

## **Rhodes International, Inc.**

### **Job Description**

**Job Title:** WI Human Resource Talent Acquisition Strategist  
**Department:** Human Resource Department  
**Reports to:** HR Manager  
**FLSA Status:** Exempt  
**Prepared By:** Katie Dockstader, Theresa Dew, & Lori Maddock  
**Prepared Date:** 6/25/2021; **Revised:** 10/12/2021  
**Approved By:** Kenny Farnsworth  
**Approved Date:** **October 14, 2021**

#### **Summary**

The Human Resource Department (HRD) is one of the links between Management and Employees, serving as a liaison between the company and its workers. The WI HR Talent Acquisition Strategist serves as Rhodes' production facility recruitment lead by successfully building and implementing a wide variety of approaches for a multi-faceted innovative recruitment strategy to include staffing agencies, referral programs, job boards, recruitment marketing (social media), etc. This role is the face of the Rhodes' brand to current and future team members and must emanate a high level of energy, enthusiasm, interpersonal skill, and customer service in person and on the telephone.

The nature of the work is highly confidential and at times complex, providing exposure to sensitive information and employee contacts requiring discretion, tact, diplomacy, and accuracy. The nature of the work also requires the incumbent to be organized, discreet, flexible, and enjoy the administrative challenges of supporting a small HR team of diverse people and programs.

#### **Key Performance Indicators**

An Employee in this position will know that they are performing their job well when they accomplish these objectives.

- Establish proficiency in the essential duties and responsibilities as defined below.
- Strives to have an outward mindset and recognizes needs and offers support to the Rhodes Team.
- Efficiently finds, identifies, and hires qualified talent.

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- Demonstrates excellent interpersonal and organizational communication skills.

### **Essential Duties and Responsibilities**

Essential duties and responsibilities are listed below. Other duties may be assigned.

#### Workforce Planning and Employment Duties

- Collaborates with departments to address current and future hiring needs.
- Develops recruitment strategies to achieve organization's objectives and goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts recruitment strategy to changing conditions.
- Proactively manages the recruitment process for non-exempt employees, agency temp workers, and exempt personnel when assigned by developing and maintaining a viable pipeline and network of qualified talent; uses standard as well as innovative and creative recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Manages internal and external job posting process, including updating internal job position postings, posting open positions to Rhodes' career page and outside job boards, communicating with outside staffing agency about talent needs, attending job fairs, etc.
- Serves as the primary contact for applicants; Provides a positive applicant experience consistent with Rhodes' brand, values, and culture. Presents job offers; coordinates pre-hire testing.
- Reviews employment applications and corresponds with applicants; Schedules and coordinates tours & interviews with candidates and Team Leads, Managers, or Supervisors.
- Assists in identifying candidates who are a good cultural fit.
- Plans and conducts new employee orientation to foster positive attitudes toward company goals and culture; Assists new hires with forms; and ensures all new hire forms have been collected.

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- Maintains accurate and thorough documentation on applicants, searches, interviews, and other sourcing activities to ensure Company and legal compliance with employment practices, policies, processes, and applicable laws; Maintains other necessary employment records.
- Maintains knowledge of and fosters compliance with federal and state government laws, regulations, and reporting requirements.
- Researches, recommends, and implements upon approval software, programs, policies, etc. that will make Rhodes' hiring and recruitment efforts LEAN and give applicants a positive experience with the Rhodes' brand.
- Ensures that Wisconsin new hires are entered into the New Hire Registry in a timely manner.
- Conducts payroll benchmarking (wages, shift premiums, bonuses, etc.) with local manufacturing or food processors.
- Assists in coordinating and providing appropriate employee development and training programs for Rhodes' workers.
- Assists in the preparation of employee separation notices and related documentation.
- Assists with the development and preparation of new and the revision of existing job descriptions.

### Employee and Labor Relations

- Provides Employees with an available first point of contact for questions and guidance on fundamental HR topics and issues.
- Assists with development of programs which promote employee feedback, improve employee relations, and promote a positive culture.
- Works with Team Leads to review new Utility worker performance, training success, and goal progression; Documents and submits training completion pay increase when merited.

### General Benefits Administration

- Assists with benefit-related administration including answering Employee requests and questions and claims resolution. Maintains

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confidentiality.

- Assists with the implementation of company health, wellness, and 401(k) programs: Brainstorms ideas on advertising, utilization, and improving the employee's understanding of these benefits.
- Recommends changes in benefits offered and suggests new benefits aimed at enhancing employee satisfaction and retention.
- Adheres to Federal and State Family Medical Leave Act (FMLA) and related laws; Listens and addresses the needs of Employees and their families concerning FMLA while remaining empathetic and assuring in matters of FMLA leave. Maintains confidentiality. Reports all FMLA situations to the HR department in SLC for processing and tracking.
- Helps coordinate Rhodes' 401(k) semi-annual WI Employee training meetings.
- Attends and participates in Rhodes' quarterly and annual Retirement Plan Committee meetings as a fiduciary member.
- Participates in the review of benefit related broker services.
- Assists employees with unemployment related questions and concerns. Provides unemployment training and education as necessary; Corresponds with Wisconsin State Unemployment office as necessary.
- Provides payroll processing backup support.
- Tracks, coordinates, and submits to payroll Sign-On Bonus and Referral Bonus for processing.

