



Talent Manager

Title	Talent Manager
Division	People / Leadership / Culture
Office Location(s)	East Peoria
Offices Supported	All Locations – Requires Travel
Reports To	President
Direct Reports	Talent Coordinator
Last Updated	8/21/23

River City Construction, a purpose driven / values-based organization, is seeking a Talent Manager responsible for the strategic design, development, and implementation of product and service offerings related to the human resource and human capital needs of the enterprise, including: policies, programs, practices, and compliance. This position will work collaboratively with the leadership team members across the enterprise to recruit, hire, on-board, train, develop, and retain highly engaged, high performing workforce from the front lines to the leadership team level.

The Talent Manager is a Values-Based Leader who lives, works, and leads in alignment with their core purpose, values, strengths, and passions, and instills excellence with the entire team on the following:

Internal Initiatives:

- As an ambassador for all employees, the Talent Manager is charged with leading, developing, fostering, and instilling a culture of highly motivated / highly engaged teams as measured by Employee Engagement surveys certifying the company as a "Great Place to Work", while maintaining alignment with the organization's Purpose and Core Values.
- The Talent Manager will spearhead the HR Compliance Program, ensuring adherence to all federal, state, and local employment laws, including DOL and EEOC guidelines. This initiative encompasses regular compliance audits, continuous HR legal training, and timely policy updates in collaboration with the company's legal counsel. A robust record-keeping system and an open channel for employee feedback will be established to safeguard company interests and uphold employee rights.
- Executing strategies and team development processes related to succession planning efforts, including training and development programs for all departments and business units, career mapping across the organization, and outlining strategic human resource capital needs for future enterprise growth.
- Leading the development and implementation of targeted strategies to retain and attract highly engaged / highly motivated team members through employee experience projects, emerging leaders' groups, employee resource groups, etc. The Talent Manager will be tasked with enhancing a culture of 'performance excellence' through streamlined performance review processes and leading the efforts of an aggregated VBL 360 Assessment process for the leadership team members.
- The Talent Manager will be the champion of the RCC Wellness Program, River City Reconnect, by continuously living and leading in alignment with the program's core missions of (1) individual wellness, (2) family wellness, and (3) financial wellness. Development, implementation, and continuous evolution of this program will be a strategic initiative within the Talent Manager's responsibilities.
- Participation on the Grant Committees for the RCC Foundation – an employee driven committee focused on the investment in the regions and communities served, with a specific focus on workforce development, education, sustainability, community health, and community healthcare.

Essential Functions:

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1.	Legal Compliance: Ensure compliance with Federal, State, and Local human resource requirements including conducting research, maintaining records, leading / participating in regulatory audits, and implementing human resource policies, procedures, and practices.
2.	Training and Development: Design, build, implement, and evolve as necessary a formal Training and Development program that serves the leadership, managerial, and functional needs of the business and empowerment of teams. All components of the program will be based on the most current research and thinking to ensure the appropriate performance readiness of the workforce at large.
3.	Performance Review Process and Program: Develop, administer, implement, and evolve as needed, a comprehensive Annual Performance Review process and program. Ensure the program is well administered (on-time and correctly) to an end that helps employees grow and develop while also benefitting high performers.
4.	Employee Experience: Enhance the RCC employee experience to be further in alignment with the RCC Purpose, Company Values, with a goal of achieving a "Great Place to Work" certification. Experience model to impact all enterprise employees. Evolve the model as needed with the changing times and workforce.
5.	Leadership Development and Succession Planning: Execute strategies identified for a comprehensive leadership development and succession planning process that ensures the enterprise has a deep talented bench for both near and long-term critical positions.
6.	Coaching and Mentoring: Provide Values-Based Leadership coaching and mentoring to ensure positive progress on individual leaders' and individual contributors' personal journeys. Leverage VBL 360's, Development Plans, Business Plans, and Performance Reviews to ensure targeted development occurs.
7.	Collective Ambition: Work in alignment with the RCC Leadership Teams around all things leadership, people, and culture, ensuring the force-multiplier effect. Where possible, function interchangeably acting in unity as one voice to increase the reach, relevance, and resonance of the organization's work on Values-Based Leadership.
8.	Retention / Recruiting: Retain, attract, and hire the best talent across the entire enterprise in an on-time, on budget manner, including continuously evolving the hiring / on-boarding processes. Maintain an extensive network of recruiters, business partners, association participants, and community members as a source for new talent while keeping internal programs fresh to inspire the entire workforce to look for good talent.
9.	Financial / Strategic: General understanding of the organizational finances, more specifically, how the organization makes money and balances the human capital needs within the financial goals and strategic objectives of the enterprise - ensuring they stay aligned on a near-term and long-term basis.

Competencies:

• Accountability	• Social / Emotional Intelligence	• Strategic - Human Resource
• Relationship Focused	• Leadership	• People Skills
• Networking	• Cultural Awareness	• Compliance Oriented
• Skilled Trade Knowledge	• Construction Industry Knowledge	• Multicultural / Worldly View



Core Attributes:

• Character / Integrity	• Professionalism / Code of Conduct	• Growth Mindset
• Grit / Tenacity	• Discipline / Assertive	• Collaborative
• Humility	• Balance	• Positivity / Influence
• Self-Starter / Driven	• Communicator / Active Listener	• Personal Wellness

Qualifications:

- B.S. in Human Resources, Adult Education, or Organizational Psychology (or similar field), with post graduate work preferred
- Certifications / Licensures Required: SHRM Certification preferred
- Minimum (7 +) Years experience in a leadership development, organizational development capacity, or HR compliance capacity
- Strong leadership, professionalism, and ability to work well with others. Sense of selflessness, firm understanding of RCC's culture, emotional and social intelligence. Growth mindset with a solid understanding of business and healthy business processes and practices. Strong inspirational and influential skills and abilities.
- Non-Remote position: The position will be based out of the headquarters office in East Peoria, Illinois, but serve all office locations and jobsite locations.

Benefits:

- Employer paid Medical Benefits. Elective benefits available also: Dental, Vision, FSA
- Company provided laptop and cell phone
- 401k with company match
- Vacation, Paid Holidays, and PTO
- Tuition Assistance Program
- Annual company performance bonuses

This job description in no way states or implies that these are the only duties to be performed by the associate(s) incumbent in this position. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification as necessitated by business demands. To perform this job successfully, the incumbent(s) will possess the knowledge, skills, and abilities to perform each job duty proficiently. The requirements listed in the document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

River City Construction provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Associate received: _____

Department manager: _____

Human resources: _____

Submitted on: _____