

POSITION DESCRIPTION

INCUMBENT:		CIVIL SERVICE #:
CLASSIFICATION:	Human Resource Officer (Talent Acquisition Specialist)	DATE IN CLASS:
DEPARTMENT:	Office of Human Resources	

FUNCTION

This position's primary function is to execute activities for the Civil Service employment process relating to recruitment, testing and placement for the School of Medicine (SOM). This requires an in-depth knowledge of state and federal laws governing employment, the State Universities Civil Service System (SUCSS) statute and rules, and numerous Office of Human Resources (OHR), SOM and University policies and procedures. The incumbent will serve as an HR Consultant to applicants, departments and employees to ensure Civil Service positions are filled in a timely and efficient manner.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Director of Talent Acquisition and Onboarding (Deputy Director), who reports to the Executive Director for Human Resources, however, functions under the general supervision of the Talent Acquisition Business Partners (Human Resource Associates)

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

I. Recruitment and Placement – 75%

- A. Maintain postings of positions on SOM Jobs site (HireTouch) and on targeted job sites.
- B. Research and identify optimum recruitment efforts; actively source applicants for vacancies.
- C. As a liaison for SOM, works with the Talent Acquisition team to develop, nurture, maintain and evaluate relationships with contacts at higher educational facilities, technical schools, high schools, professional organizations and other sources in Central Illinois; also maintain community awareness and be involved in cultivating working relationships with appropriate professional contacts within the community.
- D. Implement and track diversity initiatives in the recruiting process. Capitalize on resources where diverse populations can be reached. Follow the Minority Staff Recruitment Plan.
- E. Work collaboratively with the Talent Acquisition team to plan, coordinate, promote job fairs and other networking events at SOM or within the community
- F. Work collaboratively with the Talent Acquisition team to create recruitment materials and a presence using various advertising/recruitment channels, an advertising brand for employment, and a listing of recruitment contacts.
- G. Review Civil Service applications to evaluate whether or not the applicant meets minimum qualifications for employment.
- H. Administer and score Civil Service entrance exams with some exams requiring the use of independent judgment in evaluating and determining applicability of answers. Responsible for entering accurate exam information into automated register system.
- I. Participate in exam development meetings and administer and grade pre-tests required by SUCSS as needed.
- J. Work with the Talent Acquisition team for overall Civil Service placement process, which requires both the use of creativity in striving to meet the staffing needs of SOM departments, but also an in-depth knowledge of the Civil Service statute and rules pertaining to register referrals and hiring.
- K. Assists with determination and referral of appropriate candidates, and obtaining documentation necessary for historical and audit purposes (i.e., properly coded and closed register, satisfactory employment references received by hiring official, evaluation conference summary).
- L. Ensure that pre-employment screening is submitted and, as required, cleared prior to onboarding.

- M. As requested, extend offers of employment on behalf of the SOM and ensures timely completion of all hire and/or change of assignment paperwork; updates hire and tracking logs; notifies HR staff of new or internal hire via email.
- N. Responsible for working with the team to ensure register maintenance, including annual register cleaning project and removals per SUCSS statute Complete any additional placement specific functions, as needed

II. Other Administrative Duties – 25%

- A. Work with the HR team to ensure new employee onboarding is organized and optimizes the new employee experience.
- B. Provide professional back-up support to other areas of Talent Acquisition, including Faculty/AP, as needed.
- C. Develop and maintain monthly metrics to be utilized as supporting data as requested.
- D. Represent the SOM career fairs, educational facilities & employment agencies as needed
- E. Participate in team effort to streamline and improve services provided.
- F. Collaborate and communicate closely with other Talent Acquisition staff to ensure a cohesive team effort toward meeting goals.
- G. Respond to employment-related inquiries requiring skill in the use of tact and diplomacy in delivering unpleasant news.
- H. Process testing and placement functions initiated by SUCSS classification changes.
- I. Develop and maintain a strong working relationship with those with whom we serve.
- J. Other special projects and miscellaneous tasks, reports, etc., as requested by supervisor or other OHR managerial staff.

