JASON RETTINGER

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CORE COMPETENCIES

Talent Acquisition | Recruiting | Interviewing | Drug & Physical Screens | Background Checks |

Onboarding | Performance Appraisals | New Employee Orientations |

Payroll Administration | Workforce Diversity | Team Building | Training & Development

Employee Relations | Position Descriptions | Disciplinary Matters | Terminations | Investigations | Best Practices

Local/State/Federal Compliance | Written Communications | Recordkeeping | Customer Service

professional experience

charlotte-mecklenburg SCHOOLS– Charlotte, NC

**Recruiter, Substitute** | October 2021 – August 2022

* Develop staffing and diversity hiring to maintain a pool of substitutes
* Follow up with direct leads to create a viable pool of substitutes for teaching positions and secretaries
* Conduct initial screening of all applicants
* Conduct prescreening interviews and assists in the interviewing and selection process
* Assess applicants to ensure qualification match, cultural fit and compatibility to ensure effective hiring
* Assist in training and onboarding so substitutes can have a successful experience with students and staff
* Work closely with hiring managers to determine effectiveness of recruiting plans and makes process improvements when needed
* Develop and maintain a network of contacts to easily identify and source qualified talent through a variety of channels including internet, social networking sites, networking, referrals, and job fairs
* Initiate contact with possible qualified talent for specific positions via direct sourcing

City of charlotte – charlotte mecklenburg police department – Charlotte, NC

**Human Resources Specialist** | January 2021 – September 2021

* Manage recruiting and hiring for all civilian, non-sworn positions using JobAps ATS
* Write dispositions on the recommendations of hire/not hire
* Conduct pre-employment criminal checks, background checks, assign drug screenings and reference checks
* Onboard new hires and conduct new employee orientations
* Overhauled the job description bank and updated/created/edited approximately 125 positions
* Trained civilian and sworn employees in a first of its kind Community Collaboration program.

Ohio Department of Agriculture – Reynoldsburg, OH

**Human Resources Senior Analyst** | July 2018 – December 2020

* Process ~$26 million annually in payroll for 480+ employees using Kronos and PeopleSoft.
* Track applicant data and recruitment/selection materials using Taleo, Handshake, and LinkedIn.
* Manage recruiting and hiring for 4 divisions, resulting in ~50 hires per year with candidate levels up to Ph.D.
* Promote workforce diversity by contacting regional colleges to speak with minority-based clubs/groups.
* Onboard new hires, conducting new employee orientations and mandated training, as necessary.
* Coordinate and attend career fairs and networking events at colleges/universities for recruiting purposes.
* Manage ODA internship program in which interns are exposed to all aspects of ODA’s responsibilities. Manage approximately 8-10 interns per program.
* Provide oversight and guidance to agency supervisors/managers, ensuring effective annual/probationary employee performance evaluations and performance improvement plans.
* Gather and analyze facts and documents for non-complex complaints, grievances, and appeals.

professional experience (Continued)

**Human Resources Analyst** | June 2017 – July 2018

* Developed, processed, and approved position descriptions for positions ranging from entry level to director level.
* Monitored and processed workers' compensation, unemployment, and disability benefits.
* Reviewed candidate applications, résumés, and other credentials.
* Scheduled interviews and participated in preliminary screening and interviewing of applicants.
* Certified claims and advised employees on Family Medical Leave Act and occupational injury leave (OIL).
* Organized/participated in college/university recruiting activities, including career fairs/networking events.

**Human Resources Associate** | October 2016 – June 2017

* Assisted supervisors, managers and directors with developing position descriptions.
* Scheduled applicant interviews, participated in preliminary screenings, and conducted reference checks.
* Managed payroll preparation in accordance with state, federal, and agency policies/regulations, verifying accuracy of payroll data for 480 employees.

education

Ohio University – Athens, OH

**Bachelor of Specialized Studies – Concentration in Business Management *(Magna Cum Laude)*** | 2015

Volunteering Experience

Charlotte-mecklenburg schools (J.V. WASHAM ELEMENTARY) | 2022

* Provided leadership to children engaged in activities and acted as a role-model participant
* Showed genuine interest and concern for each child's needs and general well being
* Adhered to policies and carried out procedures established by the school and the After School Enrichment Program.

technical skills

Applicant Tracking Systems (Taleo. JobAps, HireEnterprise) | E-Verify | Kronos | PeopleSoft | OnBase | Handshake | LinkedIn | Microsoft Office (Word, Excel, Outlook, PowerPoint)