



## Talent Acquisition Specialist

### Who We Are

Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is lean, green and customer focused?

If yes, then you should check us out!

The Long Island Power Authority's ("LIPA's") purpose is to serve our customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways. As a not-for-profit utility, LIPA is a value driven organization that puts our customers first in all our actions.

We are a team of motivated, engaged and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop and want your experience to make an immediate impact, please apply.

### What We Offer

We offer an environment of continuous development and growth in a thriving company culture, with exceptional colleagues, and great benefits. Our benefit package includes:

- ❖ Hybrid work and flexible hours
- ❖ Medical insurance
- ❖ Dental and vision insurance at no cost to employee
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

### What We Want

- Bachelor's degree in Human Resources, Industrial/Organizational Psychology, Public Administration, Business Administration or a related field or an equivalent combination of education and experience may be considered in lieu of a degree
- Minimum 6 years of progressive experience in Talent Acquisition or related area
- Proven work experience as a Talent Acquisition Specialist or similar role
- Experience sourcing and recruiting a diverse and experienced workforce
- Strong knowledge of full cycle recruiting, sourcing, and employer branding initiatives
- Demonstrated ability to develop and execute strategies to source and recruit top talent based on defined job criteria and competencies
- Familiarity with social media, resume databases and professional networks

#### LIPA's Corporate Values

**Service:** In all our actions, we serve our customers, community and the environment.

**Collaboration:** We leverage the abilities of our colleagues and stakeholders to benefit our customers.

**Excellence:** We build on our successes, celebrate our wins, and learn from our mistakes.

- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods
- Knowledge of Applicant Tracking Systems (ATSs)
- Excellent verbal and written communication skills
- Demonstrated ability to work in a high-profile, high-pressure environment effectively
- Demonstrated ability to change priorities while meeting deadlines
- Demonstrated ability to communicate effectively with key internal and/or external stakeholders
- Ability to handle confidential matters and information
- Demonstrated proficiency in Microsoft Office Suite or comparable applications, i.e., Word, Excel, PowerPoint, and Outlook

## What You'll Do At LIPA

LIPA's Talent Acquisition Specialist is the experienced Human Resources professional responsible for sourcing, attracting, and interviewing a diverse pool of prospective employees to support LIPA's business strategy by leveraging the broadest possible knowledge of the markets in which we operate and compete for talent. The Talent Acquisition Specialist works across all business units to oversee LIPA's talent acquisition function.

This role is responsible for the development of recruitment strategy, as well as fostering inclusion and increasing the awareness of LIPA's diversity, equity, including and belonging objectives. The Talent Acquisition Specialist is responsible for designing and executing robust sourcing plans to attract a diverse pool of top talent to support LIPA's business strategy.

LIPA is an equal opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Director of Human Resources and Administration, at [2023TalentSpecialist@lipower.org](mailto:2023TalentSpecialist@lipower.org)

### Day-to Day Responsibilities:

- Drive a recruiting process that ensures a Best-in-Class candidate and hiring manager experience, in partnership with Human Resources and hiring managers
- Coordinate with hiring managers to identify staffing needs
- Assist with drafting job descriptions and job postings
- Determine selection criteria
- Prepare interview questions that reflect each position's requirements
- Design and execute on robust recruitment and sourcing strategies tailored to attract a diverse pool of top talent to LIPA
- Source for qualified job candidates for current and planned open positions by identifying both passive and active job seekers through proactive industry outreach, job boards, corporate alumni associations, industry associations, online channels (e.g. social platforms and professional networks), and all types of networking
- Plan, develop and implement talent acquisition strategies to ensure hiring goals and objectives are met, and positions are filled with the best possible talent. Provide innovative ideas for filling complex and hard to fill titles. Implement and adhere to industry best practices
- Manage all aspects of assigned recruitment efforts for executive, administrative, managerial, operating, professional, and supervisory titles. Coordinate employment testing and behavioral assessments on an as needed basis.
  - Such activities include posting vacancies, proactively sourcing candidates, screening applicants, qualifying resumes, conducting candidate outreach, participating on interview panels, and onboarding new hires

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- Plan interview and selection procedures, including screening calls, assessments and in-person interviews.
- Complete reference checks and background verifications
- Implement and maintain an Applicant Tracking System
- Lead employer recruiting branding initiatives
- Attend job fairs and recruitment events
- Forecast quarterly and annual hiring needs by department
- Foster long-term relationships with past applicants and potential candidates
- Analyze trends and make recommendations that will establish and maintain effective recruitment metrics, processes, systems and tools. Identify and address gaps between the current workforce and future needs. Use metrics to create reports and identify areas of improvement. Make recommendations and implement approved changes to the onboarding process and applicant experience. Ensure fair, ethical and equitable adherence to recruitment processes and practices
- Foster a positive employee relations climate that ensures LIPA's values are consistently practiced
- Other duties as assigned

**Salary Range:**

\$78,000 - \$92,000 annually

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