KNOWLEDGE, SKILLS AND ABILITIES

To be successful in this position, the incumbent must meet all of the minimum qualifications identified by the SUCSS for this classification as well as the following skills and/or attributes identified as essential for this individual position:

1. Behavior Standards: Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.
2. Communication & Interpersonal skills: Excellent communication and interpersonal skills are critical to the success and reputation of this unit, as the ability to accurately communicate in a professional and respectful manner with applicants, employees and administrators will set the tone for how Human Resources is perceived and whether or not we are respected and sought out by our users.
3. Customer Service: Dedication to excellence in customer service with both internal and external customers, including both the ability to look for creative solutions that will meet the customer's need and the ability to tactfully deliver unpleasant answers when there are no options.
4. Excellent computer skills and demonstrated ability to work with both mainframe and PC systems; aptitude in a variety of software applications (Web-based applicant tracking system, MS Word, Excel, Access, Publisher, e-mail, electronic calendaring, web-design applications, etc.)
5. Ability to present the proper image of Human Resources to the public, faculty and staff, including professional demeanor and appearance.
6. Multi-tasking: Skilled at juggling multiple priority activities to meet tight deadlines. Requires skill in time management, priority setting, and ability to adjust appropriately to distractions and changing priorities and still produce a quality work product/service.
7. Thoroughness: Ability to work effectively with large amount of data and maintain accuracy and attention to detail.
8. Laws & Procedures: A thorough understanding of the state and federal laws governing employment; the State Universities Civil Service Statute and Rules and the Office of Human Resources procedures, as they apply to Civil Service Testing & EH employment, is necessary for successful performance as an HR professional.
9. Confidentiality: Must maintain full confidentiality in all matters and possess the ability to exercise sensitivity to employee and management concerns and issues.
10. Problem-solving skills: Experience and proven ability to employ critical thinking skills, creativity and ingenuity for effective and timely problem-solving. Requires ability to accurately interpret or analyze information and apply logic in making sound decisions; ability to appropriately communicate interpretation to others.
11. Flexibility and ability to work effectively as a team member and/or project leader.

Sensitive to the needs of underrepresented minority populations

RESPONSIBILITY

The incumbent must be able to perform a variety of specialized duties under general supervision. Incumbent must be able to establish priorities and complete work in a timely and accurate manner. Incumbent must be able to handle confidential matters with complete discretion and must be able to exercise sound judgment in the performance of duties and problem solving.

DIFFICULTY

The majority of the work in this position is governed by established policies and procedures. The incumbent must be able to understand and accurately apply these policies and procedures to a wide variety of situations. This work requires many steps/processes to complete the required duties. Tact and diplomacy are of utmost importance, as the results produced will affect the image of the Office of Human Resources.

PERSONAL CONTACTS

This position requires contact with a wide variety of individuals, to include: applicants, employees, department administrators, SUCSS staff, outside agencies, educational facilities, etc. Contacts may be in person, by telephone, by e-mail, or in writing, and require excellent communication skills to obtain, interpret and/or disseminate information related to the duties of this position. Contacts made have a direct impact on the image and reputation of the department and/or the School of Medicine.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

PHYSICAL & ENVIRONMENTAL DEMANDS

As referenced on the attached Physical & Environmental Requirements form.

INCUMBENT: _____ **DATE:** _____
Human Resource Officer

APPROVED BY
MANAGER: _____ **DATE:** _____
Talent Acquisition Supervisor

APPROVED BY
DIRECTOR: _____ **DATE:** _____
Executive Director of Human Resources

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Human Resource Officer**

Position No. (If applicable): **SMS.CS.N9554.003** Department: **Human Resources-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		10 - 20 lbs.			<input type="radio"/>
Carrying		10 - 20 lbs.			<input type="radio"/>
Lifting		10 - 20 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>				

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief. I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature _____	Date _____	Supervisor Name _____	Employee Signature _____	Date _____
HR-0195S 05/20	<input type="button" value="Clear"/>	<input type="button" value="Print"/>	<input type="button" value="Physical Demands Definitions"/>	Page 1 of 1