



Job Description

Job Title: Manager, Talent	Job Code: S10132	Reports To: Chief Talent Officer
Job Code Descr: Human Resources Manager		Position Number/s: SRV000000974
Division/s: Support	Department Name/s: Human Resources	Law Enforcement: No
Pay Schedule/Grade: AREG 25	FLSA Status: Exempt	EEO Class: First/Mid-Level Officials and Managers
Prepared By: J Brown	Approved By: J Brown	Last Update: 10/11/24

Position Summary:

As a member of Human Resources Talent team, this position is responsible for managing the talent function and team which serves as subject matter expert and provides HR service and support to employees and managers on various topics such as classification and compensation, recruitment and selection, clearance and preboarding, HR data and reporting, offboarding, and organizational design.

Supervision:

This position performs supervisory and management duties over a team of 2 to 4 employees, varying in titles and grades.

Essential Functions:	% of Time	Essential/ Non-essential
<u>Supervisory</u> Carries out supervisory responsibilities in accordance with ADOR's core values, agency policies, applicable standard work, and applicable laws. Responsibilities include: <ul style="list-style-type: none"> Actively participating in the interviewing and hiring processes and ensuring successful functional onboarding of new employees Planning, assigning, coordinating, and overseeing daily work of direct reports in alignment with strategic, operational, and tactical priorities of the organization Conducts regular one-on-one meetings providing constructive, balanced, regular performance feedback, coaching and mentoring Setting reasonable stretch performance goals and conducting mid-year and annual performance appraisals Recognizing and rewarding performance excellence, culture championship, and continuous improvement efforts Communicating and enforcing agency policies and programs Applying corrective action, addressing complaints and resolving problems in a timely fashion, involving and collaborating with leadership and Human Resources as appropriate 	30%	E 1, 2, 3, 4, 5
<u>Talent Program Management</u> Under the direction of the Chief Talent Officer, ensures effective, value-added delivery of HR/Talent services and support to the agency personally and through subordinate staff to include the following: <ul style="list-style-type: none"> Develops, implements, trains, coaches, and models for the Talent team and agency managers, programs, procedures, best practices, standard work, tools, and resources that support the attraction, onboarding, development, and retention of an optimally staffed high-performing workforce. 	30%	E 1, 2, 3, 4, 5



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<ul style="list-style-type: none"> ● Ensures fair and equitable application of HR policies, procedures, and practices are administered by Talent team and agency managers to include, but not limited to: <ul style="list-style-type: none"> ○ Classification and compensation ○ Talent acquisition ○ New hire clearance and preboarding ○ HRIS data maintenance, integrity, reporting, and analytics ○ Organizational design ○ Talent review process for supervisors and their teams ○ Offboarding ○ HR compliance and audit 		
<p><u>Project Management/Contribution</u></p> <ul style="list-style-type: none"> ● Leads and actively participates in projects with cross-functional teams as assigned to include: <ul style="list-style-type: none"> ○ Developing, maintaining, and coordinating detailed project plans to define roles and assignments, metrics, process documentation, actions, and minutes for internal and external stakeholders ○ Facilitating/attending project meetings ○ Monitors project and audited milestones ○ Prepares written reports for internal/external stakeholders, documents results, KPIs, and quality improvement ○ Establishes and maintains effective working relationships with stakeholders, managing expectations ○ Coordinates and facilitates meetings ● Engages as project business lead and/or SME, as applicable, to ensure the successful execution of all mandated and non-mandated projects 	15%	E 2, 5
<p><u>Agency/Department Compliance & Continuous Improvement</u></p> <ul style="list-style-type: none"> ● Remains current on all laws, regulations, policies, and best practices related to taxation through regular engagement in activities such as self-directed research, conferring with other practitioners and technical experts, subscriptions to regulatory/legal/industry newsletters and briefs, membership in industry associations, attendance at meetings/events, and/or participation in training and other continuing education opportunities. ● Actively contributes to team and individual effectiveness through the following: - <ul style="list-style-type: none"> ○ Attends and leads staff meetings and huddles of work unit or district; and may cascade and track information as indicated ○ Completes all required training in a timely manner. ○ Participates in assigned work teams as appropriate. ○ May complete periodic metrics, projects, huddle boards, and reports as requested. ○ Prepares for and actively participates in 1:1 coaching with supervisor ● Maximizes work processes and deliverables through lean principles within the Arizona Management System (AMS), and provides recommendations for process improvement, and engages in continuous improvement efforts as assigned. 	20%	E 3, 4, 5
Other duties as assigned	5%	NE



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Requirements

Education & Experience

- Any combination that meets the knowledge, skills, and abilities (KSA); typical ways KSAs are obtained may include but are not limited to: a relevant degree from an accredited college or university such as a Bachelor's Degree (e.g., B.A.), training, coursework, and work experience relevant to the assignment.
- Minimum of seven years related experience in Human Resources, two of which in talent (class & comp, recruiting, preboarding, HRIS, talent review, org design, etc.)

Knowledge/Understanding

- Knowledge of human resources/personnel principles and practices
- In-depth knowledge of employment laws, rules, regulations, policies and procedures pertaining to personnel administration and talent, EEOC, FLSA, & ADA.

Skills

- Excellent verbal, written, and listening communication skills
- Excellent interpersonal skills and demeanor
- Strong organization and time management skills with the ability to manage multiple projects simultaneously and work in high-pressure situations
- Effective project management skills with the ability to lead and direct the work of teams without formal supervisory authority
- Proficient in the use of a PC in a Windows environment; in the use of the Internet; in the use of MS Office Applications such as Outlook, Word and Excel, and PowerPoint; and in the use of Google Suite applications such as Gmail, Sheets, Docs, and Drive.

Abilities

- Ability to clear a comprehensive background and clearance process that includes an Arizona tax compliance verification, and a criminal background check through the FBI via level one fingerprint clearance through the Arizona Department of Public Safety
- Ability to work with a high degree of autonomy and also participate collaboratively as part of a team
- Ability to establish and maintain an inclusive and innovative environment that collaborates and empowers others to be engaged in the mutually beneficial outcome
- Ability to understand and solve problems by applying intermediate analytical skills to include collecting all the relevant information and data needed to address the problem; organizing, classifying and synthesizing the data into fundamental issues; from the information, identifying the most probable causes of the problem; reducing the information down into manageable components; identifying the logical outcomes from the analyses of the data collected; and, identifying the options and solutions for addressing the problems analyzed.
- Willingness and ability to embody ADOR's core values of Do the Right Thing, Commit to Excellence, and Care About One Another

Additional Job Demands

- In the course of performing the essential duties one must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- No substantial exposure to adverse environmental conditions (such as in typical office or administrative work).

Selective Preferences

- A Bachelor's degree in human resources or related
- Previous supervisory experience



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- SHRM CP, or SPHR
- Experience with Continuous Improvement/LEAN