

County of Frederick, Virginia			
Position Details			
Position Title: HR Specialist (Public Safety)		Date Position Created:	
Department: Human Resources		Reports To: HR Director	
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 5/20/15	Prepared By: HR Director	
Range: 4			
G/L Line Item: 4-010-012030-1001-000-042			
Job Description			
<p>Job Purpose: The HR Specialist will partner with Public Safety Leaders to anticipate and meet the evolving needs of Public Safety recruiting, and to deliver the best individuals to suit their staffing needs. The position will nurture relationships with prospective individuals and improve on-going relationships. The position will be responsible for delivering all facets of recruiting success throughout the Public Safety organizations which includes off-site locations. This will be achieved through the development of recruiting plans, employing traditional sourcing strategies and resources, as well as developing new, creative recruiting ideas. The position will play a critical role in ensuring we are ultimately hiring the best possible Public Safety Employees. This position is a true contributor to the growth of the Public Safety departments and will provide the people that make Frederick County's Public Safety successful.</p>			
Essential Functions			
<ul style="list-style-type: none"> • Understanding of or ability to learn and understand Public Safety organizations and cultures. • Develop and implement initiatives for recruiting individuals in a multi-site Public Safety organization. This will require incumbent to work with various Public Safety entities, be flexible to meet the recruiting needs of each department, and be adaptable to work in various off-site locations. • Partner with Public safety leaders to forecast and develop plans for key staffing initiatives. • Manage full life-cycle recruiting process to meet the various Public Safety staffing goals. • Work with hiring managers and interviewing teams to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria. • Track and report key metrics designed to measure and predict staffing activity • Regular follow up with the respective hiring managers and candidates to ensure timeliness of recruitment process • Actively participate in all staffing related activities and engage in cross functional projects • Develop and implement search strategy that includes performance metrics for all searches • Manage recruiting through several different mediums including, but not limited to: <ul style="list-style-type: none"> ○ Internet based job boards ○ Active role based internet recruiting ○ Employee and personal referrals ○ Telephone contacting ○ Cold calling into passive candidates • Other HR Specialist duties as assigned by the HR Director 			
Job Requirements:			
<p>Education: Four year degree from recognized college or university, preferably with a sociology, human relations, or similar concentration. A combination of education and experience equivalent to graduation from a four year college or university degree may be substituted for the education preference.</p>			
<p>Experience: Staffing/Recruitment experience preferred, preferably in a Public organization.</p>			
<p>Knowledge/Skills: Strong understanding of and ability to recruit in all levels of the organization, excellent interpersonal skills, communication skills, and team-based project experience. Clear understanding of end to end recruitment lifecycle processes. Strong vendor manager skills related to recruitment activities such as search firms and job boards. Must have experience on mapping and sourcing resumes as well as actively recruiting passive candidates. Proficient computer skills including Microsoft Office suite required.</p>			
Working Conditions:			
<p>Physical Demands: Typical office position, sitting at desk, standing, attending recruiting activities.</p>			
Supervisory Responsibilities:			
Number of Employees Supervised: 0		Number of Subordinate Supervisors Reporting to Job: 0	