

**Position:** Deputy Chief of Talent Acquisition for the Metropolitan Transportation Authority (MTA)

**About:** The Metropolitan Transportation Authority is North America's largest transportation network, serving a population of 15.3 million people across a 5,000-square-mile travel area surrounding New York City through Long Island, southeastern New York State, and Connecticut.

The MTA network comprises the nation's largest bus fleet and more subway and commuter rail cars than all other U.S. transit systems combined. The MTA's operating agencies are MTA New York City Transit, MTA Bus, Long Island Railroad, Metro-North Railroad, and MTA Bridges and Tunnels.

**Job Summary:** The Deputy Chief of Talent Acquisition (TA) is a senior level member of the People team responsible for defining and implementing an agency-wide strategic TA agenda that supports the efficient and timely sourcing of diverse and talented employees. Reporting directly to the Chief People Officer, the position creates and implements a talent acquisition framework, infrastructure and strategy in support of the organizational goals, while meeting all legal and regulatory requirements.

Areas of responsibility include but are not limited to forecasting and planning, sourcing, testing, evaluating and onboarding, utilizing industry best practices. Oversee identification and implementation of an Applicant Tracking System that enables the efficient and timely selection and onboarding of applicants. The individual will manage a team and need to partner with key stakeholders across the agency, including operational business unit Presidents and business unit executives, Labor, Legal and Diversity as well as the broader People team, to effectively design and implement strategies. A strong understanding of the agency's business and operational landscape, experience overseeing a talent acquisition area for a large organization, and the ability to influence and leverage resources to advance the MTA's transformation goals.

**Job Duties and Responsibilities Include:**

- Develops and implements systems and processes that ensures the delivery of qualified applicants to hiring departments and enables the MTA to attract talent in a timely and cost-effective manner. Direct and oversee all functions, activities and personnel of Talent Acquisition, ensuring an environment of appropriate internal controls and compliance with all laws and regulatory requirements.
- Primary accountability for design and implementation of an onboarding process that brand and establishes the MTA as an employer of choice.
- Establish and analyze trends and metrics (i.e. Time to hire, Cost per hire) in partnership with other HR groups and client departments to develop solutions, programs and policies that support the business units.
- Provides direction and oversight to organization wide Talent Assessment strategies and initiatives evaluating candidate competencies and ensuring the MTA is selecting the most qualified candidates in a timely and efficient manner.
- Collaborate with other People functions, Labor, Legal and Diversity to develop and/or update processes and procedures, leveraging best practices and ensuring compliance with all contracts and regulatory requirements.
- Create a professional working environment that respects individual differences, enables all employees to develop and contribute to their full potential, and fosters a positive employee relations climate that ensures Company principles, policies and programs are consistently practiced.
- Select, develop and motivate personnel within the department. Provide career development for subordinates. Provide prompt and effective coaching and counseling. Responsible for discipline/termination of employees when necessary. Review Performance of staff.

- Other duties as assigned.

**Qualifications and Requirements Include:**

- Bachelor's degree in Business, Transportation, Public Policy, Human Resources, or a related field from an accredited college
- Minimum 12 years related experience, including at least 5 years in a department head role in a large, multi-faceted, fast-paced organization or governmental body preferred.
- Must have extensive experience establishing and directing an Employment Center of Excellence operation, including identification of systems and processes that allow for efficient development and execution of sourcing, recruiting and diversity strategies.
- Must have knowledge of test development and analysis, validation strategies and statistical analysis.
- Excellent project management and presentation skills
- Demonstrated executive level management skills with experience in partnering with an executive team and the MTA Board
- Demonstrated ability to communicate and interact well with external agencies. External agencies may include the Governor's Office for New York State, New York City government, elected and other public officials, as well as any staff located at other federal or state agencies or authorities
- Demonstrated ability to work in a high profile, high pressure environment in a productive and effective manner.
- Must have strong managerial skills to effectively direct a staff of professional and technical employees in implementing the short- and long-term goals and direction for the area(s) of responsibility
- Ability to coordinate work and resources among levels of management, across departments and among agencies to build productive working relationships and accomplish shared goals.
- Demonstrated analytical capabilities and quantitative skills

**Preferred Qualifications:**

- Master's degree in a related field
- Attainment of or in the process of attaining SPHR or SHRM certification in Human Resource Management
- Familiarity with the MTA's policies and procedures
- Familiarity with the MTA's collective bargaining procedures