



## Talent Acquisition Specialist

### **SUMMARY**

Alaska Power & Telephone is currently seeking a qualified **Talent Acquisition Specialist (TAS)**. The TAS is responsible for delivering all facets of recruiting success throughout the organization, including both a strategic and tactical role in a wide variety of recruitment projects related to program design, policy & governance, risk, and communications & change management. The TAS will fill a critical role in ensuring that AP&T is hiring the best possible talent. This will be achieved through the development of recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. The TAS, under general supervision and in accordance with applicable laws, is responsible for providing exceptional customer service by working with managers within AP&T to post job vacancies, screen candidates, develop interview questions, assist with interviews, and provide onboarding services. The ideal candidate will have experience building and rolling out recruitment programs and policies, as well as solving problems in an ambiguous and fast-paced environment. Incumbent is responsible for possessing and maintaining technical knowledge of related laws, practices, concepts, and trends.

### **Responsibilities**

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The Essential Duties and Responsibilities are intended to present a descriptive list of the range of duties performed for this position and are not intended to reflect all duties performed within the job. Other duties may be assigned.*

- Develop business relationships with AP&T Management; maintain an understanding of their current and future recruiting needs.
- Maintain an understanding of AP&T operations and the requirements of each position within.
- Work with managers throughout AP&T to post jobs in ways that effectively reach out to qualified applicants.
- Responsible for Affirmative Action Plan (AAP) development, modification, and implementation, reporting requirements, and conducts management updates.
- Notifies and trains management of AAP and other compliance requirements.
- Maintain up-to-date knowledge of federal and state laws impacting recruitment and OFCCP guidelines.
- Ensure job postings meet federal, state, Equal Employment Opportunity (EEO), Affirmative Action, and Office of Federal Contract Compliance Programs (OFCCP) posting and compliance requirements.
- Complete annual filing of EEO1 and Veterans Reports, and ability to devise and use other reports and metrics related to recruiting function.
- Follow applicant tracking and requisition procedures; ensure applicant tracking system and associated processes are up-to-date and the electronic recruitment files are maintained with all essential pieces.
- Assist in interviewing, screening, recruiting job applicants to better match their experience with specific job-related requirements.
- Assist in the interview process; draft interview questions, schedule interviews, and attend interviews as necessary.

- Oversee testing and hiring processes to ensure adherence to all equal employment opportunities (EEO) legislation, the Americans with Disabilities Act (ADA), and other government compliance requirements.
- Provide exceptional levels of customer service and timely follow-up with applicants and internal customers.
- Communicate the "Internal Hire" policy that employees can apply for any position for which they feel qualified.
- Draft recruitment and onboarding related Standard Operating Procedures (SOPs) and training documents.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Assist in developing and evolving AP&T's pay philosophy and structure.
- Develop and recommend competitive and compelling offers to enable filling of critical roles.
- Assist in the annual labor budget and bonus review process.
- Ensure that the AP&T's pay philosophy is compliant with any changing state and federal laws and regulations.
- Work with managers to help develop promotion and retention strategies for existing employees.
- Assists in educating the management team on all compensation issues.
- Monitors the effectiveness of existing compensation policies, guidelines and procedures recommending plan revisions which are cost effective and consistent with compensation trends and corporate objectives.
- Ensure proper management and set up of functional and detail job titles, zones and pay grades in concert with HR team and HRIS.
- Ensures compliance on pay and wage related matters (minimum wage, FLSA).
- Annually review all AP&T job descriptions.

## **Qualifications**

### **QUALIFICATIONS - EXPERIENCE, EDUCATION AND CERTIFICATION**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Required (Minimum Necessary) Qualifications (applies to both this section and KSAO's)**

- Five (5) years' experience within an HR function.
- Knowledge of federal and state employment laws/regulations and familiarity with I-9, background check, wage and hour, EEO, AAP, OFCCP, and other compliance processes.
- Knowledge of equal employment opportunity laws, American Disabilities Act (ADA), and other government compliance regulations that affect job recruitment.
- Prior experience working with Human Resources Information Systems.
- Experienced and skilled in MS Office applications.
- Successful record of building and improving operational processes and procedures, ability to drive program efficiency and high levels of customer satisfaction.
- Experience identifying and resolving issues independently - solid sense of accountability and sound personal judgment.
- Effective presentation skills to interface with various levels of management.

