



# Talent Management Manager

## Job Description

Department: Human Resource Management  
Position: Career Service  
Starting Step: 48, Table 14  
Supervisory: Yes  
Reports to: Assistant Human Resource Director

### Summary

The manager of talent management manages and coordinates organization-wide efforts to ensure the performance management (PM) and organizational development (OD) programs are developed and managed using data-driven focus that sets priorities for improvements aligned to ongoing strategic imperatives. This position will also conduct full life-cycle recruitment in sourcing for the best talent for Utah County Government, as well as maintaining effective programs for retention, promotion, and succession planning.

### Essential Functions

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

1. Participate in organizational strategic planning and provide input for PM and OD policy development.
2. Provide professional expertise and support to the HR Director in the design, development, and implementation of a recruitment process to attract top talent to Utah County.
3. Provide professional expertise and support to the HR Director in the design, development, and implementation of a talent review process to achieve County goals and result in an internal pipeline of top talent.
4. Participate in the development and maintenance of an effective programs for workforce retention, promotion, and succession planning.
5. Post recruitments in a timely manner and with the necessary scope to yield qualified applicants.
6. Serve as a business partner and customer -service agent with hiring managers to develop effective sourcing and recruitment strategies that result in customer satisfaction.
7. Maintain an affirmative action program for departments who hold government contracts that subject them to regulations of the Office of Federal Compliance Programs and the Equal Employment Opportunity Commission.
8. Facilitate an annual review of current job descriptions, standards of performance, and make recommendations for changes.
9. Create and maintain an environment of equal employment opportunity, diversity, and competitive advantage in support of the County's diversity and inclusion strategic plan.

### For Office Use Only

Class Code: 2288  
Class Title: Talent Management Manager  
FLSA: Exempt  
Effective Date: Pending  
Public Safety: No

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

10. Make recommendations for effective county-wide talent management and PM initiatives that are focused and aligned on improving operational and program efficiencies and effectiveness.
11. Monitor spending aligned with the department budget.
12. Make recommendations for modification to programs, as needed.
13. Exemplify the desired culture and philosophy of the organization.
14. Work effectively as a team member with the other members of management and the HR staff.

### **Competencies**

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

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

1. Knowledge of federal, state, and county laws and codes affecting human resource administration
2. Skilled in Microsoft Office Suite
3. Skilled in advanced 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
13. Ability to distill relevant and useful elements from vast amounts of information and present them in terms that are understandable to the average person
14. Ability to train and lead others

### **Supervisory Responsibility**

This position has supervisory responsibility for three direct reports and will serve as a coach and mentor for them and for other positions in the department.

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**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 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 regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is required to type, file or lift office supplies up to 20 pounds. Specific vision abilities required by this job include close vision and 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**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**Required Education and Experience**

1. Bachelor’s degree in business, human resources, or generally-related field.
2. 5+ years of broad HR experience including recruiting, talent management, and/or public relations.
3. Recent experience recruiting in multiple discipline areas and levels including hiring nonexempt, exempt, and leadership positions.
4. Obtain a PHR or SHPR within one year of working in this position.

**Preferred Education and Experience**

1. Master of Public Administration or Master of Business Administration.
2. 3+ years of progressive management experience.

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3. One of the following certifications: Professional in Human Resource Certification (PHR), Senior Professional in Human Resource Certification (SPHR), SHRM-Certified Professional (SHRM-CP) or SHRM-Senior Certified Professional (SHRM-SCP).

**Training and Development**

1. Annual sexual harassment training

**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.

**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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