



POSITION DESCRIPTION

JOB TITLE: Manager, Staffing Services (Talent Management) Job Class: 1441	
DATE	Office of Human Resources (Talent Management) Staffing Services
BARGAINING UNIT: ASC-Exempt	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range: \$	Management Approval:
POSITION SUMMARY and PURPOSE: Plans, organizes and directs the day-to-day operations of the Staffing unit, which performs recruiting and employment functions for Milwaukee Public Schools. Facilitates the recruitment process for MPS administrators, both certificated and classified. Serves as a resource to the staff on the City Civil Service process.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Manages and coordinates the staffing of all certificated and classified administrative and support positions. Ensures compliance with Federal laws, State statutes, civil service rules, Board policies and procedures and the Employee Handbook.
2. Manages the evaluation of all applications for employment in conjunction with criminal background checks, medical examinations and drug screenings. Rejects applications and/or rescinds offers of employment to those applicants deemed unsuitable for employment with Milwaukee Public Schools (MPS). Assists the City Attorney's Office in responding to and defending against claims of discrimination from rejected job applicants.
3. Manages and coordinates the operation of the district's Substitute employees and the AESOP substitute dispatch system. Coordinates updates to the system with technology. Manages relationships with external staffing agencies.
4. Serves as the district resource for position evaluations. Approves position descriptions for posting, consults with management on possible changes and the impact of salary adjustments. Maintains the compensation schedules, ensuring the plans are legally compliant and market competitive.
5. Collaborates with the Manager, Pension and Data Systems to allocate work to the Compensation Analyst for development of job descriptions, gathering salary data and participation in external salary surveys.

6. Works with employment relations representatives to resolve employment and management concerns as directed.
7. Manages the implementation of employee disciplinary actions. Acts as a hearing officer for disciplinary matters.
8. Manages the implementation and administration of the transfer procedures, promotions and demotions as outlined in the Employee Handbook and Civil Service rules.
9. Assists the City Attorney's Office and the Division of Employment Relations in the preparation and presentation of the district's case in grievance and interest arbitrations. Represents the district in matters brought before the City of Milwaukee Civil Service Commission.
10. Implements excessing and reduction in force (layoffs) for administrative and support employees in accordance with the Civil Service rules and the district's regulations.
11. Manages the processing of personnel transactions including the employee license process, ensuring it is in accordance with the rules of the Department of Public Instruction and ensuring appropriate State of Wisconsin reimbursement for covered positions.
12. Administers and enforces the district's residency requirement for staff and properly maintains employee files.
13. Administers the DOT/CDL random alcohol/drug screening program for district employees. Follows disciplinary procedures as necessary. Acts as the district's 24-hour contact for drug and alcohol matters involving second and third shift employees.
14. Advises principals and other district administrators in Human Resources matters. Develops and provides training for district administrators in HR issues.
15. Performs public relations duties relative to individuals seeking employment, seeking general information relative to MPS and assists those who register complaints.
16. Manages the Human Resources Assistant staff ensuring training is adequate, evaluates performance, conducts disciplinary steps as necessary and recommends salary adjustments. Serves as a resource for the Staffing department.
17. Actively supports the MPS Strategic Plan.
18. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction provided by the Director, Staffing Services.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Supervises the HR Assistants and provides guidance to the staffing team.

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a master's degree in Human Resources or a related field.

Experience Requirements

Six to ten years of Human Resources experience and previous experience in a public sector leadership role are required.

Knowledge, Skills, and Abilities

Outstanding oral and written communication skills and presentation skills are essential. Delegation skills are necessary. A proven track record in developing, implementing and facilitating successful organizational systems. The ability to write, create and review information is required. Flexibility, diplomacy and tact are critical. Must be able to manage multiple initiatives, with established and varied deadlines. Extensive knowledge of federal, state and local employment laws (FLSA, EEOC, FMLA, ADA, etc.) and Board policies and procedures. Must be able to work effectively with a diverse population. Experience conducting and identifying training needs and designing and delivering training to meet the needs. Good working knowledge of applicable computer software is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.