



JOB TITLE: Director of Talent Management
FLSA STATUS: Exempt
REPORTS TO: Assistant Executive Director, Engagement

PRIMARY PURPOSE OF JOB

The Director of Talent Management oversees the overall provision of the Human Resources Department, services, policies and programs to include but not limited to recruitment, employee relations, benefits, talent performance and development, compensation, and work comp. The position manages and coordinates the talent strategy for Abilities First including recruitment, retention, mentoring/coaching, promotion and succession planning. This individual oversees organization-wide efforts in performance management using a data-driven focus that sets priorities for improvement aligned with the organization's strategic goals.

This description may not include all of the duties, knowledge, skills, or abilities associated with this position. Perform other duties as assigned.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

General Duties and Responsibilities

- Provide professional expertise and support in the design, development and implementation of the talent review process that is required to achieve business goals and results in the creation of an internal bench of top talent.
- Collect, analyze and maintain data gathered to inform targeted leadership development (e.g., succession planning).
- Participate in organizational strategic planning and provide leadership for Performance Management (PM) policy development.
- Research and assist in the development of PM training programs that focus on enabling the workforce to achieve improvements with priority organizational concerns.
- Serve as a business partner with hiring managers to develop effective sourcing and recruitment strategies. Develop effective relationships within the organization and the hiring community to have influence and impact the recruiting process and hiring.
- Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning.
- Manage the maintenance and execution of the performance management system, including current job descriptions, standards of performance and performance evaluation instruments.
- Create and maintain an environment of equal employment opportunity, diversity and competitive advantage in support of the company's diversity and inclusion strategic plan.
- Conduct presentations and training.
- Ensure that organization-wide talent management and PM initiatives are focused and aligned on improving operational and program efficiencies and effectiveness.
- Recruit full-time, part-time, temporary, contractual and intern personnel. Manage full life cycle recruitment (post, source, prescreen, schedule, background, references, offer, onboarding, etc.). Complete hiring process within defined metrics to minimize overall time-to-start. Develop appropriate marketing strategies, define roles and responsibilities of hiring team, and develop service-level agreements to ensure an effective and efficient recruitment lifecycle while minimizing cost-per-hire.
- Work closely with the IT manager to collect and coordinate aggregate data for talent pool and translate the data into insights through data analysis that drives deliberate action plans at the appropriate levels.
- Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates.
- Collaborate with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent

- management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Conduct research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system or talent management system.
- Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; review and modify policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Facilitate professional development, training, and certification activities for HR staff.
- Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience leading people and change management.
- Thorough knowledge of federal and state employment laws, regulations, policies and procedures; equal opportunity and affirmative action requirements as related to federal contractors' human resources procedures; compensation administration principles and procedures; ADA, FLSA, and other employment legislation and regulations; FMLA and leave policies, procedures, and practices; staff employee benefits laws, regulations, policies, procedures, and documentation.
- Ability to supervise, train, coordinate, and direct the work of subordinate staff engaged in various functions of human resources administration.
- Responsible, dependable, detail-oriented and results oriented.
- Able to maintain high level of confidentiality.
- Ability to identify and put metrics into place to measure ROI.
- Must possess demonstrated skills related to management, planning, budgeting, marketing and quality improvement.
- Must be able to read, write, speak, and understand the English language.
- Must have excellent oral and written communication skills.
- Must have excellent supervisory and interpersonal skills.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, individuals, family members, government agencies/personnel, and the general public.
- Must possess the ability to work harmoniously with and supervise other personnel.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, and procedures, etc., that are necessary for providing quality services and maintaining a sound operation.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must be able to maintain good personnel relations and employee morale.
- Must be able to read and interpret financial records, reports, etc.
- Must be knowledgeable of computer systems, system applications, and other office equipment.
- Must be able to communicate policies, procedures, regulations, reports, etc., to personnel, individuals, family members, visitors, and government agencies/personnel.
- Dedication to the mission, vision and values of Abilities First.
- Proactive, able to work independently, and possess excellent problem-solving skills.
- Strong leadership abilities.
- Demonstrate a professional work ethic.
- Must be able to pass a background screening.
- Must have a valid Missouri driver's license, an acceptable driving record, and auto liability insurance or other reliable transportation that meet the requirements set by Abilities First to attend meetings in locations other than at the Abilities First office as assigned.
- Must have either a reliable broadband internet service provider or hard-wired (no cell/satellite) high speed internet with internet speed at *no less than 15 mbps* in order to work remotely from home with provided laptop and office equipment.
- Light lifting required. Extensive sitting.

CORE COMPETENCIES

- Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Continuous Improvement – Originating action to improve existing conditions and processes; identifying improvements opportunities, generating ideas, and implementing solutions.
- Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.
- Decision Making – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- Engagement Readiness – Demonstrating a willingness to commit to one's work and to invest one's time, talent and best efforts in accomplishing organizational goals.
- Leadership Disposition – Demonstrating the traits, inclinations, and dispositions that characterize successful leaders; exhibiting behavior styles that meet the demands of the leader role.
- Planning and Organizing – Establishing courses of action for self and others to ensure that work is completed effectively.
- Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Technical/Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area; keeping up with current developments and trends in area of expertise.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required.
- PHR or SHRM-CP certification required.
- Ten years relevant experience with demonstrated success in problem solving, and organizational development.
- Must have demonstrated strong strategic planning skills as well as experience successfully managing large and complex projects with multiple stakeholders.
- Superior communications, writing, and interpersonal skills.
- Proven experience leading a high-functioning team, including the ability to hire, manage, and motivate staff, and lead in a team environment.
- Prior work experience with computers required.
- Proficiency using technology, including but not limited to Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), database applications is required.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and focus on computer for an extended period.				X
Hearing: Must be able to hear well enough to communicate with coworkers and general public.				X
Sitting: Must be able to sit for long periods of time.				X
Standing/Walking: Must be able to move about the work area.	X			
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Driving: Must be able to drive locally for work-related assignments.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job Duties.

- The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.
- Works in an office environment with the option for some remote work
- Abilities First offers a flexible schedule and relaxed environment
- May be required to work some overtime hours during specific periods of the accounting cycle such as the Annual Audit

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date

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