



MANAGER OF TALENT ACQUISITION

JC: HF135
PB: 9
FLSA: Exempt

BU: 95 (NR)
Created: June 2003
Revised: July 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, manages and oversees the Talent Acquisition and Employee Relations functions within the Talent Acquisition Division of the Human Resources Department, which is responsible for the development, implementation and administration of the Districtwide development of robust recruiting strategies that will attract top and diverse talent; ensures compliance with Districtwide Equal Employment Opportunity policy in hiring process; facilitates employee relations, investigations, and discipline assistance for line departments as needed; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial classification which is responsible for all activities through the District related to talent acquisition and employee relations, and is accountable for accomplishing all departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. Positions at this level have significant responsibility for formulating, administering, and managing implementation of multiple policies or programs, directing the work of others, and significant responsibility for overseeing and planning the future delivery of services. This classification is distinguished from the Director of Human Resources in that the latter has management oversight responsibility for all divisions within the Human Resources Department, including Compensation & Analytics/HRIS, Workforce Development, Leave and Absence Management, and Substance Abuse Programs.

REPORTS TO

Director of Human Resources or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Manages and oversees the activities and operations of Talent Acquisition functions and Employee Relations including hiring processes and practices, and managing effective internal client relationships.
2. Manages the development and implementation of robust strategies, including tangible talent sourcing strategies, to acquire top and diverse talent.
3. Provides strategic planning and gives advice to the line managers.
4. Manages data and reporting and makes presentations for business leadership, executive

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management and board.

5. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
6. Plans, directs and coordinates, through subordinate level staff, the Talent Acquisition Division's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
8. Researches, plans and implements large-scale organizational change efforts; provides expert professional assistance to all levels on policy and personnel related issues.
9. Ensures that all departmental activities and operations meet and comply with all mandated and District policies, procedures, rules and regulations.
10. Monitors developments and legislation related to Talent Acquisition; evaluates impact on District operations; recommends and implements practice and procedural improvements.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
13. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
14. Serves as a liaison for the Human Resources Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
15. Provides staff assistance to the Assistant General Manager, Administration; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of human resources.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

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Knowledge of:

- Principles of operations and activities of a comprehensive human resources department including human resources programs and services
- Principles and practices of human resources management
- Principles and practices of policy development and administration
- Business strategies, operational needs and organizational development
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Managing and overseeing a comprehensive human resources program including recruitment, compensation, affirmative action and related program areas
- Developing and administering departmental goals, objectives and procedures
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Selecting, supervising, training and evaluating staff
- Researching, analyzing and evaluating new service delivery methods and techniques
- Working effectively with labor unions
- Facilitating diverse groups and resolving conflicts
- Preparing clear and concise administrative and financial reports
- Preparing and administering large and complex budgets
- Interpreting and applying applicable Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Public Administration, Human Resources or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time) verifiable professional human resources management experience in the area of recruitment or related experience which must include at least two (2) years of supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; exposure to computer screens.

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Physical Conditions:

Requires maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0136 – Human Resources Managers
Safety Sensitive: No