The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: http://www.twdb.texas.gov/jobs/benefits.asp.

**Veteran’s Preference**
Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 79R Recruiter, 79T Recruiting and Retention NCO (Army National Guard of the United States), 4802 Recruiting Officer - Operational Expert or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResourcesandTrainingandDevelopment.pdf.

**Job Description Summary**
The Human Resources Recruiter creates and implements ideas and strategies related to active recruitment that will contribute to the long-range goals of the agency. This position performs complex (journey-level) human resources management work. This position actively sources qualified candidates using internet databases, social media, employee referrals and other effective methods. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Manager of the Human Resources Division.

**Essential Job Functions**
- Creates, updates, and implements active recruitment strategies for the agency.
- Consults with hiring managers to understand roles to be filled and profiles of ideal candidates.
- Actively participates in networking opportunities with outside sources (business associations, educational institutions, industry organizations, minority organizations, etc.) to increase candidate pool.

Female and minority applicants are encouraged to apply.

Please visit TWDB Career Page: http://www.twdb.texas.gov/jobs/ for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The TWDB participates in E-Verify. Information from each new employee’s Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.
• Develops and implements special tactics for the recruitment of traditionally hard-to-fill positions.
• Develops a pipeline of both internal and external candidates.
• Uses alternate candidate sources and explore creative methods for filling job postings.
• Informs candidates of job duties, responsibilities, work schedules, compensation and benefits packages, and career advancement opportunities.
• Evaluates and suggests successful strategies for the agency’s online career page.
• Coordinates and attends career fairs.
• Responsible for implementation of the agency’s Recruitment Plan strategies to decrease underutilization of applicable minority groups.
• Stays current on trends, emerging technologies and new and hard to find skill sets.
• Plans and implements social media content for use in recruitment platforms.
• Monitors web and social media recruitment activity.
• May assist with additional recruitment processes such as creating job descriptions and job posting documents, and providing technical assistance and guidance in the recruitment, interview, and selection process.
• Monitors and analyzes applicant data.
• Gathers and analyzes data for assigned projects.
• Assists with special projects as assigned.
• Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
• Maintains confidential and sensitive information.
• Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency’s records retention procedures and schedule.
• Required to operate a state or personal vehicle for business purposes.
• Performs other duties as assigned.

Minimum Qualifications
• Graduation from an accredited four-year college or university with major course work in Human Resources Management, Public Relations, Communications, or a related field.
• One to two years of experience serving as a recruiter.
• Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications
• Experience sourcing/closing/negotiating candidates of all levels of an organization.
• Experience recruiting in a highly competitive environment.

Knowledge, Skills, and Abilities (KSAs)
• Knowledge of local, state, and federal laws and regulations relevant to HR practices and recruitment efforts; and of the principles and practices of public administration.
• Knowledge of human resource topics (recruiting, application process, interviewing, hiring, etc.)
• Knowledge of alternative methods of recruiting using social media.
• Skills in conducting interviews.
• Skills in using Microsoft Office programs such as Word, Excel, and Access.
• Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
• Skills in communication and negotiation.
• Skills in marketing.
• Ability to execute recruiting strategy, including employer promotion in the marketplace, candidate management, diversity sourcing, and interview process management.
• Ability to proactively network and establish effective working relationships.
• Ability to listen to employers and understand specific occupational requirements and candidate qualifications.
• Ability to quickly assess job candidate qualification, suitability, readiness, and interest in employer positions.
• Ability to use assessment tools to effectively screen candidates.
• Ability to conduct labor market research on individual employers and industries, as well as specific occupations and their education, experience, and credential requirements.
• Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
• Ability to make mature, objective decisions and identify areas of potential problems.
• Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
• Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
• Ability to perform assigned duties and improve work habits and/or output.
• Ability to complete assigned work, on time, neatly and with infrequent errors.
• Ability to interpret policies, procedures, and regulations.
• Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
• Ability to work and cooperate with others in a team environment.
• Ability to manage multiple tasks.
• Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
• Ability and willingness to travel 50% of the time, primarily within the State of Texas.
• Ability to operate a vehicle (state or personal) for state business and maintain a driver’s license and driving record that complies with state and agency requirements.
• Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
• Ability to train others.

Remarks
• Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
• Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.