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**JOB DESCRIPTION: STAFFING SPECIALIST**


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<b>DEPARTMENT:</b>	Talent Management-Human Resources	<b>REPORTS TO:</b>	Manager, Shared Services or Manager, Human Resources
<b>JOB CLASS:</b>	Specialist	<b>PAY GRADE:</b>	18
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	04/19/2012

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

Under direction of the Manager, Shared Services, or Manager, Human Resources, the Staffing Specialist performs recruiting and staffing functions for assigned departments/positions within FLVS. The Staffing Specialist assists in defining and executing best practices to address staffing needs and effectively identify viable candidates. The Staffing Specialist builds internal and external relationships to aid in superior customer service and to take initiative in growing FLVS' reputation as a premier employer within the job-seeker community.

**ESSENTIAL POSITION FUNCTIONS:**

- Collaborate with hiring managers regarding staffing needs
- Keep hiring managers abreast of recruiting updates pertaining to their open positions
- Create and modify interview questions aligned with position requirements and preferences, following compliance guidelines
- Utilize best practices to review, interview and select candidates to fill open positions
- Schedule and conduct phone and in-person panel interviews
- Upload telephone panel guides to the applicant profile in workday
- Provide HR representation in Panel Interviews; guides interview panel process and maintains best practices and compliance throughout process
- Ensure that interview panel guides are completed accurately, and follow up with panel members as needed
- Work in collaboration with the Certification Team to ensure that instructional certifications are up to date prior to extending offers
- Work in collaboration with Staffing Technicians to ensure that applications are fully complete, verifications of employment are conducted, and historical evaluations are uploaded, prior to extending offers
- Extend and negotiate verbal offers to both instructional & support positions, and follow up with manager on offer process
- Complete necessary tasks/steps in workday related to hiring
- Ensure each new hire receives a written offer letter, and follow up as needed to ensure offer letters are signed and returned
- When needed, serve as a liaison between new hires and the Compliance Team
- Work in collaboration with, HR Shared Services, Customer Service Representative, Staffing Technicians, and Instructional Leaders, to facilitate R2

- Monitor Instructional Candidate Pool (ICP) for assigned certification areas to ensure that minimum thresholds are met. When the ICP for a subject area is at risk of dropping below target threshold, notifies the manager and initiates steps to arrange an R2.
- Engage in activities to increase FLVS employment brand awareness in the community and develop a pipeline of viable candidates, including visibility in community, career-related events, and professional associations
- Passively recruit candidates through the use of social media, job boards, college/university connections and personnel contacts
- Proactively work with Hiring Authority on the use of contractors and vendor management
- Work proactively with Shared Services Team to address internal/external customer needs and escalates staffing issues/concerns as needed
- Responsible for tracking, measuring and achieving defined department metrics specific to recruiting and department customer service
- Develop and execute recruitment plans to expedite staffing needs and hard-to-fill positions
- Use judgment in following defined processes and balancing Hiring Authority's unique needs
- Partner with Staffing Technician, leading communication efforts, around assigned positions
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Bachelor's degree in human resources management, business, public administration, or a related field; or equivalent combination of education and relevant experience

***Experience:***

- Three years' progressively responsible experience in recruiting, preferably corporate recruiting
- Desirable experience in public sector human resources

***Knowledge, abilities and skills:***

- Knowledge of principles, methods, and techniques of human resource administration related to the area of recruitment
- Knowledgeable of current applicable federal, state, school district laws, codes and regulations related to the area of recruitment
- Skills in the preparation of clear, concise and complete analysis, proposals, reports and other written materials
- Ability to analyze complex administrative and technical issues and make appropriate recommendations for action
- Ability to efficiently coordinate multiple projects under the pressure of deadlines
- Effective verbal and written communication

**CORE COMPETENCIES FOR SUCCESS:**

<b>COMMUNICATION SKILLS</b> <i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<b>CUSTOMER FOCUS</b> <i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<b>INTERPERSONAL SKILLS</b> <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<b>FUNCTIONAL /TECHNICAL EXPERTISE</b> <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

**INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<b>PEER RELATIONSHIPS</b> <i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i>	<b>CREATIVITY</b> <i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i>
<b>SELF KNOWLEDGE</b> <i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	<b>PLANNING</b> <i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
<b>ORGANIZING</b> <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	<b>PROBLEM SOLVING</b> <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
<b>DRIVE FOR RESULTS</b> <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of</i>	

<i>planning; Consistently seizes opportunities; Consistently exceeds goals</i>
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**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*