

Job Description

Position Title: Director, Talent Management

Job Group: Human Resources

Job Level Group: Director

FLSA Status: Exempt

Salary Grade: 09

Position Summary:

The Director of Talent Management develops, documents, operationalizes, and continually improves processes of all facets of talent acquisition and employee relations. Responsibility and full oversight of the HR Consultants/Business Partners and support teams. Drive consistency and major quality improvements in processes and staff to build a high-performing, professional, user-experience focused, service-oriented, cohesive transformational-HR department. Drives deep and impactful change, large-scale systematic improvements, utilizing measurable and actionable data. Leads the development, full-documentation, change-management, customer communication/training, HR team implementation, and process improvement of standardization for all of HR with a focus on our staff.

Partners with managers to define the overall talent management strategy for PIMA Community College, including recruitment pipeline development, broad-based learning & development, differentiated leadership development in alignment with our values, organizational development, and employee engagement.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Leads Talent management: develop and directs client-units workforce staffing analysis, employer branding/reputation, recruitment strategy and tactics, interview/selection/offer process, hiring and onboarding.
2. Prepares and presents required and requested reports
3. Creates meaningful solutions to activate the PCC internal talent marketplace and ensure continued retention.
4. Identifies common talent needs across PCC to inform strategic priorities in alignment with an overarching talent strategy. Ensures talent strategies align with the College's needs
5. Provides subject matter expertise in talent development, including internal and external best practices. Leads Employee Relations: development of the team, process improvement, and documentation, measurable improvements in case-performance
6. Effectively develops, and uses metrics to drive improvements in HR team and our case/load outcomes
7. Manages and uses employee relations software program to track trends and reviews and recommends policy and procedure changes for efficiency and effectiveness to achieve college mission, chancellor goals, focusing on all employees and student success
8. Provides guidance and consultative services to team & College leadership related to employee relations and performance management issues

9. Collaborates on proactive approaches to conflict resolution with a strategic focus to drive systemic change
10. Off-boarding: develops and manages a new Exit Interview process to provide trend analysis and feedback to CHRO
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of human resources principles and practices
- Knowledge of internal and external customer service principles and practices
- Knowledge of regulatory compliance principles and practices
- Skill in organization, coordination and management
- Skill in people leadership and supervision
- Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
- Skill in positive, productive and flexible customer service
- Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: My position provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

- Governance, Institutional Policy and Legislation: My position allows me to impact the guidelines that determine how the college operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Human Resources or a closely related field of study required.
- Master's degree in a closely related field of study preferred.
- Three (3) to five (5) years of related experience
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required