



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Talent Acquisition and Retention Manager**
 Job Family: **Professional**
 Prepared/Revised Date: **July 22, 2019**

FLSA Status: **Exempt**
 Pay Grade: **S**
 Job Code: **34409**
 Days: **260**

SUMMARY: Perform HR-related duties on a professional level, working closely with HR Directors and HR Manager to support all talent acquisition and retention efforts for the District. Develop, coordinate, and evaluate the development and management of talent pipelines, employee recruitment, retention, and engagement to ensure a talented and effective workforce; coordinate the employee recruitment processes including position announcements, advertising, communications, and marketing. Provide support for new employee orientation(s). Coordinate with HR Technicians on student teacher, internship, and practicum placements within the District. Serve as a liaison to teacher education programs at institutions of higher education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Lead/coordinate the development and implementation for all PSD talent acquisition efforts in collaboration with HR leadership. Plan/schedule talent acquisition efforts; manage/disseminate annual hiring events calendar; coordinate internal/external hiring fairs; train/communicate/coordinate recruiters for recruitment fairs; facilitate the communication between fair and internal contacts; facilitate online recruitment presence, including the coordination of job advertisements.
2. Coordinate strategic outreach and communication efforts related to talent acquisition and retention efforts. Write, edit and produce print and digital publications for recruitment and retention efforts that promote and enhance the PSD brand via social media, e-newsletters, websites, videos, etc. Respond to daily recruitment inquiries through designated platforms.
3. Develop/implement best practices for diversity recruitment. Monitor internal and external diversity trends, develop and implement best practices for recruitment, retention, and support of a diverse and culturally responsive workforce. Collaborate on hiring best practices such as interview questions, equitable standardized response rubrics, etc.
4. Establish and maintain relationships with institutions of higher education, professional organizations (local and nationally) and district departments and divisions to ensure the development of talent pipelines for classified, licensed, professional, and administrative staff, including the coordination of recruiting and onboarding student teachers, interns and practicum candidates. Collaborate with HR leadership to best support internal relationships to PSD/hiring managers recruitment needs.
5. Provide quantitative and qualitative feedback and data that will evaluate PSD's recruitment activities to identify, attract and retain top talent.
6. Using climate surveys, exit surveys, and staying interviews, analyze data to identify district trends and develop strategies to improve employee retention and engagement.
7. Collaborate with HR leadership to develop and conduct training for hiring managers and supervisors in a variety of areas including interviewing and screening techniques of candidates aligned with law and district policies, candidate engagement, etc.



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8. Manage and provide recommendations to the recruitment budget. Propose annual budget and maintain fiscal tracking throughout the year.
9. Collaborate and provide support to HR leadership with the onboarding of employees.
10. Attend work and arrive in a timely manner.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree required in Communications, Marketing, Advertising, Human Resources or related field.
- Minimum of five years of experience in human resources, communications, marketing, advertising or recruitment required.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred.
- Criminal background check required for hire.
- Ability to travel nationally and among district locations.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of employment laws and human resources policies, procedures, and practices.
- Critical thinking, problem-solving and analytical skills.
- Oral and written communication skills with an ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Knowledge of social media, outreach marketing platforms, and design from a marketing perspective.
- Ability to protect and maintain confidentiality in all aspects of the job.
- Ability to work under deadlines; to be flexible in meeting the ever-changing needs of the department.
- Ability to manage multiple priorities.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Advanced knowledge of and experience with Microsoft Office products, and/or other department software packages including project management systems and Adobe Creative Suite products.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Executive Director of Human Resources	1
Direct reports:	No direct reports	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed	X			
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	