

Title: Talent Acquisition Coordinator	Effective Date: June 20, 2023	Grade: XIV	Job Category: Professional
Prior Title: Talent Acquisition Coordinator, Personnel Staff Coordinator, Personnel Specialist	Prior Effective Date: March 2, 2020	Grade: XIV, XIII	Page: 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.

- Provide guidance and oversight in administration of hiring/recruiting system.
- 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.).
- Provide input regarding job analysis and salary research.
- 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.
- Coordinate student events and activities such as the Summer Intern Orientation, National Summer Transportation Institute, TRAC, RIDES, etc.
- Assist managers and employees with Human Resources systems such as the timekeeping system, hiring system, and other Department software applications as needed.
- Assist with reviews and investigations of personnel issues.
- Assist with annual performance evaluation process.
- Assist in researching and developing personnel policies and procedures.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor's degree in human resources management, organizational 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.

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 knowledge of Microsoft Office software.

Working conditions: Office environment.

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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.