## **Knowledge, Skills, Abilities, and Other Characteristics**

- Advanced knowledge of the recruitment processes (job postings, job boards, candidate screening and selection, interviewing, etc.), best practices, and state, federal, and OFCCP compliance and ability to perform related tasks.
- Excellent written and verbal communications skills - ability to interface with all levels of the organization, specific strength in influencing decision makers as well as setting and managing expectations.
- Excellent organizational and time management skills with the ability to prioritize, multi-task, and confidentially process and maintain data with accuracy with minimal oversight.
- Excellent interpersonal skills to work effectively and cooperatively with all levels of management and staff.
- Analyzing Information, Financial Skills, Maintaining Electronic Employee Files, Compensation and Wage Structure, Benefits Administration, Resolving Conflict, Organizational Astuteness, Classifying Employees, Employment Law, Delegation, Retaining Employees
- Ability to multi-task and be proactive in a fast-paced environment with frequently changing priorities, deadlines, and workloads.
- Strong professional customer service skills, including active listening, prompt service and follow-up.
- Excellent analytical skills with the ability to evaluate data and consider decision impact across multiple areas.
- Strong organization skills and exceptional attention to detail.
- Strong decision analysis, problem-solving skills, and critical thinking; ability to draw conclusions and justify decisions.
- Ability to learn and understand corporate policies and procedures and how they relate to Alaska Power & Telephone goals.
- Ability to perform basic mathematical computations, detect unobvious facts and issues, and exercise resourcefulness in resolving problems.

## **Preferred**

- PHR/SPHR/GPHR or SHRM CP/SCP is highly desirable.
- Bachelor's Degree in Human Resources, Business Administration, Organizational Administration, or related field.
- Prior EEO & AAP experience.
- Any prior Workbright experience
- NISC experience
- Prior knowledge and experience working for an Energy or Telecom utility

## **NECESSARY PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must maintain a constant state of mental alertness at all times. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, sitting, walking or standing for prolonged periods of time; most of time is spent sitting in a comfortable position with frequent opportunity to move about. Work is mostly performed from a sedentary posture. The employee is regularly required to hear, talk, sit and use hands and fingers to operate a keyboard and phone. The employee may be occasionally required to reach with hands and arms and lift, handle, or move objects weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some modest local and distant travel via automobile or airplane may be required to support departmental or organizational functions or objectives.*

### **DOT COVERED/SAFETY-SENSITIVE ROLE REQUIREMENTS**

- This position **is not subject** to federal requirements regarding Department of Transportation “safety-sensitive” functions.

### **WORK ENVIRONMENT**

*Work Environment characteristics described here are representative of those that must be borne by an employee to successfully perform the essential functions of this job.*

Job is performed in an office setting with exposure to computer screens and requires extensive use of a computer, keyboard, mouse, and multi-line telephone system. The work described herein is primarily a modern office setting. Occasional travel may be required.

Our successful candidate must perform AP&T work in either Alaska or Washington State – options for an in-office environment include Port Townsend, Washington – or any AP&T operation in Alaska.

Alternatively, this position may participate in a remote worker environment. AP&T has a remote worker policy which our successful candidate must adhere to.

### **SUPERVISORY RESPONSIBILITIES**

- No supervisory responsibilities.

### **ADDITIONAL QUALIFYING FACTORS**

As a condition of employment, you will be required to pass a pre-employment drug screening and have acceptable background check results.

*Alaska Power & Telephone is an equal opportunity employer. All applicants will receive consideration for employment, without regard to race, color, religion, creed, national origin, gender, or gender-identity, age, marital status, sexual orientation, veteran status, disability, pregnancy or parental status, or any other basis prohibited by law. We are an alcohol and drug-free workplace.*

The pay range for this position is \$26.31 to \$36.83 and is DOE.

Interested? Apply today at:

<https://aptalaska.workbrightats.com/jobs/831043-176045.html>