

## **TALENT ACQUISITION MANAGER**

**Location: New Castle, DE**

**Salary: \$69,681 to \$81,977 (Grade I)**

**Opening Date: August 10, 2018**

**Closing Date: August 24, 2018**

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### **I. POSITION SUMMARY**

As a key member of the Human Resources team, the Talent Acquisition Manager will assume a critical role in the strategic personnel attainment and retention of the Delaware River and Bay Authority. This position is accountable for the development and implementation of world class recruiting strategies in a transportation company to attract top talent and to that ensure effective practices to attain a competitive edge for talent acquisition. This includes partnering on the development and implementation of all Authority branding and name-recognition initiatives in all Authority markets. The incumbent develops and implements recruitment plans that ensure compliance with employment laws and regulations. Typical responsibilities include, but are not limited to, effectively driving recruitment best practices, creating and managing strategic sourcing pipelines, and managing the day-to-day operations of a designated team of recruiters. The Manager will have primary day-to-day responsibility for forecasting talent needs, delivering internal recruiting services, developing existing talent, and succession planning. This will include direct responsibility for creating a diverse and inclusive workplace, measuring recruiting performance, and servicing personnel requirements for growth. This position will provide guidance on selection and placement of talent at all levels of the organization and, in addition, will be responsible for the local implementation of programs. The nature of this work is confidential and requires professionalism and discretion in interfacing with prospects, management, external recruitment agencies, etc. This position works under the direction of the Chief Human Resources Officer but also from the business and functional leadership teams.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops the annual recruitment plan, strategically addressing the needs of the Authority, completed prior to budget cycle; plans departmental/functional recruitment budgets, forecast costs and delegate numbers as required by Authority planning and budgeting systems.
- Develops, implements, and monitors the Authority-wide recruiting strategy to meet the needs of business; includes college and professional recruiting campaign programs and procedures and measurements related to recruitment (i.e., cycle time, turnover, cost per hire, etc.)
- Meets regularly with management teams to determine recruiting needs by department and the Authority at large
- Contributes to the on-going administration, management and reporting of the recruiting processes to ensure compliance to all employment law regulations and guidelines. This includes the maintenance of a formalized diversity outreach program.
- Determines associated work-plans, timelines and resources needed for staffing current open positions, as well as potential future positions throughout the organization

- Takes responsibility as a recruiter for a significant volume and array of position openings
- Manages resources used to budget and monitor talent acquisition needs Authority-wide (including temporary and seasonal/casual budgets); manages recruitment resources to include a team of recruiters (internal and external)
- Conducts research and analyze data on assigned projects to internally source candidates and lower external vendor recruitment costs to the organization
- Manages talent acquisition vendor relationships, which includes both temporary and contracted employment: sourcing, ATS (applicant tracking system), background check resources, pre-employment assessments, drug testing, and technical recruitment resources.
- Develop and provide talent acquisition scorecard and provide analytics to drive talent strategies based on data (cost per hire, quality of hire, sourcing effectiveness, etc.); this includes research, analysis, and reporting of recruiting metrics.
- Ensures that all tasks and functions of position are performed in a safe manner at all times and that all procedures and requirements are properly followed to accomplish assigned tasks
- Establish, cultivate, and maintain on-going relationships with hiring managers/supervisors in order to understand business units, positions, and their recruiting requirement
- Develop, manage, and monitor the expense budget for recruitment and staff development.
- Manage the development, implementation, and administration of the Applicant Tracking System.
- Stay abreast of latest trends in candidate sourcing, including maximizing social networking and company's web presence.
- Stays abreast of employment laws, company services, policies, and benefits in order to represent the company in an effective and professional manner during recruitment outreach.
- Meets with members of all business and functional management teams to discuss upcoming staffing needs; works closely with the HR Team to assure proper process flow and meet internal customer expectations
- Allocates appropriate resources to meet department staffing plans and organizational needs
- Recruits and recommends qualified internal and external candidates for open positions using both traditional and novel methods of candidate sourcing
- Collaborates closely with HR and management teams to provide on-going communication on recruitment efforts and status of open positions and recruitment strategies
- Leads the creation of a recruiting and interviewing plan for each open position, and develops and manages the interview process
- Supervises interviewing, testing, and hiring practices and process to ensure adherence to all Equal Employment opportunity legislation, the American with Disabilities Act, and other government compliance requirements; maintains all files covering applications, interviews, and testing procedures

