



JOB DESCRIPTION

POSITION TITLE: **Project Leader III, Recruitment and Retention** #6323
Human Resources
Business Services

SALARY PLACEMENT: **Management Salary Schedule**
Range 7

SUMMARY OF POSITION:

Under the direction of the Recruitment and Retention Coordinator IV, the Recruitment and Retention Project Leader III is responsible for developing, implementing, and overseeing comprehensive strategies to attract, engage, and retain a talented and diverse workforce. This role involves analyzing workforce trends, fostering a positive workplace culture, and driving initiatives that align with organizational goals to enhance employee satisfaction and reduce turnover. Acting as a key liaison between HR, management, and employees, the Project Leader III ensures that recruitment and retention efforts contribute to long-term organizational success and operational excellence.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Bachelor's degree in human resources, organizational development, or a related field, or experience in the public school (K-12) system or related private sector experience in employee recruitment, retention, or talent development.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Two years of experience in Human Resources, employee engagement, or retention roles, with a background in human resources, organizational development, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- SJCOE policies and procedures governing employment and personnel practices.
- principles, methods, and practices related to personnel procedures and HR functions
- operation of standard office equipment, including computers and HR-relevant software for recruitment and retention processes

Ability to:

- collaborate effectively across departments
- build meaningful relationships with employees, management, and external partners.
- create impactful programs addressing workforce needs
- design initiatives that align with organizational goals and foster employee satisfaction
- analyze employee turnover data and identify actionable trends, patterns, and areas for improvement
- develop and oversee onboarding processes to integrate new employees effectively.
- design, administer, and analyze employee satisfaction surveys and use data to implement improvement
- provide effective leadership in planning, coordinating, and conducting meetings and training
- communicate clearly and professionally in both verbal and written forms.
- think strategically and execute data-driven strategies to enhance retention and engagement
- maintain regular contact with new employees to address questions and promote engagement
- perform duties with a clear understanding of SJCOE priorities and initiatives to support organizational goals
- prepare and deliver oral presentations

- assist with planning large events
- work beyond standard office hours and regular workdays to support recruitment and retention initiatives with operational goals
- effectively operate Canva and other design software to support visual and content creation

Possess:

- A valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Personal transportation to fulfill job duties as required
- strong English communication and writing skills, including proper spelling, grammar, and punctuation for clear and effective written communication

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represents the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Conduct exit interviews to gather feedback and identify reasons for employee turnover.
14. Analyze employee turnover data to identify trends, patterns, and areas for improvement.
15. Create and implement strategies to improve employee retention, including recognition programs, career development opportunities, and employee feedback initiatives.
16. Collaborate with HR and management to provide training and development opportunities that support employee growth.
17. Design and administer employee satisfaction surveys to gather insights on workplace conditions and employee experiences.
18. Ensure effective onboarding and orientation processes to help new employees integrate into the organization.
19. Maintain regular contact with new employees during their initial months to address questions and promote engagement.
20. Work with other departments to align retention efforts with overall organizational goals.
21. Prepare reports on retention metrics, employee feedback, and program effectiveness for management review.
22. Respond to general HR inquiries related to recruitment and retention.
23. Assist in creating and updating recruitment and retention marketing materials.
24. Represent the organization at community and college events to actively recruit candidates for open positions.
25. Assist with coordinating recruitment events such as career fairs, open houses, and outreach initiatives.
26. Other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Project Leader series represents advanced management positions and has three levels.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

- Sit for extended periods.
- Enter data into a computer terminal, operate standard office equipment, and use a telephone.
- See and read a computer screen and printed materials with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak clearly for effective communication at normal levels and on the telephone.
- Stand, walk, bend over, reach overhead, grasp, push, pull, and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff and the public. Employees in this role may also be required to work outside of normal workdays and hours. Requires travel within San Joaquin County and occasionally elsewhere within California.

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