

**PENNSYLVANIA STATE EDUCATION ASSOCIATION  
JOB DESCRIPTION**

**Job Title:** Senior Director of Human Resources (Talent Acquisition/HR Generalist)

**Reports to:** Assistant Executive Director for Human Resources

**BU/FLSA Status:** Non-Bargaining Unit (Exempt)

**Level:** Level 1-72

**Job Summary**

The Senior Director of Human Resources (Talent Acquisition/HR Generalist) will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization. Responsibilities include developing and directing recruitment related Human Resources functions. In addition, this position will serve as a human resources generalist, assisting with all employee benefits, leave management, employee and labor relations tasks of the Human Resources Manager (HRM) and the Assistant Executive Director - Human Resources (AED-HR). This position is excluded from the bargaining unit.

Excellent organization and technical skills are essential, as well as strong interpersonal skills. Excellent oral and written communication skills are also required. Abilities to handle confidential information, work independently, and manage multiple tasks are required.

**Job Duties and Responsibilities**

1. Develops, facilitates, and implements all phases of the external recruitment process to attract high quality candidates.
2. Develops tailored recruitment plans in concert with the respective manager(s).
3. Assists the AED-HR and HRM with the internal selection processes, including evaluating qualifications, interviewing and making effective recommendations of internal candidates for vacant positions.
4. In concert with the AED-HR, HRM and the UniServ Pool Committee, administers and develops the UniServ Selection System. This includes written assessment administration, interviews, conducting reference checks, and developing candidate summaries.
5. Reviews, develops and administers appropriate evaluative processes for non-UniServ positions.
6. Effectively promotes the organization's diversity, equity, inclusion and belonging goals as they relate to current best practices in recruitment strategies.

7. Assists AED-HR with succession planning strategies for all position levels.
8. Foster recruiting networks for all position types.
9. Assist the Director of Human Resources (Training and Development) with onboarding and orientation programming and strategy, employing current best practices.
10. Coordinates the new hire/entry plan duties related to the formal Human Resources Division onboarding processes.
11. Collaborates with department managers to identify and write detailed and accurate job descriptions and hiring criteria.
12. Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
13. Coordinates and performs the task of external job posting and advertisement processes.
14. Screens and/or phone screens resumes/applications and selects qualified candidates along with the appropriate hiring manager.
15. Manages current candidate activity in the applicant tracking system. Manages application/resume file and retention according to policy.
16. Create, coordinate and administer all pre-employment assessments for non-exempt and exempt positions utilizing existing external vendors' software.
17. Schedules interviews; oversees preparation of interview questions, testing, and other hiring and selection materials.
18. Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
19. Conducts reference and background checks.
20. Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending start dates, and other pertinent details.
21. Respond to written correspondence.
22. Research, analyze, and generate reports on personnel-related issues, as assigned.
23. Develops and oversees the Human Resources recruitment budget.
24. Ensures compliance with federal, state, and local employment laws and regulations, organization policies and the collective bargaining agreement.
25. Assist in conducting confidential inquiries and investigations as assigned.

26. Coordinates and/or attends collegiate and law school job fairs and other recruiting sessions.
27. Ensure the integrity and effectiveness of recruiting related files.
28. Recommend, administer and manage applicant tracking and recruitment software.
29. Assists the HRM and AED-HR in a confidential human resources generalist role, including all employee benefits, leave management, employee relations and/or labor relations functions (see HRM and AED-HR Job Descriptions).
30. Attends Personnel Committee meetings and the Board of Directors meetings adjacent to the Fall and Spring Houses of Delegates and the Summer Leadership Institute, as needed.
31. Attends and participates in Assistant Executive Director meetings, as needed.
32. Overnight travel is expected, including more extensive travel within Pennsylvania and less frequent travel to other states.
33. Perform other duties as assigned by the AED-HR or HRM.

### **Knowledge, Skills and Abilities**

- Excellent verbal and written communication skills.
- Knowledge of current best practices relating to diversity, equity, inclusion and employee belonging.
- Ability to effectively manage conflict.
- Excellent interpersonal skills.
- Excellent negotiation skills.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Knowledge of laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient skills in or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Ability to keep information confidential.
- Proficient skills within Microsoft Office Suite or related software.

- Thorough understanding of all areas of information systems with a highly technical understanding of at least one commercial HRIS product.
- Knowledge of HR related federal, state and local laws and regulations.
- Thorough knowledge of labor relations practices and legal requirements.
- Current knowledge of PSEA's UniServ Selection Process or an ability to quickly gain such knowledge.
- Knowledge of recruitment best practices and talent acquisition strategies.
- Generalist level of knowledge of all human resources functions and roles, including, but not limited to, benefits administration, leave management, employee relations, and labor relations.
- Ability to analyze data and generate actionable insights for improving recruitment processes.

### **Education, Experience, and Special Requirements**

Position is full time, with regular evening and weekend work expected. Travel, which may be extensive at time, required. Hybrid work location permitted, with an expectation of at least two to three-days/week at PSEA's Headquarters, depending on weekly travel requirements.

Required:

- Bachelor's degree in human resources or related field, or equivalent work experience.
- Possession of a valid driver's operating license and ability to travel by vehicle throughout Pennsylvania and to other states.
- Demonstrates commitment to supporting public education, unions and the broader labor movement.
- An advanced degree in human resources or related field; or, HRCI and/or SHRM certification; or, A minimum of five years managing all phases of the recruitment and hiring process.

PSEA is an equal opportunity employer and is actively seeking diverse candidates and those with the ability to work on a diverse team with a diverse range of people to apply. We are committed to fostering a diverse, equitable and inclusive workplace.

As of: 10/30/2024