### Other Duties

- In addition to the above essential duties, other duties may be assigned.
- Share responsibilities in maintaining confidentiality of materials and security of the HR office(s).
- Assists in writing and revising handbooks, plan documents, policies, memos, procedures, etc. with valued feedback from HR team members.
- Is consistently on time and at work onsite at the Rhodes' production facility (unless other arrangements, such as an approved offsite job

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training, etc. are made); is attentive to duties while at work; ensures work responsibilities are covered when absent.

- Backs-up other HR team members in their duties, as necessary.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A Bachelor's degree in Human Resource Management, Business, or similar degree required; 3 or more years' experience in staffing, recruitment, interviewing, or strategic experience in the HR field required; or any similar combination of education and experience.

Certificated Licenses, Registrations: Current PHR, SPHR, SHRM-CP, or SHRM SCP certification preferred.

Language Skills: Ability to speak, write, and understand English in a manner that is sufficient for effective communication with Team Leads, supervisors, employees, and business associates based on the assumption that such individuals can only speak and understand English. Ability to read and understand governmental regulations. Ability to write business correspondence, handbooks, policies, etc. in a clear and concise manner. Ability to effectively respond to questions from employees and direct supervisor. Ability to speak Spanish may be helpful.

Presentation Skills: Ability to create engaging presentations; comfortable conducting new hire orientation meetings, interacting with audience, and answering questions in front of groups of people.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability: Ability to define problems, collect data, interpret a variety of documents, establish facts, and draw valid conclusions.

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Computer Skills: To perform this job successfully, an individual should have experience with HRIS (Rhodes uses Navision), Microsoft Office and Teams Software, and the Internet.

### Other Qualifications and Skills:

- Must be able to work on various shifts.
- Must be able to travel on an occasional basis.
- Must **enjoy** interacting with people.
- Willing to participate in and support the Company's culture building initiatives and process improvement programs such as Arbinger and Lean programs.
- Must be willing to work with minimal supervision within a "team environment". Must be able to multi-task and prioritize work. Ability to work with details to ensure accuracy of communications and data input.

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

While performing the duties of this job, the Employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The Employee is occasionally required to stand; walk; and reach with hands and arms. The Employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must be able to work in a multi-faceted environment with demonstrated ability to juggle and prioritize multiple, competing tasks and

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demands, and to seek supervisory assistance as appropriate. The noise level in the work environment is usually moderate to quiet.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

#### Intellectual Competencies

- Analytical – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Assists in developing alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

#### Interpersonal Competencies

- Interpersonal Skills - Maintains confidentiality; Displays a cooperative spirit; Focuses on solving conflict, not blaming; Listens to others without interrupting; Asks for other's ideas and demonstrates consideration of others as important team members; Keeps emotions under control; Remains open to others' ideas and tries new things; Maintains an outward mindset.
- Motivation – Exhibits confidence in self and others; Supports and motivates others to perform well; Gives appropriate recognition to others.
- Oral Communication - Speaks clearly in positive or negative situations; Listens and gets clarification; Responds well to questions; Actively participates in meetings; Makes positive comments about team members; comfortable presenting in front of groups of people.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Offers solutions to team

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problems, not complaints; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Inspires and motivates others to perform well.

- Written Communication – Writes clearly and informatively; Responds in writing to emails, verbal inquiries, etc.; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

### Organizational Competencies

- Business Insight – Understands business implications of decisions; Displays orientation to profitability.
- Cost Consciousness – Offers suggestions for cost saving measures; Conserves organizational resources.
- Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.
- Ethics - Treats others with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Upholds organizational goals and values.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

### Self-Management Competency

- Adaptability and Resilience - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work

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when necessary to reach goals; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

- Initiative - Volunteers readily; Undertakes self-development activities; Looks for and takes advantage of opportunities; Takes independent actions and calculated risks; Asks for and offers help when needed.
- Innovative – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- Judgment – Displays willingness to make decisions; Includes appropriate people in decision-making process; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.
- Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Follows through on commitments.
- Quality – Must be detailed oriented; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Generates suggestions for improving work; Applies feedback to improve performance; Monitors own work to ensure quality; Strives to improve personal performance.
- Quantity – Must be able to multi-task; Works efficiently; Completes work in a timely manner; Strives to increase productivity.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Certification**

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.