing activities through internet job boards (e.g., Indeed, Monster, ZipRecruiter) to convert interested candidates to DRBA applicants.
- Attends job fairs and participates in college fairs, organization/community, and other networking opportunities.
- Updates applicant system and DRBA proprietary applicant matrices with qualifying information concerning applicants as they progress through the selection and pre-employment process.
- Prepares end of selection process Record of Events (e.g., key background, selection decisions, issues and/or challenges during the selection process) for team learning and executive level briefing.
- Provides analytical and well-documented reports of full recruitment processes.
- Responsible for the Authority-wide administration of the college relations program including the internship and/or co-op program.
- Acts as liaison on community affairs, including Department of Labor for the states of NJ and DE.
- Other duties as assigned

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

- Working knowledge of federal, state, and local government laws, rules, and regulations as they relate to full life cycle recruiting -- this includes thorough understanding of EEO, ADA, and other related employment laws, regulations, and guidelines
- Demonstrated knowledge of recruiting methods and practices
- Working knowledge of human resources practices
- Demonstrated knowledge of applicant tracking systems, Human Resource Information Systems (HRIS) or Human Resource Management Systems (HRMS) with ability to quickly learn recruitment systems
- Ability to work independent/self-starter; must be flexible and adapt to changes
- Excellent attention to detail
- Effective oral and written communication skills
- 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 and meeting deadlines
- Ability to provide excellent customer service to internal and external customers.

### **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 recruiting experience; five (5) years preferred (5 years required, 7 years preferred for Sr. Specialist)
- 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, STA, etc.); Certification required for Sr. Specialist

### **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

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**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 to the online application, please attach a current resume.**

**The Delaware River and Bay Authority is an Equal Opportunity Employer**