



Talent Acquisition Manager (Temporary)

November 09, 2011 - November 18, 2011

Location: Fresno, CA

Salary Range: \$4529.39 per month

Exempt/Non-Exempt: Exempt

Benefits: N/A

Employment Type: Full Time

Department: Human Resources

Description: The Talent Acquisition Manager is responsible for the oversight recruitment and staffing needs and the onboarding of employees through-out the Agency. Promotes EOC as Employer of Choice in Fresno and surrounding area.

Develops Recruitment Strategies to achieve required staffing levels.
Develops a resource pool and determines best way to increase for immediate requirements as well as creating pool for future requirement.
Meets with Managers/Directors to develop program specific recruitment plans.
Identifies economic issues impacting organizational sustainability.
Identifies organizational and cultural issues impacting talent acquisition.
Maintains knowledge of industry trends and emerging issues.
Creates, and identifies the best hiring profile for each position skill set.
Ensures complete details are captured for background verifications and reference.
Maximizes hiring to maintain an acceptable hiring cost and cost per hire.
Creates and promotes an internal referral system.
Develops and maintains professional relationships with colleges, Universities, vocational and other educational entities as a resource to generate qualified applicants.
Manages national recruitment advertising and media plans with third party vendors for both national, local and social targeted recruitment activities, including negotiation and control of fees associated with their services.
Schedules and attends job/career fairs with appropriate staff as a source to generate qualified applicants.
Provides materials and information on agency operations and job opportunities to potential applicant.
Establishes, updates and oversees the recruitment process for qualified applicants and provides the necessary training for recruitment staff.
Works with hiring managers on creating and revising job descriptions to ensure all essential job functions, skills and education are accurate and complete.
Works with Directors and Manager to develop and maintain an on-boarding process.
Develops and maintains the interview process, creates questions and screens applicants and participates on the panel.
Works with Staff Development Manager to develop and conduct training for Managers and program staff designed to improve recruiting and hiring efficiencies and reduce turnover.
Researches, analyzes, prepares and presents hiring and recruitment statistics.
Ensures all recruitment files are maintain as required by law.
Participates in development of annual recruitment budget.
Creates competitive intelligence tools and tracking methodology to identify top external talent for upcoming leadership openings.
Continues to develop social networking strategies for generating talent pipelines for targeted positions and leadership roles.
Oversees a smooth transition of new hires on day 1 to the Agency.
Travel through-out Fresno County required.

Qualifications: Bachelor's degree with major coursework in business, human resources, public administration or related field with ongoing continuing education in the human resources field, or equivalent combination of education and experience.

Minimum of four years Human Resource experience required.

Working knowledge of principles, practices, rules and regulations of human resources administration, including but not limited to federal and state laws.

Minimum of 2 years HRIS experience required.

Demonstrated experience with Microsoft Word, Excel, Powerpoint and similar software applications.

Minimum of 2 years of supervisory experience, with the ability to coach and mentor staff.

Working knowledge with FMLA/CFRA/PDL and various other mandated leaves.

Working knowledge of employee health and benefit plans including PPOs and HDHPs.

Excellent problem solving, time management, analytical, project design and management, and facilitation skills.

Excellent verbal and written communication skills, including ability to engage in public speaking.

Ability to effectively work in a team environment.

Ability to effectively and sensitively work with multiple cultures.

Ability to maintain a high level of confidentiality.

PHR or PHR-CA certificate preferred.

Must maintain a valid California Driver's License and automobile insurance.

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