

Recruitment and Employment Specialist

\$54,810 / year or higher DOQ + [Full-Time County Benefits](#).

The James City County Police Department is seeking a professional candidate to join our team to play a key role in the recruitment, retention, and employment processes for the Police Department. The successful candidate will also perform responsible work coordinating the day-to-day administration of comprehensive human resource activities for the Police Department. There are three levels of Human Resource Specialist distinguished by the level of work performed and the qualifications of the employee.

Responsibilities:

- Coordinates with Police and Human Resources staff regarding human resource processes including employment and recruitment, onboarding, training, benefits, retention, compensation, and HRIS systems; provides oversight and guidance to Police staff to ensure best practices and applicable laws and processes are followed.
- Develop, implement, and execute recruiting programs and strategies to fill current openings and build and maintain a candidate pipeline; source, vet, and close great candidates to improve upon the Department's recruiting strategy.
- Responsible for coordination and implementation of hiring processes, including application review, scheduling applicant appointments, facilitating panel interviews, essential record-keeping, and other key components.
- Research and determine necessary marketing approaches to create a favorable awareness of the James City County Police Department and increase applicant interest; use social media and other recruitment and hiring platforms / resources.
- Review, design, and implement retention initiatives; track and monitor the progress of new and existing employees.
- Assists with employee relations issues, including the investigation and implementation of recommended disciplinary actions; works with Human Resource staff, County supervisors and employees to resolve employee relations and management issues; ensures actions taken are in compliance with Police and James City County personnel policies and procedures, sound human resource management practices and applicable laws and regulations.
- Coordinates compliance ensuring applicable best practices, policies, and laws are followed for areas such as records and retention management, FOIA requests, subpoenas, and e-verify notifications.
- Processes data entry in variety of databases; ensures accuracy of data and overall system integrity; maintains department related information on the County website and the intranet.
- Keeps up-to-date on current trends and legislation in the human resource field; recommends changes to policies, procedures and practices to reflect best management practices and comply with current laws and regulations; performs research on a wide variety of Police and Human Resource related topics; provides consultation to employees and supervisors in all areas of human resource management.

Requirements:

- Any combination of education and experience equivalent to an Associate's degree in human resource management or related field;
- Bachelor's degree preferred; some professional human resource work experience.
- Experience with recruitment, HRMS, SQL and Web design programs preferred.
- Proven experience developing and implementing successful social media and digital advertising campaigns is preferred.
- Must have reliable transportation to work site(s).
- Knowledge of basic marketing and public relations techniques, principles, and processes for providing customer service, including setting and meeting quality service standards and evaluating customer satisfaction.
- Excellent written and verbal communication skills, including the ability to communicate effectively with diverse groups of people, represent the Police Department professionally and positively and provide exceptional customer service.

- Knowledge of the Fair Labor Standards Act (FLSA), equal employment opportunity regulations, Affordable Care Act (ACA) and other employment laws; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; and modern trends, issues, and practices in human resource field.
- Skill in use of computer software, especially Microsoft Office Suite; and excellent written and oral communication skills.
- Ability to maintain moderately complex records and ensure their confidentiality; follow verbal and written instructions; work under pressure and meet deadlines; resolve problems and complaints and deal with irate customers effectively; understand and interpret policies and procedures; establish and maintain effective working relationships with County employees, vendors, and the public.

[Click here](#) for full job description. Accepting applications until position is filled, with preference given to applications received by 11:59PM EST on 08/18/2023. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamecitycountyva.gov>