

**Job Description: TALENT ACQUISITION AND TRAINING LEAD****PRIMARY FUNCTION:**

This is professional level work in the administration and operation of human resource management programs critical to the fulfillment of departmental goals and objectives. Incumbent will be expected to perform or manage functions and/or activities of a variety of specialty areas including but not limited to administering compliance programs, training, recruitment, merit system testing, classification, Diversity/Equity/Inclusion, investigations, and other human resource related programs as the department determines important to implement based on industry trends and forecasted priorities. Work is performed under the general supervision of the Manager of HR and Benefits and the Personnel Director and is often performed independently requiring effective judgment and reference to policy, law, or precedent.

**REPORTS TO:** Manager of Human Resources & Benefits or designee.

**SUPERVISES:** Interns, part-time staff.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Works with managers to coach and drive staff performance.
- Independently plans and prioritizes both long- and short-term projects in the areas assigned.
- Works with managers and employees on policy interpretation, managing conflict, optimizing performance and in ensuring compliance with all federal, state, and local laws.
- Advocates for and creates policies, practices and systems which help attract and retain talent to support City priorities.
- Assists in refining departmental business and workflow processes to achieve simplicity, speed, and quality for the City, Employees, and the public.
- Plans or assists in developing processes to facilitate the attracting of qualified and diverse applicant pools using existing and new sources of recruitment.
- Responsible for full cycle Civil Service and Recruitment functions with a full understanding of how to attract and retain top talent.
- Provides information to City departments concerning established departmental practices, procedures, or policies as it relates to the Civil Service hiring process.
- Uses data and analytics to develop training, recruitment, and retention strategies.
- Assists the Manager of HR and Benefits with investigations to gather facts or data related to workplace complaints; recommends appropriate actions and executes thereafter.
- Creates and/or executes employee development and training programs.
- Reviews and responds to Unemployment Claims, participates in hearings as needed.
- Collaborates with leadership to develop and maintain a comprehensive DEI strategy that aligns with the City's goals, values, and mission. Continuously assesses the effectiveness of the strategy and adapts as needed to drive meaningful change.
- Maintains confidentiality with information and/or documents processed, handled, or stored by the department.
- Participates in community outreach and engagement efforts to enhance the organization's reputation as a leader in hiring and contribute positively to the wider community.
- Performs related work as required.

**NOTE:** The above description covers the principal duties and responsibilities of the job and shall not be construed as a complete listing of all duties or as a contract.

**EDUCATION, QUALIFICATIONS & EXPERIENCE:**

Graduation from a four year college or university with major course work in public administration, psychology, industrial relations, or a closely related field, with PHR, SPHR, IPMA-CP or IPMA-CS certification preferred; and a minimum of ten years' business experience in increasingly responsible HR work with experience including but not limited to designing and leading recruitment strategies, DEI initiatives, employee training and development, employee relations, manager coaching and experience managing conflict or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

**KNOWLEDGE, EXPERIENCE, SKILLS, & ABILITIES**

- Knowledge of and ability to apply the principles, concepts and professional standards and practices of modern public HR administration.
- Knowledge of Federal and State laws relevant to public personnel administration.
- Knowledge of recruitment and selection principles and procedures.
- Knowledge of employment practices related to diversity, equity and inclusion.
- Considerable verbal and written communication skills with the ability to present to large groups.
- Considerable interpersonal and interviewing skills.
- Ability to assume and carry out increasingly responsible tasks and to exercise sound judgment and discretion and confidentiality in assisting and advising City employees.
- Ability to assign and direct the work of clerical personnel.
- Ability to design and deliver formal and informal training.
- Ability to analyze problems quickly and determine effective solutions.
- Ability to keep abreast of industry trends, benchmarks, and best practices.
- Ability to follow collective bargaining unit contracts.
- Ability to establish and maintain effective working relationships with elected officials, department heads, employees and their representatives, professional groups, and the public.
- Strong grasp of DEI principles, cultural competence, and employment regulations.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

Physical Requirements	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Touch, handle, or feel				X
Reach with hands & arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk or hear				X
Taste or smell	X			
<b>Lifting or force to be exerted?</b>				
How much and how often?	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Working Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet / humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes / airborne particles	X			
Toxic / caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

**SALARY, BARGAINING UNIT & APPLICABLE TERMS OF EMPLOYMENT:**

Terms of employment governed by Executive Management and Confidential Manual