



Manager, Talent Acquisition

Bargaining Unit: Mid-Management

Probationary Period: Six (6) Months

Definition:

Reporting to the Vice President Human Resources, this position is responsible for overseeing the talent acquisition team.

Distinguishing Characteristics:

This leadership position oversees the talent acquisition team in Human Resources. Team responsibilities include posting approved requisitions, sourcing candidates, coordinating and attending hiring events, assisting and participating in interviews, guiding the selection process, making offers in alignment with current policies and procedures, and onboarding new employees.

Develops and initiates recruitment strategies that meet organizational needs. Ensures policies and procedures are in place that safeguard the organization on candidate selection. Creates and maintains processes that support accurate and non-discriminatory employment offers and that comply with existing salary administration practices.

Works closely with internal stakeholders, including HR Business Partners to ensure client group needs are being met.

Essential Functions:

- Oversees talent acquisition team to ensure that client needs are being met and that the candidate experience is positive and supports the vision of making Kern Medical an employer of choice in Kern County.
- Reviews and recommends policies and procedures that mitigate mistakes and liability. Ensures processes are consistently applied within the team. Evaluates on-going processes and makes recommendations for improvement based on candidate and internal stakeholder feedback.

- Ensures competitive presence in the community at hiring events, career fairs, networking events, educational facility event participation and social media presence. Establishes and maintains positive relationships with vendors and educational institutions that provide the hospital with opportunities for marketing of job opportunities.
- Responsible for maintaining and reporting out on all talent acquisition metrics. Collects data, audits data for accuracy and provides reports for HR dashboards.
- Ensures onboarding process is efficient and provides a positive candidate experience. Troubleshoots identified problems and challenges and makes recommendations for improvement.
- Works with the Compensation and Benefits Manager to provide market information on salary and benefits; makes recommendations for compensation and benefits program modifications.
- Trains new talent acquisition staff to ensure consistency in execution of talent acquisition initiatives.

Other Functions:

- Fills in for team members as needed. Performs other job-related duties as required.

Employment Standards:

Bachelor's degree from an accredited college or university in Human Resource Management, Business Administration, Public Administration, Healthcare Administration or a related field **AND** four years' experience in healthcare recruiting.

OR

Eight (8) years of relevant experience with a background in nursing or healthcare recruiting required along with a minimum of two years in a management position overseeing the work of others.

Society for Human Resources Management (SHRM) or other Human Resource designated certification is desirable.

Knowledge of:

The principles and practices in staffing and recruiting healthcare professionals, including nurse recruitment; job specifications and benefits to provide candidates with accurate information; and effective communication and presentation skills for interviewing and negotiating with candidates at various levels, including executive staff. Previous experience managing the work of a team and delivering desired results.

Ability to:

Match candidate experience to knowledge and education to the needs of the Hospital Authority recruiting efforts; work with the Director of Physician Recruitment as appropriate to assist with marketing of physician positions; write, compose and edit recruiting advertisements; analyze, prepare and present data in familiar formats, using statistics to illustrate points and justify decisions; work independently; drive initiatives; express ideas in individual and group settings; communicate effectively both verbally and in writing; establish and maintain effective working relationships at all levels; and collaborate with executive staff, physicians, and hospital employees. Ability to present information in group settings; ability to influence the behavior of others in a positive manner and get work done through others.

Supplemental:

A background check may be required for this classification.

All Kern Medical employees are designated "Disaster Service Workers". In the event of a disaster or civil disorder, all Kern Medical employees are to remain at work or to report to work in a safe and practicable manner.

If position responsibilities require driving a personal vehicle, then possession of a current valid California Driver's License and adherence to the Kern County Hospital Authority Vehicle Use and Driving Standard Policy (ENG-EC-119) is required.

If position responsibilities require driving a vehicle owned, leased or rented by Kern Medical, then possession of a current valid California Driver's license, a signed authorization for Release of Drivers Record Information and adherence to the Kern County Hospital Authority Vehicle Use and Driving Standard Policy (ENG-EC-119) is required.

New

April 15, 2022

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