

TALENT MANAGEMENT PROGRAM SUPERVISOR, HUMAN RESOURCES LIBRARY 21c

(40 hours per week, nonexempt)

Position # 295546001

DATE POSTED: March 31, 2017

LOCATIONS: 1175 Chapel Hills Drive, Colorado Springs, CO 80920

SALARY RANGE: **\$18.05 – \$23.02 per hour** + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: **40** hours per week

Monday – Friday 8:00 a.m. – 5:00 p.m.

NOTE: Management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

PROCEDURE FOR APPLICATION:

1. Complete a PPLD online application located at ppld.org/Jobs on the Application tab
2. Attachments should be submitted in the following file types: .doc, .xls, .xlsx, .pdf, .htm
3. Resume, cover letter and salary history required.
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800 x6994.

CLOSING DATE: Open until filled; preference for on-line applications received by **April 21, 2017 at 9:59 p.m. MDT**

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). PPLD participates in E-verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met
- must understand and comply with PPLD's drug-free workplace policy
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law

EOE

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

HR Supervisor, Talent Management (continued)

POSITION SUMMARY:

The Human Resources Talent Management Program Supervisor provides essential HR services to Pikes Peak Library District's dedicated and skilled staff of 475+ at 14 locations. This key position oversees the recruitment, selection and hiring, provides management coaching on employment law and best practices for hiring, employee relations and oversees PPLD work-study program.

This exempt, full-time position is a member of the 6 person HR team committed to delivering exceptional HR services to an organization recognized as a leader in library innovation and focused on implementing the future role of 21st Century Libraries.

Our ideal candidate is passionate about recruiting, has strong networking abilities, demonstrated experience in building partnerships with hiring managers, career centers, universities and community agencies. If you are looking for the opportunity to provide important HR support to staff members who, on a daily basis, demonstrate their commitment to provide services, programs, and materials that help transform the lives of El Paso County residents, please read this posting and apply.

KEY RESPONSIBILITIES:

- Manages the recruitment, selection and hiring process. Applies knowledge of EEOC, state and federal laws to ensure compliance. Serves as the HR contact for managers, supervisors and applicants on hiring related questions.
- Develops and implement effective recruiting and hiring procedures and practices that result in attracting a diverse and highly qualified candidate pool for all positions.
- Leverages resources to cost effectively advertise PPLD job openings utilizing a variety of recruiting methods, including website, print media, social media, job fairs, career centers and educational institutions.
- Plans, develops and executes written and oral communications and trainings designed to educate hiring managers on best practices. Provides exceptional customer service when responding to staff and applicant inquiries, including HRIS applicant system troubleshooting.
- Evaluates and measures talent management processes, identifying and responding to workforce challenges.
- Applies creative problem-solving and marketing savvy to address talent management issues such as difficult-to-fill positions.
- Assists management with workforce planning, writing of job descriptions, analysis and reclassification of positions, and workplace investigations. Coaches managers and supervisors on performance management, career mapping, job shadowing, and employee engagement.
- Ensures hiring managers and teams are trained in effective and hiring procedures and comply with employment laws and District policies and procedures in the pre-screening and post-employment processes
- Builds engaging relationships with others through trust, teamwork and direct communication to develop network of contacts at all levels within the organization and in the community, including HR peers and candidates
- Creates a "WOW" experience for all candidates at every step in the hiring process online and onsite.
- Maintains documents and processes pertaining to recruitment and hiring including the HRIS system, position descriptions, and job postings

EDUCATION/EXPERIENCE/SKILLS REQUIRED:

- Bachelor's Degree required, advance degree preferred
- HRCI/SHRM certification a plus

HR Supervisor, Talent Management (continued)

- 2+ years of experience in Talent Management – recruiting, workforce planning, employment practices
- Demonstrated HR knowledge and expertise specifically in areas of talent management, HRIS technology including applicant tracking systems.
- Maintains up-to-date knowledge of HR practices, strategy and technology
- Ability to compile, analyze, and evaluate data in Excel using formulas and formatting
- Demonstrates strong time management skills, ability to self-manage, multi-task, and personal initiative.
- Demonstrates approachability, openness & inclusiveness
- Establishes credibility and demonstrates professionalism in all interactions
- Applies analytical reasoning and strategic thinking skills
- Must have competent public speaking skills, be comfortable presenting to large audiences, as well as communicating in one-on-one forums
- Simultaneously manages multiple projects
- Delivers exceptional customer service in cheerful, positive, and professional manner