

## Senior Analyst - Talent Pipeline Development

The Senior Analyst for Talent Pipeline Development is responsible for building diverse talent pools and, consequently, a robust Talent Pipeline within UHS through the implementation and delivery of leading talent management processes and practices. The individual in this role leverages in-depth talent management knowledge and experience to provide expert solutions and services that are aligned with UHS business and HR objectives, resulting in a workforce of qualified candidates able to take on increased responsibilities and assignments. The Senior Analyst supports the Manager of Engagement and Diversity & Inclusion in the design and implementation of talent programs and tools including talent profiles and cards, candidate pools, succession plans, and talent risk mitigation strategies. In addition, this person ensures successful embedment of the Employee Value Proposition into the UHS culture and its people, integrating this brand into the various HR programs including those found in Talent Acquisition and Talent Management. The Senior Analyst of Talent Pipeline Development monitors talent pipeline strength by measuring, tracking, communicating and reporting on talent development and retention efficacy.

- **Education/Experience**
  - Minimum Required:
    - Bachelor's degree (B.A./B.S.) in communications, marketing/social media, human resources, or a related discipline;
    - 5-7 years professional experience in employee engagement and/or human resources including experience creating/developing content, presentations and other written, video or graphic materials targeted at employee engagement and employer branding; strong project management experience
  - Preferred:
    - Master's degree in a related field

## Employee Ombudsperson/Employee Advocate

The Employee Ombudsperson is a designated neutral dispute resolution practitioner who (1) to work with individuals and groups to explore and assist them in determining options to help resolve conflicts, problematic issues or concerns, and (2) to bring systemic concerns to the attention of the appropriate parties for resolution. An organizational ombudsperson operates in a manner to preserve the confidentiality of those seeking services, maintains a neutral/impartial position with respect to the concerns raised, works at an informal level of the organizational system, and is independent of formal organizational structures. The Employee Ombudsperson researches answers to queries, facilitates informal conflict resolution processes, and helps individuals to develop and evaluate options. This role is also responsible for identifying new issues and opportunities for organizational change, as well as designing and facilitating training programs for the UHS community in conflict resolution and related topics.

- **Education/Experience**
  - Minimum Required:
    - Bachelor's degree with major study in Human Resources, Human Services, Counseling, Legal Studies, or related field, five years of experience in Human Resources, Human Services, Counseling, Legal Studies or related field, and three years management / leadership experience required.
  - Preferred:
    - Master's Degree in Human Resources, Human Services, Counseling, Legal Studies, or related field, knowledge of professional Ombudsperson standards, codes of ethics, and techniques for informal inquiries. Experience with conflict mediation, complaint investigation and report writing, and experience designing and conducting training programs in conflict resolution and related topics Understanding of federal and state laws related to employment law preferred. Professional Human Resources credentials preferred.

## **Talent Acquisition Coordinator**

Coordinates all recruitment activities and programs in support of organizational staffing objectives to meet or exceed recruitment goals. Guide viable candidates through the recruitment and on-boarding process.

- **Education/Experience**
  - Minimum Required:
    - Bachelor's Degree with minimum of three (3) years of professional human resources experiences.
  - Preferred:
    - Three (3) years of previous recruitment experience in health care.
    - Working knowledge of the principles and techniques of behavioral based interviewing.
- **License/Certification**
  - Preferred:
    - Professional in Human Resources (PHR) certificate or equivalent