- Manages process from advertising, interview, selection, on-boarding through completion of probationary period
- Develops, conducts, or oversees all aspects of orientations for new employees pertaining to overall company offerings and policies as well as department specific policies and practices.
- Develops, implements, and manages internship program, college recruiting programs, and job fairs. Attends college career fairs for recruiting and company recognition. Develops working relationships within colleges to aid in recruiting. Gives presentations at colleges to increase college awareness of the company.
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner.

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated ability to identify staffing needs and develop strategies and associated plans with ability to match personalities, skills, and needs of company with corresponding personalities and abilities of prospects
- Strong understanding of recruiting methods, principles and practices; prior experience developing a recruiting program and recruiting metrics
- Experience sourcing, recruiting, and interviewing union, professional and management level candidates, whether full-time or seasonal/casual
- Background in managing an electronic-based applicant tracking system (i.e., MUNIS)
- Must have knowledge of up-to-date Human Resource policies, standard practices, laws and regulations and the ability to apply them consistently, especially in employment law (i.e., EEO)
- Must demonstrate business acumen to understand Authority and business/functional goals and the impact of recruitment and retention programs
- Proven ability to collaborate and consult to obtain relevant information from subject matter experts (SMEs) to attain proven results
- Maintain confidentiality and exercise discretion throughout recruitment processes
- Ability to be recognized as a change agent within the Authority
- Must possess an open and approachable management style with the capacity to engage constructively and respectfully with individuals of diverse backgrounds and abilities to achieve high quality outcomes
- High level of integrity and dependability with a strong sense of urgency and results-orientation; filling positions in a timely manner is critical
- Strong organization, project, and time management skills with ability to handle multiple projects simultaneously to completion; attention to detail a must
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses, includes problem identification, analysis, and issue resolution skills
- Highly developed interpersonal skills with the ability to inspire and lead others to achieve challenging results, includes the ability to motivate with positive attitude at all times
- Ability to communicate and manage well at all levels of the organization including staff at remote locations is essential
- Exercise judgment within well-defined practices and policies to select methods and techniques for obtaining solutions

- Analyze data and evaluate factors to solve problems of a diverse nature and scope
- Ability to establish and maintain effective working relationships across the Authority as a team member within the mission, vision, and values of the Authority
- Excellent oral and written communication skills; confident public speaker; must be confident, articulate and clear with all levels of management and employees
- Demonstrated effective computer skills in Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint)
- Ability to provide excellent customer service skills to internal and external customers

#### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- BS or BA degree plus knowledge of/recent experience with best practices of recruiting new employees; major in business administration or HR-Related field preferred
- Minimum of five (5) to seven (7) years of recruitment and selection experiences with hands-on experience in managing and developing recruitment strategies
- Minimum of three (3) to five (5) years managing staff or teams
- At least three (3) years of experience in full cycle recruitment
- Experience working in a Union environment preferred
- Experience working in transportation or public sector governmental agency preferred

#### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS**

- Valid Driver's License
- Professional Certification preferred (i.e., SHRM-CP-SCP or SPHR/PHR)

#### **VI. ADDITIONAL REQUIREMENTS**

- Subject to a background check, physical and drug testing in accordance with applicable Federal Regulations
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Available to travel to different Authority facilities as needed
- Available to support business operations outside of normal business hours as needed

**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, please attach a resume to the completed application.**