



Talent Management Analyst

Job Description

Department: Human Resources
Position: Career Service
Grade: 723
Supervisory: No
Reports to: Director – Human Resources

Summary

Under general supervision of the Director – Human Resources (HR), drives and executes the full-cycle talent acquisition, selection, and onboarding process for all employee types. Implements and optimizes recruitment strategies to ensure the County effectively attracts, selects, and retains top talent.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate and administer recruitment and selection process to ensure procedural accuracy and an optimized candidate experience from application to offer.
2. Prepare interview guides and score sheets; serve as a panel member as needed; coordinate scheduling for all interview panels and accurately compile and analyze assessment scores.
3. Analyze, administer, and optimize all comprehensive promotional and position-specific testing processes as necessary; research, evaluate, and recommend the most cost-effective and applicable testing elements and present improvement recommendations.
4. Coordinate County participation in career fairs by managing all logistics, including completing registration, processing payment approvals, preparing display materials and handouts, and collecting resumes from prospective applicants on site.
5. Coordinate the full cycle of recruitment for all employment classifications, including job posting, candidate sourcing, prescreening, interview scheduling, coordinating background checks, and references, extending offers, and initiating onboarding; complete hiring processes within defined metrics to minimize time-to-start.
6. Collaborate with the internal HR team, including the HR Business Partners (HRBPs) and Office Specialist – HR, and the Employment Coordinator - Sheriff to collect and aggregate talent pipeline data, analyze the data to generate insights, and drive deliberate action plans at the appropriate organizational levels.
7. Build and maintain collaborative relationships with hiring managers, internal leadership, HR staff, and the hiring community to effectively influence and optimize the overall recruitment and hiring process.

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Job Code: 2282
Job Title: Talent Management Analyst
FLSA: Non-Exempt
Effective Date: 11/3/2025
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

8. Develop and implement creative and innovative sourcing strategies to proactively build a continuous pipeline of qualified and diverse candidates.
9. Make recommendations for modification to programs, as needed.
10. Oversee the operations of the Career Service Council per Utah County Policy 2-300 and the State of Utah Personnel Management Act.
11. Manage and maintain all I-9 and new hire documentation to ensure full regulatory compliance through annual I-9 audits and accurate and proper filing of all required documentation for all new employees.
12. Exemplify and promote the organization's core culture and philosophy in all internal and external professional relationships.

Knowledge, Skills, and Abilities

- Knowledge of core Human Resources laws and practices, and Equal Employment Opportunity (EEO) guidelines relevant to recruitment, selection, and testing
- Knowledge of workforce metrics, cost, and interpretation
- Knowledge of creative sourcing techniques and methodologies
- Skilled in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research for talent acquisition, testing elements, and process optimization
- Skilled in data visualization and reporting
- Skilled in administering, analyzing, and scoring various employment assessments, and tests
- Ability to communicate complex data and strategic recommendations effectively verbally and in writing
- Ability to prepare and deliver clear, structured training or guidance to hiring managers and employees
- Ability to ensure data integrity and confidentiality when maintaining physical and electronic files, records, and reports within the HR information System (HRIS) and Applicant Tracking System (ATS)
- Ability to exercise sound judgment, discretion, and objectivity in interpreting data, applying policy, and making recommendations free from personal bias
- Ability to multitask, prioritize tasks, and meet deadlines effectively across the full talent acquisition lifecycle
- Ability to work under pressure and maintain accuracy while managing high volumes of work
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility, but serves as a coach and mentor for other positions in the department.

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Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances.

Physical Demands

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision and ability to adjust focus and works for sustained periods of time maintaining concentration to detail. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate's degree in Business Management, Human Resources, or a related field.
2. One (1) year technical recruiting-related experience.

Preferred Education and Experience

1. Preference may be given to applicants with Bachelor's degree in Business Management, Human Resources, or a related field.
2. Preference may be given to applicants who possess a Professional in Human Resource Certification (PHR), Society of Human Resource Management – Certified Professional (SHRM-CP) or related certification.

Additional Eligibility Qualifications**For Office Use Only**

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1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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