



Job Title: ID Specialist

Department: Human Capital
Reports To: Executive Director of Human Capital
Grade: CA-09
Number of Days: 12 Months
Overtime Status: Non-Exempt

Job Objectives: To support the Human Capital Department by executing employee identification badge creation and issuance and employee fingerprinting facilitation with the Oklahoma State Department of Education.

Minimum Qualifications:

- 48 hours successfully completed college or university credit or successful completion of ParaPro Test.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Creating and issuing identification badges for all Tulsa Public Schools employees.
- Taking and submitting fingerprints of all Tulsa Public Schools employees and maintaining records of the results.
- Supporting Human Capital Finishers as the first line of back-up for all Human Capital Finisher duties.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Intermediate Computer Literacy.
- Customer Service Orientation.
- Knowledge of Human Capital Policies and Procedures.
- High level organization / Clerical Duties.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.