



# Talent Management Analyst

## Job Description

Department: Human Resources Management  
Position: Career Service  
Starting Step: 34, Table 14  
Supervisory: No  
Reports to: Talent Management Manager

### Summary

The talent management recruiter is responsible to carry out an effective recruitment plan to ensure that the County is utilizing the best avenues to attract and retain top talent.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate and administer recruitment and selection process.
2. Prepare interview questions and score sheets; sit on oral board and final interview panels and arrange for other panel members; tabulate scores when applicable.
3. Administer comprehensive promotional or other position testing processes as necessary; research possible testing elements and determines elements to use considering position, cost, applicability, and make improvement recommendations to the talent management manager.
4. Coordinate County attendance at career fairs by completing registration, approve payment, and process approval of payment to the office manager; prepare display boards, handouts, and collect resumes from potential applicants at job fairs.
5. Create and update job descriptions annually and as needed to create new positions.
6. Conduct presentations and training, as needed.
7. Recruit full-time, part-time, three-quarter time, and time limited employees. Manage full life cycle recruitment (post, source, prescreen, schedule interviews, background, references, offer, onboarding, etc.). Complete hiring process within defined metrics to minimize overall time-to-start.
8. Work closely with the talent management specialist to collect and coordinate aggregate data for the talent pipeline and translate the data into insights through data analysis that drives deliberate action plans at the appropriate levels.
9. Develop effective relationships within the organization and the hiring community to have influence and impact the recruiting process and hiring.
10. Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates.

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Class Title: Talent Management Analyst  
FLSA: Exempt  
Effective Date: Pending  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No

11. Develop and maintain organizational communications, such as bulletin boards and newsletters, to ensure employees have knowledge of training and development events and resources.
12. Conduct follow-up studies of all completed training to evaluate and measure results.
13. Conduct exit interviews.
14. Make recommendations for modification to programs, as needed.
15. Exemplify the desired culture and philosophy of the organization.
16. Work effectively as a team member with the other members of management and the HR staff.

### **Competencies**

1. Business Acumen
2. Communication
3. Global & Cultural Awareness
4. HR Expertise
5. Leadership & Navigation
6. Relationship Management
7. Ethical Practice
8. Maintain Confidentiality

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

1. Knowledge of current human resource laws
2. Skilled in Microsoft Office Suite
3. Skilled in intermediate reading, writing, and math
4. Skilled in conducting research
5. Ability to maintain cooperative working relationships with others in the workplace and the public
6. Ability to communicate effectively verbally and in writing
7. Ability to conduct group training
8. Ability to maintain files, records, and reports
9. Ability to make decisions free from personal bias
10. Ability to maintain confidentiality
11. Ability to multitask, prioritize tasks, and meet deadlines
12. Ability to work under pressure

### **Supervisory Responsibility**

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, and smartphone. Work requires incumbent to occasionally give

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negative information to department heads, County employees, and the public. Work exposes the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable circumstances.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk; hear; stand; walk; sit; use manual dexterity to handle or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell; and reach with hands and arms. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Position Type/ Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:30 a.m. to 3:30 p.m., Monday through Friday, and must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

This position requires up to 25 percent travel.

### **Required Education and Experience**

1. Associate’s degree in business or related field.
2. One year technical recruiting-related experience.

### **Preferred Education and Experience**

1. Bachelor’s degree in business, human resources, or generally-related field.
2. Professional in Human Resource Certification (PHR) or SHRM-Certified Professional (SHRM-CP).

### **Additional Eligibility Qualifications**

1. Current HR certification (see above) or ability to obtain certification within one year of employment.
2. Selected applicants may be subject to, and must pass, a background check.

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**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee\_\_\_\_\_ Date\_\_\_\_\_

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