



### Job Information

|  |   |
|--|---|
| <b>Job Title: Talent Management Specialist</b> | <b>Last Revised/Approved:<br/>07/06/2020</b>  |
| <b>Job Code: 1455/1456</b>                     | <b>Reports To: Manager, Talent Management</b> |
| <b>Office: Human Resources</b>                 | <b>Department: Talent Management</b>          |

### Compensation Information

|                            |                               |
|----------------------------|-------------------------------|
| <b>Pay Grade:</b>          | <b>Pay Range:</b>             |
| <b>FLSA Status: Exempt</b> | <b>Term of Employment: FT</b> |

### Position Summary/Purpose:

Talent Management Specialists are responsible for recruiting individuals and developing hiring practices that attract an effective and diverse workforce committed to serving the students of the district. Ensures compliance with licensure requirements and communicates with the Wisconsin Department of Public Instruction (DPI). Supports a region of the district or specific departments to ensure positions are filled timely.

### Core Competencies:

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

### 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.*

1. Recruits and hires a qualified and diversified staff. Collaborates with other Human Resources personnel to develop and implement a recruitment plan for Milwaukee Public Schools (MPS). Attends recruitment events, both locally and nationally, to meet specific staffing needs of MPS.
2. Ensures that all new hire paperwork is submitted timely and in order for the development of contracts for certificated employees. Tracks applicant and employee status on a database and generates reports as requested.
3. Reviews background checks for all employees and volunteers at MPS. Coordinates medical examinations as required for new hires.
4. Collaborates with other HR staff to plan, implement and evaluate employee orientation and induction programs. Coordinates with mentor program administrators to ensure mentor relationships have been established for initial educators.
5. Performs activities and procedures related to teacher certification including processing Department of Public Instruction (DPI) certification requests. Ensures that all licensed positions are compliant with DPI criteria and other lawful requirements.
6. Administers and coordinates employee assignments and reassignments in accordance with the various contractual provisions. Hires appropriate staff for summer school programs.

7. Maintains relationships with central service departments regarding staffing and other personnel issues. Responds to concerns of principals and other staff related to staffing issues. Assists and coordinates in the creation of various professional development programs for MPS employees. Trains employees on HR initiatives as necessary.
8. Advises employees who are under consideration for transfers, promotions, leaves, retirements and layoffs. Counsels employees dealing with difficult circumstances and recommends courses of action.
9. Participates in inter- and intra-departmental staff meetings and conferences on matters relating to the division's area of responsibility. Serves on committees and attends meetings to gather and/or provide information relative to staffing.
10. Serves on committees and special task forces to represent the Human Resources Strategy and needs of the district.
11. Collaborates with alternative certification programs and universities for teacher shortage areas and coordinates the hiring and placement of interns and permit teachers in vacancies.
12. Develops HR tracking methods which enable management to collect consistent information about the employee population and to develop strategic initiatives to remain relevant to the overall business strategy.
13. Keeps abreast of developments in the profession by reading pertinent literature and publications and by attending professional meetings, workshops, conferences, etc.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

## **Job Requirements:**

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

- A master's degree in education or a related field and eligibility to obtain a Wisconsin administrator's license at the appropriate level within two years of appointment **OR** a bachelor's degree in a relevant field.

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

- Five to eight years of experience as a teacher or other certificated employee in a K-12 setting and at least one year of experience as an administrator in a school system **OR** significant experience in a high-volume Human Resources department with experience in recruiting, compliance and major initiatives.
- Experience in a large, urban district is preferred.

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communications skills and negotiation and presentation skills are essential.
- Must be able to work effectively with a diverse group of people and to understand the needs of an urban school environment.
- Incumbent must be able to manage multiple priorities with differing deadlines.
- Must be able to maintain confidentiality.
- Incumbent should be customer focused and flexible.
- The ability to identify trends in the labor market related to future recruitment is essential.
- Must maintain knowledge of all applicable labor and Human Resources laws, including FMLA, FLSA, ADA and other state and federal laws as well as contractual requirements.
- Incumbent should be able to work in a team environment. Proficiency on a PC, with experience using MS Office software is critical.

## **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.

## **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.*

### **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.