

## RECRUITMENT COORDINATOR

### DEFINITION

Manages and coordinates full-cycle recruitment efforts and career pathway advisement activities.

### TYPICAL DUTIES

Manages, plans, and coordinates activities related to employee recruitment and career pathway advisement.

Develops, coordinates, reviews, and implements comprehensive recruitment strategies and plans.

Plans, coordinates, and attends a variety of recruitment events to identify and engage a diverse pool of applicants.

Develops and maintains strong partnerships with local, state, national, and international colleges, universities, and other community agencies.

Travels to in-state, out-of-state, and international recruitment events as needed.

Advises applicants and candidates on career pathway options based on individual circumstances and provides information about opportunities and benefits offered by the District.

Reviews and monitors application materials which include employment references and verifications.

Oversees assigned staff performing activities related to recruitment and career pathway advisement.

Corresponds with and assists applicants and candidates throughout the pre-employment process.

Conducts eligibility interviews and recommends candidates for hire.

Informs eligible candidates of potential vacant positions.

Maintains communication with hiring managers to address staffing needs and questions.

Collaborates with various District stakeholders to develop, evaluate, and promote recruitment strategies and plans.

Conducts formal presentations to a variety of audiences for recruitment purposes.

Informs candidates and District staff of applicable articles in certificated bargaining agreements, personnel policies and procedures, and federal and State regulations.

Collects and analyzes recruitment data and prepares reports.

May develop and design recruitment literature including bulletins, advertisements, and brochures.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Recruitment Coordinator manages and coordinates full-cycle employee recruitment efforts, career pathway advisement activities, and guides applicants and candidates throughout the pre-employment process.

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and employment selection, compensation, employee relations, appeals, training, and the formulation, development, and interpretation of human resources rules, policies, and procedures; and supervises technical and/or clerical employees

A Human Resources Specialist III performs professional-level, technical human resources work in the area of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development and may assist higher-level personnel in performing more complex assignments

## SUPERVISION

General supervision is received from an administrator. Supervision is exercised over lower-level staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Recruitment practices and methods
- Equal employment recruitment procedures
- Current trends and processes in education employment
- State and federal rules, regulations and guidelines relating to employment discrimination and equal opportunity
- Job requirements, education code, collective bargaining agreements, and related policies and procedures
- Job analysis
- Applicant management systems
- Career development in LAUSD
- Organization of the Los Angeles Unified School District
- Principles of supervision and training
- Microsoft office suite

### Ability to:

- Evaluate educational records and employment experience
- Establish and maintain cooperative and effective working relationships with others
- Oversee multiple projects and issues while working effectively under pressure
- Plan, organize, and prioritize work to meet deadlines
- Supervise, train, and evaluate employees
- Make effective oral presentations to a variety of groups
- Maintain accurate records
- Communicate effectively, both orally and in writing

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in human resources, public administration, education, a behavioral science, or a related field.

### Experience:

Four years of recruitment experience that included developing recruitment plans, sourcing candidates, and conducting preliminary application screening. One year of the aforementioned experience must include recruiting for a California K-12 school district. A master's degree in human resources, public administration, education, a behavioral science, or a closely related field may be substituted for up to two years of the required experience.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTES

Must be willing to travel throughout the State of California, out-of-state, and out of country as needed.

Employees in this class may be required to work atypical work weeks, evenings, and weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

04-17-25

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