



**Position Title:** Talent Management Specialist

**Reports To:** Chief Human Resources Officer

**FLSA Class:** Exempt

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**Purpose:**

Directs and manages the new/existing employee HR functional areas to include sourcing, acquiring, and hiring talent; managing employee relations, engagement initiatives, HR vendors and analyzing data. He/she takes a holistic approach; understanding the skills, competencies, and cultural requirements for a “best fit” candidate to meet the needs of the role and the strategic direction of the business, and then uses insights gained through employee relation and engagement efforts to adjust recruiting tactics and inform organizational development initiatives (e.g. learning tracks).

Ensures compliance with federal, state and local legal requirements by studying existing and new legislation, anticipating legislation; enforcing adherence to requirements and advising management on needed actions.

**Responsibilities:**

Recruiting:

- **Source Talent:** Collaborate with hiring managers and stakeholders to capture job requirements. Lead creative sourcing/recruiting initiatives and processes to leverage networking and employee referrals that builds a pipeline of talent for a variety of levels from seasonal staffing to management positions. Conduct the research and field work required to develop talent pools through competitive analysis/outreach, professional association networking, and social media touchpoints.
- **Assess & Hire Talent:** Advise managers during the assessment process to use best practice guidelines for pre-employment testing and behavioral interviewing methods. Facilitate the process between hiring managers and candidates from job screening to offer proposals/acceptance. Ensure all job-related documentation and recruiting collateral are accurate and up-to-date to include ensuring FLSA classification are in compliance and affirmative action program records are up-to-date.
- Support CHRO with recruiting and placement of executives as needed.

Employee Relations & Engagement:

- Serve as a subject matter expert and escalation point for all employee relations matters. Ensure compliance with EEO and related federal/state laws by partnering on issues of diverse scope where analysis may require evaluation of a variety of factors, including data analysis, an understanding of employment law, industry regulations and current business processes to develop and maintain a healthy, productive, legally compliant, harassment and discrimination free work environment.
- Drive employee engagement efforts by designing, delivering, and analyzing feedback surveys (e.g. stay & exit interviews) as well as managing/coordinating events which includes developing creative themes, content creation, organizing volunteers and planning logistics.

- Collaborate with hiring managers, HR Coordinator, L&D team, and HR/OD Consultant to quickly assimilate new employees through orientation and onboarding efforts.
- Manage internal career paths, succession plans, and high-potential employees.

**Administration & Reporting:**

- Ensure alignment of talent management processes, procedures and systems to meet business needs, budget requirements, etc.
- Ensure background, reference, and credit checks are verified and meet hiring requirements.
- Use applicant tracking system to administratively manage requisitions and applicants, as well as, facilitate a collaborative hiring experience with our hiring managers and applicants.
- Report on talent acquisition initiatives with a focus on critical talent segments, pipeline management results, sourcing resources, and other data analytics.
- Create and maintain talent management data and scorecard analytics that identifies trends and informs talent management practices.

**Compliance Accountability:**

- Maintain compliance with all regulations, laws, and bank policies and procedures that pertain to your day-to-day job responsibilities.
- Maintain a working knowledge of all compliance regulations pertinent to your assigned duties by successful completion of any courses assigned on a timely basis.
- Participate in BrandBank's community development program at least one day each year.
- Adherence to BrandBank's Code of Professional Ethics and Conduct as well as observe and promote compliance with the Code among fellow bank personnel, customers and vendors.

**Experience:**

- Minimum of five years of experience focused on recruiting & sourcing, employee relations, and employee engagement efforts with extensive experience using sourcing tools and creative recruitment programs.
- Bachelor's degree preferred in business, Human Resources, Organizational Development or Communications; high school diploma or GED required.
- Analytical/research skills required to develop a pipeline of top talent, predict staffing needs and market changes, as well as, creative problem solving for employee relations issues and employee engagement initiatives.
- Strong excel skills to manually compile/track, analyze and report information/data.
- Strong interpersonal, verbal/written communication, and organizational skills required.
- Good judgment, courtesy, tact, diplomacy and patience are required.

*BrandBank is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, or religion or other legally protected status.*

**To apply: <https://www.thebrandbank.com/careers>**