



CAREER OPPORTUNITY

Posted: 5/30/18

**Available Position:
AVP/Talent Officer**

Human Resources

The AVP/Talent Officer is directly responsible for the overall administration, coordination and evaluation of the HR, student intern, volunteer and staff development and training functions of the agency and for ensuring the agency is in compliance with all Federal and State labor laws.

Primary Responsibilities include:

- Ensure the effective administration of all aspects of the Agency recruitment program. Identify and implement innovative recruitment strategies designed to attract and retain the best qualified job candidates. Ensure compliance with all Agency and regulatory background check and affirmative action requirements.
- Develop and administer personnel policies and conduct employee training on policies and procedures. Ensure that the employee handbook is current and in compliance with current law.
- Work closely with program directors and supervisors to assist them in carrying out their responsibilities related to personnel matters.
- Address and resolve all employee relations issues.
- Ensure the effectiveness of the employee performance appraisal program, including the development of innovative procedures, forms and practices based on current best practices.
- Perform annual assessment of employee benefit plans, including the health and dental plans, and coordinate the plan renewal process to ensure quality cost-effective plans are secured. Identify and implement new employee benefit incentive programs as needed.
- Oversee implementation of the Agency's staff training initiative. Provide assistance and direction to the Director of Education and Training in the continued development of the structure and function of the training initiative to ensure that it achieves its desired goals, including professional development and management readiness. Leverage emerging technology to provide live and on-demand training as needed.
- Ensure that unemployment and workers' compensation claims are effectively processed and assist the department in appeals. Analyze the data relevant to their usage and develop strategies for reducing incidents.
- Develop and implement agency compensation strategies.

Qualifications and Requirements include:

- Bachelor's degree in related field required, Master's degree or other advanced degree preferred.
- Relevant HR professional certifications preferred.
- Four years' direct, full-time supervisory experience or the equivalent. Six years of human resources experience, which demonstrates progressive responsibilities with the principles and practices of human resources administration.
- In depth knowledge of applicable employment laws and regulations.
- Intermediate skills with Microsoft Office, including Outlook, Word and Excel, and experience working with HRIS software that includes online recruiting and applicant tracking features.

Schedule:

- Full-time, minimum of 35 hours per week.

Benefits include:

- Medical, dental, life, STD/LTD insurance, and employer contributed pension. Accessibility to other voluntary benefits such as TDA, flexible spending account, supplemental life insurance, AFLAC cancer care and personal accident insurance.
- 20 vacation days, 12 sick days, 4 personal days, 11 holidays and 2 floating holidays per year.

To Apply:

<https://familyandchildrens.e3applicants.com/careers/AVPTalent-Officer-169>

Family and Children's Association is an Equal Opportunity Employer M/F/Disability/Veteran