

**INGHAM COUNTY
JOB DESCRIPTION**

EMPLOYMENT SPECIALIST

General Summary:

Under the general supervision of the Human Resources Director, is responsible for oversight of the Employment Section of the Human Resources Department. Assists with implementation of County's Equal Employment Opportunity Plan. Implements work study contracts and administers the work study program for County Departments. Administers the Temporary Clerical Roster supplying temporary employees to County Departments. Supervises staff responsible for posting permanent and temporary positions and accepting, handling, and processing employment documents. As working supervisor, participates in recruiting, screening, testing, interviewing and referring applicants for County vacancies. Oversees Human Resources Web site, regular updates the maintenance and computation of employment statistical data. Undertakes special assignments related to the employment process and other areas as assigned.

Essential Functions:

1. Recommends appropriate recruiting strategy based upon nature of job. Recruits, screens, interviews, and refers applicants to various position vacancies in County Departments. Assists applicants, answers questions, and maintains contact with recruiting and advertising agencies. Coordinates with other interview staff on positions, and guides or advises staff on issues of strategy or scheduling. Assists in placement of temporary staff assignments.
2. Maintains contact with applicants regarding the application / interview / referral process, duties and responsibilities of positions, working conditions, available benefits, work hours, rate of pay, and promotional opportunities. Advises applicants of employment procedures, and responds to concerns of those not selected for interview or referral.
3. Prepares internal and external Job Vacancy posting and runs appropriate advertisements. Works with employment agencies and other sources for recruitment needs.
4. Assists with implementation of County's Equal Employment Opportunity Plan, and ensures adherence to the plan in recruiting and other employment functions.
5. Administers clerical skills tests to job applicants and applicants to be placed on Temp Clerical Job Roster. Screens and coordinates applicants to fill temporary vacancy needs with Department Heads, and selects and/or refers roster participants for vacancies.
6. Serves as first line supervisor to Human Resources Clerk, includes participating in employment interviewing, assigning and reviewing work, approving leave time and providing coverage as needed. Develops and/or revises employment policies and compliance.

Makes work assignments to clerical support staff regarding applicant scheduling and related matters and may assist in coordinating work of support staff.

7. Implements work study contracts with area colleges and universities. Administers work study program for County departments, including posting vacancies, applicant referrals, and filling of vacancies.
8. Oversees maintenance of the Human Resources Web site. Coordinates periodic updates. Assists with bi-weekly review and revision of job vacancy posting. Also assists with special projects, including surveys, special employment procedure development and implementation, and other staffing and employment issues.
9. Serves as the Human Resources representative on the EOC and other various committees. Oversees the computation, correlation, and maintenance of County statistical totals for EEO reporting, includes overseeing the production and assembly of labor force statistical information.
10. Evaluates new and existing jobs, updates and prepares job descriptions, conducts job studies, and makes classification recommendations for current and new positions.
11. Processes county employment related medical invoices and related activities.
12. Responsible for quarterly ADA language job description updates from posted positions. Prepares, reviews and revises Quarterly Employment Statistical Report and oversees distribution of same. Prepares monthly applicant sources reports to track source utilization.

Other Functions:

Performs other tasks as assigned.

(An employee in this position may be required to perform any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Bachelor's Degree in Human Resource Management or Business or Public Administration or related field.

Experience: Two years of experience providing experience in employment or related area, preferably in a public service organization.

Other Requirements: Access to reliable transportation, occasional travel required. Extensive Word product software knowledge is preferred.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job

description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Ability to access departmental files.
- Ability to enter and retrieve information from computer.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office conditions.



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