

Posting Period
March 6-20, 2013

Sr. Workforce Planning Specialist

Summary of Duties

Reporting directly to the Department Head, Workforce Planning, assists in the planning, coordination, and execution of workforce planning activities that includes partnering with senior leadership to identify critical and key positions, training needs, developing career pathing, and cross-functional training initiatives. Develops, implements, monitors and updates employee career development and retention plans. Identifies training needs in line with career ladders and lattices, positions' job descriptions, competency model, and performance review results. Performs other related duties as assigned to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

- Must possess a Bachelor's Degree in Business Administration, Human Resources or related discipline OR in lieu of degree, any combination of education and experience in succession planning, talent acquisition, and organizational development that equal four (4) years.
- In addition to #1, must have a minimum of five (5) years of progressive Human Resources generalist experience, and experience in Workforce Planning, Career Development and/or Talent Management.
- Must demonstrate proficiency in Project Management, Workforce Analytics and Succession Planning.
- Must have strong business acumen with the ability to make sound business decisions in a fast-paced work environment with many demands.
- Must have the ability to work with minimal supervision and possess the ability to deal diplomatically with all levels of management.
- Must have strong analytical, critical thinking, and problem solving skills.
- Must have strong verbal and written communication skills, ability to compose correspondence and strong coordination and organization skills.
- Must possess a strong aptitude and proficiency in business technology tools that includes Microsoft Office Suite with emphasis in Excel, PowerPoint, and Access.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

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