Position Title: Sr. Talent Acquisition Specialist

Job No: 1038

Position Information:
- Internal Team: SL-Human Resources-128700
- Job Code/Employee Classification: Admin Analyst/Spclst 12 Mo
- MPP Job Code: 
- Position Number: Admin Analyst/Spclst 12 Mo
- CSU Working Title: Sr. Talent Acquisition Specialist
- Reports To: Director of Talent Acquisition
- Campus: San Luis Obispo
- Division: Administration and Finance
- College/Program: Human Resources
- Department: Human Resources - 128700
- FLSA Status: Exempt

Sensitive Position:
- Yes

Job Summary/Basic Function:
The Sr. Talent Acquisition (TA) Specialist plays a key role in the identification, attraction, and selection of top talent for Cal Poly, San Luis Obispo. Reporting to the Director of Talent Acquisition, the TA Specialist has functional knowledge and acts as a consultant and advisor to the hiring manager and the search committee to ensure the attraction and selection of a broad and diverse pool of qualified candidates for staff and management positions.

In addition to providing consultative support, the TA Specialist engages in planning, attraction, selection, and hiring, including sourcing for and engaging with prospective candidates, designing and implementing marketing campaigns, assessing candidates, analyzing compensation, advising on offers, and inputting data into complex systems. In order to develop and maintain a thorough knowledge, the Sr. TA Specialist conducts research and analysis in key areas of recruitment, including regulation, policy, process, outreach, brand, marketing, assessment, compensation, technology, and continuous process improvement.

This role partners with HR peers, department and division HR professionals, and external resources to assess strategic priorities and implement campus-wide solutions to ensure top talent is selected by Cal Poly.

Minimum Qualifications:
Graduation from a four-year college or university. Three years of technical or administrative experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis. A graduate degree in a related field may be substituted for the required experience on a year-for-year basis.
**Required Qualifications:**

- Working knowledge of research and analysis techniques, including project design, data collection, qualitative and quantitative analysis, the presentation of findings, and the creation and implementation of appropriate recommendations
- Skilled in talent assessment and selection techniques
- Skilled at developing and delivering clear, concise, and effective communications to different audiences utilizing multiple modalities, including email, social media, phone, presentations, and trainings
- Demonstrated ability to build trusted partnerships and work collaboratively and professionally with others to meet shared objectives
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond professionally and appropriately to conflicts and issues as they arise
- Ability to establish and maintain effective working relationships with a diverse array of individuals and with those from different backgrounds
- Thorough working knowledge of current best practices and trends within recruiting and ability to apply knowledge to advance defined goals and outcomes
- Thorough working knowledge of laws, regulations, and common policies and procedures as they relate to recruiting
- Demonstrated ability to use a combination of feedback and reflection to gain insight into strengths and weaknesses for development purposes
- Demonstrated advanced skill and knowledge of using common, specialized, and legacy computer applications, including email, spreadsheets, applicant tracking systems, and proprietary databases
- Skilled at producing work product on time and with a high level of accuracy and attention to detail
- Demonstrated ability to set priorities and coordinate multiple assignments with fluctuating and time-sensitive deadlines
- Demonstrated ability to take on new opportunities and challenges with a sense of urgency and enthusiasm
- Ability to provide lead work direction, guidance, and feedback to assigned individuals with measurable development and work product outcomes.

**Preferred Qualifications:**

- Knowledge of or ability to quickly learn University infrastructure, policies, and procedures
- Experience working in a recruiting capacity for medium to large organization with complex policies, processes, and structure
- Experience in the use recruiting of software solutions, including applicant tracking systems and CRMs
- Experience using social media and other new media for prospect generation
**Special Conditions:**

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work extra hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint check.

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

**License / Certification:**

Possession of a valid driver's license or the ability to obtain by date of hire.

**Mandated Reporter:**

Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

**NCAA:**

[ ] Yes [ ] No

**Conflict of Interest:**

None

**Supervises Employees:**

[ ] Yes [ ] No

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**Job Duties**
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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<tbody>
<tr>
<td>90</td>
<td>Develops strong rapport with key campus stakeholders and leads assigned searches through development, coordination, and delivery</td>
<td>Essential</td>
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<td>Conducts detailed intake meetings with hiring manager and HR Business Partners to set recruitment strategies</td>
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<td>Consults with and advises key stakeholders on critical aspects of searches, including planning, attraction, selection, offer, and onboarding</td>
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<td>Is an advocate for diversity and encourages the consideration of a diverse pool of qualified applicants</td>
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<td>Analyzes internal and external classification and compensation surveys and advises department regarding best practices to ensure salary ranges and offers are appropriate for the position and the campus</td>
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<td>Develops deep and diverse talent pools for multiple skill sets across the university</td>
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<td>Reviews resumes against job requirements and preferences, conducts candidate assessments against qualifications, and presents top candidates</td>
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<td>Understands the psychology of the offer and manages the offer process; acts as a liaison between the candidate and the hiring manager during negotiations</td>
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<td>Works closely with key stakeholders, the Director of Talent Acquisition, and the other members of the TA Team to continuously develop a highly effective talent acquisition function</td>
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<td>Utilizes a variety of key performance indicators and statistical analyses to advise key stakeholders on cost, quality, time, and satisfaction goals</td>
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<td>Complies with all employment related laws, regulations, policies, and requirements, and advises key stakeholders accordingly</td>
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<td>10</td>
<td>Performs other job-related duties and special projects as assigned</td>
<td>Marginal</td>
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<td>Maintains currency in the knowledge and skills necessary to facilitate industry-leading recruiting results</td>
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<td>Oversees and provides lead work direction to other Talent Acquisition staff members</td>
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<td>Conducts recruitment-related training for committee members, hiring managers, and other stakeholders as necessary</td>
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<td>Ensures comprehensive and accurate internal/external operating guides and procedures are maintained</td>
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