

## **HUMAN RESOURCES RECRUITMENT AND TRAINING COORDINATOR 265**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performance of planning, developing and other technical duties in the Personnel Department. This position will be responsible for the development of recruitment and training strategies for attracting and retaining qualified candidates. Incumbent is responsible for assisting in interpreting and implementing Sullivan County personnel practices and policies and providing support services to County departments or local jurisdictions in the application and implementation of Civil Service rules and regulations. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is not a regular responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops, facilitates and implements all phases of the recruitment process;

Partners with department heads to define talent/staffing needs and establish recruiting strategy,  
ensuring a flow of exceptional talent;

Prepares recruitment activity updates and reports/tracks related recruitment efforts;

Develop partnerships with other professionals within the County and other local agencies to  
leverage training and recruitment resources;

Conducts and evaluates needs assessments and gap analyses to identify deficiencies and  
recommends suitable training solutions for County employees;

Meet with County Administration and department heads to ensure the delivery of consistent,  
County-wide professional development;

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Performs exit interviews for all County employees leaving County service;

Monitors vacancy and turnover rates and works with hiring manager to develop strategies to address retention issues;

Meets with County Department Heads to assist in the development of succession planning strategies;

Conducts organizational and intra-departmental studies and surveys involving contacts with other counties and private industries, compiles and analyzes results and prepares reports to aid in classification of positions;

Maintains various employment statistics, labor market trends, records of advertising and the results, turnover statistics, examination schedules, etc.;

May canvass eligible candidates on Civil Service lists in order to fill competitive class position;

Review qualifications of candidates to verify that eligibility for position;

Manage orientation and the on boarding process for new employees to provide them with information on their employment status and expectations;

Maintains appropriate privacy and confidentiality forms and records pursuant to Federal, State and Local policies;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of the principles and practices of public personnel administration; good knowledge of techniques used in staff development and training, general understanding of the provisions of the New York State Civil Service Law and Sullivan County Personnel and Civil

Service Rules; organizational studies and exam administration, ability to plan and organize work; ability to research materials to appropriately analyze and assess departmental requests; ability in conducting job audits using directed interview techniques; ability to use computer applications such as spreadsheets, word processing, and database software; ability to develop and maintain effective working relationships with department heads, local officials, management and administrative level staff, etc.; ability to ascertain, organize and analyze facts, make valid comparisons and draw logical conclusions; ability to communicate effectively, both orally and in writing; ability to read and interpret complex written materials, laws, codes, regulations; initiative; creativity; tact; integrity; and sound professional judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and two (2) years of experience in Human Resources, in at least one Human Resources function including training and/or recruitment, or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates' Degree and four (4) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 7/27/2022

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and placed in Classplan on 7/27/2022

Revised and Replaced in Classplan: 4/8/2025 (Edu)