



CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: EMPLOYMENT SPECIALIST, SENIOR

GENERAL DESCRIPTION OF DUTIES

Under direction, this position performs complex work in assisting department management in planning, organizing, and administering the recruitment, selection, and hiring functions of exempt and non-exempt positions for the Clerk & Comptroller. Employees in this classification are responsible for coordinating and evaluating the efficiency of programs and activities involving recruitment, hiring, and related employment functions. Employees provide training, direction and guidance in practical processes and procedures of the work.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Administers the employment functions of recruitment, selection, and hiring of exempt and non-exempt positions, including facilitation of New Employee Orientation

Participates in all aspects of work to support and ensure effective and efficient results; develops job postings, interview questions, and selection criteria; interviews candidates; administers tests; schedules and coordinates all phases of selection process, including background checks; provides recommendations for improvement

Confers with department managers or supervisors; provides information and guidance regarding job postings, selection process and related employment activities

Researches, develops and implements effective recruitment strategies that streamline the recruitment process, improving quality of applicants and reducing recruitment time; focuses on social recruiting and networking to build pipeline of candidates; represents agency at local career fairs and events

Evaluates and analyzes the agency's selection and hiring practices; monitors, tracks, and analyzes employment activities, processes, systems and procedures for effectiveness; generates statistical and metric reports; makes recommendations for improvement

Ensures accurate maintenance of complete documentation and paperwork for applicants and new hires; researches and resolves discrepancies in applicant records and other required documentation; ensures the security of confidential employment related materials

Responsible for record retention and destruction of recruitment related materials

Ensures efficient and legally defensible recruitment and hiring practices including advertising, testing, and interview processes

EMPLOYMENT SPECIALIST, SENIOR

Provides support for internship and job shadowing programs

Ensures agency compliance with all applicable laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to ensure adherence

Maintains current knowledge of trends and developments in state-of-the-art human resource management for application to programs and function; maintains comprehensive, current knowledge of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree with course work in Human Resources Management or related field, supplemented by three (3) years of recent and relevant experience in recruitment of exempt and non-exempt positions; experience with applicant tracking systems at an advanced level, use of electronic testing/assessment software and records, development of effective recruitment, selection, and hiring principles and strategies, and leadership experience required; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

EMPLOYMENT SPECIALIST, SENIOR

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature Date

Printed Name Department