

Job Title: Human Resources Talent Data & Research Specialist
Department: Human Resources
Reports to: Recruiting Manager
Level: Non-Exempt
Last updated: 2/1/22

The HR Talent Data & Research Specialist will assist the Human Resources Department with day-to-day responsibilities that further the mission and vision of the Firm and Department. Candidate should be able to work independently and with a team as needed. Solid foundation in data analytics and understanding of Firm recruitment and retention needs will be necessary to assist department with various tasks including research, data base creation and recruitment support through candidate searches. Primary role will be to research candidates for roles across the Firm to build MCM's brand and recruitment pipeline. Candidate will be part of a team focused on success of the organization and will help support HR processes that align with the Firm's strategic plans.

The objective:

Support the HR team with execution of HR strategic initiatives that relate to our team growth and retention. The HR Talent Data & Research Specialist will support the business goals and objectives of the Firm, while assisting with research, design and implementation of data and data management.

Essential Duties and Responsibilities include:

Firm Data:

- Create and maintain data related to positions, time to fill and possible candidate pipeline. Including:
 - New Hires
 - Experienced Hires
 - Alumni
 - Those receiving offers but accepting employment elsewhere
- Ability to create mechanism to track data searches and maintain research gathered.
- Produce reporting consistent with hiring needs.
- Ability to research potential candidate platforms to understand current job roles, physical location and alignment with MCM needs.

Research:

- Identify need for modification of existing HR applicant tracking systems.
- Provide input and recommendations for data management development.
- Research candidates and industries to understand opportunity for lateral recruitment with specific skillsets.
- Collaborate with Recruitment Manager to ensure data research needs are in alignment with Firm recruitment needs.

Education, Experience, and Skills:

- Degree in HR or related Database Analytics degree.
- 1-2 years previous work experience with specific people data research.
- General office protocol knowledge a plus.
- Ability to gather and analyze data from Firm systems to support HR initiatives.
- Ability to create data management system with reporting tools.
- Professionalism, integrity, honesty, and a positive attitude essential.
- Superior interpersonal skills. Ability to get along with diverse personalities, tactful, mature, and flexible.
- Good reasoning abilities. Sound judgment.

Kentucky
Indiana
Ohio

- Results, people, and quality of service oriented.
- Ability to balance and support business needs and priorities.
- Outstanding written and oral communication skills.
- Ability to effectively organize, prioritize, and handle multiple assignments simultaneously.

Expectations:

- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with manager and partners.
- Perform work with confidence and pride, follow through to completion.
- Dependable.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past mistakes.
- Work in a safe, clean and employee friendly atmosphere.
- Work personal/professional development plan.
- Must have flexibility with work schedule.

Working Conditions:

- Minimal hazards. General office working conditions.
- Occasional heavy lifting.
- Periodic evening and/or weekend work.
- Limited travel may be required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. It is not intended to be an exhaustive list of all duties and responsibilities required of individuals in this job. Other duties may be assigned as determined by management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

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