

# Job Title: Talent Development Coordinator

## Work for Indiana

Grow your career with the State of Indiana! With more than 50 executive branch agencies, the State of Indiana is a diverse workforce offering employees stimulating and challenging projects across a broad scope of career opportunities. As a State of Indiana employee, you impact the well-being of Indiana's communities every day.

At the State of Indiana, we don't just talk about diversity and inclusion – Our goal is to create a welcoming, accessible, and equitable workplace, with a workforce that is representative of the State of Indiana population. As a proud equal opportunity employer, reasonable accommodations may be available to enable individuals with disabilities to interview and to perform the essential functions of a role.

### **About the Indiana State Board of Accounts (SBOA):**

The Indiana State Board of Accounts is dedicated to providing the citizens of the State of Indiana with complete confidence in the integrity and financial accountability of state and local government. The Indiana State Board of Accounts is committed to providing the legislature and other interested parties with accurate and reliable information, and the key factors in achieving this commitment are the competency and professionalism of our staff. The Board of Accounts, for more than 100 years, has been holding government officials accountable to their constituents for financial reporting and following the Indiana Code when making any type of decision that relates to taxpayer dollars.

### **Salary:**

Salary for this position may be commensurate with education and job experience.

### **About this Talent Development Coordinator role:**

This position serves as the Talent Development Coordinator for Indiana State Board of Accounts (SBOA) and reports directly to the Director of Training and Talent Development. This position will also partner with agency hiring managers to support and refine the talent development process. ***To be considered for this position, a Bachelor's Degree in Business, Management, or related field with at least four years of experience in recruitment/talent development, human resources, management, or related field is preferred. Comparable work experience may be substituted for Bachelor's Degree where appropriate.***

As a Talent Development Coordinator with SBOA, your day-to-day responsibilities will be but not limited to as follows:

- Identify and attract top-quality, diverse individuals through creative recruiting solutions
- Build relationships with candidates and track interest/progress
- Coordinate and partner with agency recruitment including creating/updating/monitoring job postings, scheduling interviews, job fairs/community events, etc.
- Partner to develop comprehensive staffing and sourcing plans to create a candidate pipeline
- Serve as the primary point of contact for questions related to employment within the SBOA, including web inquiries, telephone/voicemail inquiries, social networking inquiries, and walk-ins

### **About the Job:**

As the Program Director, you will be responsible for administering a program within a state agency and serve as the specialist in a specific area. In this position, you will utilize education, consultation, cooperative programming, and coordination to accomplish goals.

## **A Day in the Life:**

The essential functions of this role are as follows:

- Establish program objectives, KPIs, and actions to achieve them.
- Develop, update, and monitor all policies and procedures related to the program area.
- Interpret and explain policies, rules, regulations, or laws to leadership or customers.
- Implement corrective action plans to solve program problems.
- Analyze, prepare, and disseminate monthly and annual program reports.
- Review budget and make budgetary recommendations to improve the program area finances.
- Ensure program requirements meet federal and state policies and grants compliance.
- Assist in the development and train employees or agency consultants on program requirements and usage.
- Coordinate and deliver communication plans and communications.
- Serve as a liaison between agency and other state and federal agencies.
- Serve on management committees or other governing boards.
- Recruit, select, onboard, and train employees to ensure role responsibilities and expectations are clearly understood while providing opportunities to continue professional development.
- Set expectations, measure progress, provide ongoing feedback, and evaluate the performance of employees. Ensure work adheres to quality standards, deadlines, and proper procedures.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

## **What You'll Need for Success:**

This person must have the following requirements to be considered for employment:

- Specialized knowledge in program subject matter obtained through experience and/or education.
- Specialized knowledge of program area including pertinent rules and regulations.
- Extensive knowledge of all source materials and references including federal and state laws governing the programs.
- Ability to develop and implement new principles and policies and discern any far-reaching implications.
- Ability to communicate orally and in writing.
- The ability to apply general rules to specific problems to produce answers that make sense.
- Ability to work effectively with a wide variety of stakeholders.
- Working knowledge of accounting and budget principles.
- Ability to delegate work, set clear direction, and manage workflow.
- Ability to effectively give feedback, provide guidance or corrective action, coach, and develop employee skillsets.

## **Supervisory Responsibilities/Direct Reports:**

This role may serve as a team lead for an assigned work group.

## **Benefits of Employment with the State of Indiana:**

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Three (3) medical plan options (including RX coverage) and vision/dental coverages
- Wellness program (offers premium discount for the medical plan and gift cards)
- Health savings account (includes bi-weekly state contribution)

- Deferred compensation account (similar to 401k plan) with employer match
- Two (2) fully-funded pension plan options
- Group life insurance
- Employee assistance program that allows for covered behavioral health visits
- Paid vacation, personal and sick time off
- Competitive leave policies covering a variety of employee needs
- 12 company paid holidays, 14 on election years
- Qualified employer for the Public Service Loan Forgiveness Program
- New Parent Leave
- Free Parking
- Free LinkedIn Learning

**Equal Employment Opportunity:**

The State of Indiana is an Equal Opportunity Employer.

Link to apply: <https://workforindiana.in.gov/job-invite/337102/>