

# JOB DESCRIPTION



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**Position Title:** Talent Manager

**Division:** Administration

**Employment Category:** Exempt Staff

**Primary Location:** Districtwide  
Based on Sierra Vista Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameter:** Full-Time; 12 Months/Year

**Pay Grade:** EX10

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**Position Summary:** The Talent Manager is responsible for managing the employee life cycle process, including employee recruitment efforts, onboarding and orientation; supporting employees, supervisors, and managers with employee relations issues, developing and implementing professional development activities; and maintaining compliance with employment laws and regulations.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Develops and implements talent management strategies to ensure effective staffing alignment with college needs; creates and maintains systems to identify talent needs, attract talent, and engage leadership in succession planning

Manages the employee life cycle processes in cooperation with other department staff; creates of recruitment plans, writes and manages job descriptions, creates position requisitions, leads screening processes, and manages the performance evaluation and improvement process, making sure that the organization's managers are equipped to engage in constructive and ongoing feedback and coaching

Works with other HR staff to maintain accurate applicant tracking system records and manages system maintenance and administration; provides hiring manager and screening committee member training

Processes background screening, and adverse actions, including Form I-9, E-Verify, and other new hire documents; coordinates and gathers information provided by US Department of Homeland Security, to clear non-confirmation issues and verifications, i.e., international students

Supports employees, managers, and supervisors with employee relations issues; conducts interviews, facilitates meetings; coaches, and mentors as needed; provides support and guidance for conflict management, where sensitive questions and complex issues may arise

Develops and implements employee and manager training programs, leads in the delivery of training development and compliance training workshops, and conducts training and development needs assessments to enhance the effectiveness of work performance in achieving individual, departmental, and institutional goals

Maintains training and development resources, including online training programs, manuals, multimedia visual aids, and other development resources; assists supervisors in identifying relevant resources to support individual and department training needs

Contributes to the preparation and analysis of relevant data for human resources process improvement and annual reporting

Maintains knowledge of industry trends, and participates in establishment of human resources best practices by participating in ongoing professional development

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role

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of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree in related from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Five years' human resources, full-time, professional experience

HRCI or SHRM certification preferred

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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

High level of integrity and commitment to the community college mission

Knowledge of or ability to learn, follow, and enforce college policies and procedures, with a commitment to the community college mission

Knowledge of employment laws, regulations, and practices

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of interviewing techniques and related career and job search skills

Knowledge of and ability to promote diversity in the workplace

Knowledge of and ability to deliver exceptional customer service

Skill in designing and delivering employment skills workshops

Skill in managing a human resources information system

Ability to provide thoughtful, progressive and strategic guidance

Ability to maintain a high level of personal integrity, professionalism and confidence

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Executive Director of Human Resources

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.