

Job Announcement

Position: Talent Acquisition Specialist
Division: Human Resources
Starting Salary: \$55,000

FLSA: Exempt
Posted: March 03, 2021
Application Deadline: Posted Until Filled

Summary:

The Pittsburgh Water and Sewer Authority is seeking a candidate for the position of Talent Acquisition Specialist. Reporting to the Director of Human Resources, they will be responsible for full life cycle recruiting: job posting on all job boards, all applicable divisional bulletin boards, notice of bids and postings to local unions, applicant tracking, recruitment, screening, interview scheduling and facilitation, selection, offer extension, background checks, and physicals/drug testing.

Duties:

- Conduct the full-cycle recruitment and selection process including, but not limited to:
 - Partner with hiring managers & HR Specialist to ensure job requirements and expectations are clearly defined.
 - Coordinate and facilitate panel interviews with hiring managers.
 - Partner with applicable department assistants to schedule interviews for hiring managers.
 - Extend contingent verbal job offers and prepare and send written job offers.
 - Facilitate pre-employment background check, drug screen, and physical processes.
 - Follow up with hiring managers and candidates to ensure timeliness of recruitment process.
- Identify, source, screen, and close candidates while ensuring a quality and positive candidate experience.
- Maintain E-Recruitment data in the HRMS to ensure accurate and timely records.
- Lead diversity outreach initiatives to support the PWSA mission, vision, goals, and strategic priorities.
- Develop creative and innovative sourcing techniques to build a pipeline of qualified diverse candidates.
- Partner with hiring managers to hire the best talent for the team through guidance and talent expertise.
- Develop, implement, and ensure utilization of standard operating procedures to ensure recruitment and onboarding consistency throughout the PWSA.
- Maintain knowledge of PWSA policies, employment law, and recruiting regulations, especially as they relate to sourcing and the employment brand.
- Increase company's image and presence on LinkedIn, other internet recruiting sites and social media to better market and attract talent.
- Develop and maintain professional relationships with college, university, and community college Career Services as a source to generate qualified applicants.
- Network through industry contacts, associate memberships, and trade groups in support of passive candidate recruitment effort.
- Schedule and attend job/career fairs with applicable departmental staff.
- Develop and leverage recruiting reports to share with the Human Resources team and internal customers.
- Conduct new employee orientations as needed to ensure employees gain an understanding of human resources policies and procedures.
- Perform other related tasks as assigned or required.

Background:

- Must have a bachelor's degree in Human Resources Management or a related field.
- Minimum of five years of experience in recruitment.
- Experience using Ceridian Dayforce recruitment module preferred.
- Ability to identify opportunities for process improvement and communicate ideas to leadership.
- Knowledge of standard recruitment practices.
- Must have strong organizational skills.
- Ability to communicate effectively using two-way communication through strong verbal, written, and listening skills.
- Ability to establish and maintain cooperative and constructive working relationships with supervisors, associates, local unions, and the public.

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General Requirements:

Applicant must have permanent residency in the City of Pittsburgh at time of appointment and remain a permanent resident throughout employment with the PWSA. Verification of City residence is required at time of filing application. Applicant must present a current, valid Class C (Class 1) PA Motor Vehicle Operator's License at the time of application or prior to appointment. A valid driver's license must be maintained throughout employment.

Physical Demands and Working Conditions:

The employee will be required to complete routine office work in a standard office setting. They also must regularly lift or move up to 20 pounds when attending job fairs. The noise level in the work environment is usually quiet.

The physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Applications:

Application forms are available online at www.pgh2o.com/about-us/careers or in the Human Resources Department at 1200 Penn Avenue. Submit application, resume, and cover letter to HR@pgh2o.com, by fax at 412-393-0513, or by mail at the following address:

Pittsburgh Water and Sewer Authority
ATTN: Human Resources
1200 Penn Avenue
Pittsburgh, PA 15222

If you have any questions, please contact us at 412-255-8800.

You may be considered for other available positions based on qualifications provided on your employment application.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.