



**MILWAUKEE
PUBLIC SCHOOLS**

PROFESSIONAL OPPORTUNITY

OFFICE OF HUMAN RESOURCES 5225 WEST VLIET ST. P.O. BOX 2181 MILWAUKEE, WI 53201-2181

Analyst I, Diversity and Equity

BASIC FUNCTION:

Provides a proactive approach to diversity recruitment for Milwaukee Public Schools (MPS). Performs necessary training to enforce equal opportunity and fair employment practices and to assist in promoting employee rights within Milwaukee Public Schools.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides a proactive approach to diversity in MPS through assistance to the District in four major activities:
 - compilation of diversity data;
 - diversity recruitment;
 - departmental outreach and partnerships
2. Reviews employment data, hiring practices, policies and programs to identify and facilitate the elimination of barriers, if any, impacting the recruitment, advancement, and retention of under-represented minorities and gender-related classes in the workplace; may be responsible for devising and administering an affirmative action program.
3. Responsible for developing and integrating diversity and inclusion strategies into employee retention, development and engagement programs, and measuring the success of diversity and inclusion initiatives.
4. Pushes diversity to the forefront of MPS initiatives and brings more attention to diversity issues to re-assert the District's commitment to a strong, diverse workforce.
5. Assists Talent Management with identifying diverse employee groups and working to develop a recruitment plan that is attractive to all prospective employees.
6. Develops partnerships with external resources to increase the visibility of MPS as an employer of choice; conducts meetings both on and off MPS premises with community outreach organizations in the interest of improving equal employment/diversity initiatives and relationships.
7. Fosters relationships with professional agencies and networks to enhance MPS' acquisition of diverse individuals.
8. Actively supports the MPS strategic plan.
9. Completes other duties as assigned.

QUALIFICATIONS:

- Position requires a bachelor's degree from an accredited college or university in human resources, human services, social services or related field.
- Two or more years of experience facilitating district-wide recruitment efforts, identifying training needs and providing training and resources is required.

QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released must submit a written statement to that effect to the Department of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates