



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Manager III, Talent Management and Compensation</i>	<b>Last Revised/Approved:</b> <i>May 2018</i>
<b>Job Code:</b> 1441	<b>Reports To:</b> <i>Sr. Director, Talent Management</i>
<b>Office:</b> <i>Office of Human Resources</i>	<b>Department:</b> <i>Talent Management</i>

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> Exempt	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/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. Oversees compensation to include initial job classifications and reclassifications.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Management Competencies:**

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- 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.

- 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).
- 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.
- Develops and recommends compensation policies and procedures and 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 salary schedules, ensuring the plans are legally compliant and market competitive.
- Allocates work to the Compensation Analyst for development of job descriptions, gathering salary data and participation in external salary surveys.
- Serves as chairperson for the District's Compensation Committee.
- Works with employment relations representatives to resolve employment and management concerns as directed.
- Manages the implementation of classified employee disciplinary actions. Acts as a hearing officer for substitute disciplinary matters.
- Manages the implementation and administration of the transfer procedures, promotions and demotions as outlined in the Employee Handbook and Civil Service rules.
- Implements excessing and reduction in force (layoffs) for administrative and support employees in accordance with the Civil Service rules and the district's regulations.
- 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.
- Advises principals and other district administrators in Human Resources matters. Develops and provides training for district administrators in HR issues.
- Performs public relations duties relative to individuals seeking employment, seeking general information relative to MPS and assists those who register complaints.
- 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.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Position requires a master's degree in Human Resources or a related field, a master's degree is preferred.

### ***Experience Requirements:***

- Six to ten years of Human Resources experience in progressively responsible roles
- Previous experience in a public sector leadership role is desired

### ***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.*

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

### **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.*

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.