



Job Title: Talent Analyst
Department: Talent Management
Reports to: Director of School Talent Services
Grade: BG-09
Number of Days: 12 Months
Security Access: Education Service Center
Overtime Status: Exempt
Current Date: May 11, 2017

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: The talent analyst serves as a consultant to school leaders on talent management-related issues and works with district staff to deliver high quality talent management services. Provide school leaders and district teams with workforce analytics and critical information to improve their talent processes. Work within the talent management functional areas of talent acquisition, employee relations, benefits administration, policy implementation and others to better utilize data for decision making.

Minimum Qualifications:

- Bachelor's degree in business, human resources or related field
- Society for Human Resource Management professional certification required or ability to obtain within a year
- Minimum of three years of experience in human resource related positions
- Exceptional analytical skills, mastery of business intelligence or related discipline preferred

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Cultivate awareness among school administrators and talent management team members that a core function of talent management is to support the growth of talent management at the school level
- Develop and grow collaborative relationships with principals by serving as the primary talent management contact
- Assist the principal and central office staff in analyzing relevant talent data regarding teacher quality, turnover, absenteeism, engagement, and other significant levers in improving workforce excellence
- Establish effective ongoing professional development opportunities to help principals manage talent, including "just in time" training to principals on talent management related topics as requested
- Enhance principals' abilities to effectively and efficiently manage talent within their school by providing critical data and related counsel and advice that will allow principals to more effectively manage talent management issues within their schools
- Monitor, project and plan for specific unit and FTE instructional needs for assigned schools
- Collaborate with talent management leadership, instructional leadership directors and others to provide counsel and assistance to school administrators on a broad range of talent management issues, including school employee staffing and retention, employee performance management, employee training and development, labor relations and employee relations
- Collaborate with educator effectiveness teams, instructional leadership directors and others to develop and implement talent management policies that strengthen the ability of schools to attract and retain the best educators and staff members
- In collaboration with talent management leadership, evaluate effectiveness of all talent investments and programs (e.g. new hire orientation, training, compensation, performance management, etc.)
- Participate in local, state and national organizations and maintain a high level of expertise
- Perform other tasks, duties, or services consistent with this position as assigned

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

Strategic management

- Expertise in talent management, organizational development and effectiveness
- Ability to provide timely and accurate counsel on talent management related matters to school leaders

- Ability to surface insight and learnings from multiple data sources and share them in concise, effective and ready-to-use formats
- Recommend course of action for organizational decisions informed by research, data and constituent perspectives
- Understand organizational structure, functional areas and priorities and how to work within them to achieve talent division goals

Effective teaming

- Develop and maintain relationships across organization and school networks
- Identify and remove barriers to working with other teams and departments
- Adapt communication to needs of audiences to build sense of shared purpose and progress work forward
- Provide effective feedback to peers and colleagues so individuals and teams can improve
- Promote value of diversity and inclusion across the organization and department
- Ensure that perspectives from within organization and from constituent groups are reflected in decision making and planning
- Provide appropriate support to encourage teams and individuals to raise issues in service of student impact and organizational effectiveness

Self-management

- Embody core values, habits of success and shows initiative to support organizational priorities
- Facilitate a team culture that promotes reflecting on results, identifying challenges and sharing mistakes made
- Ability to communicate effectively across mediums to a range of internal and external audiences
- Ability to be a team player and collaborate with others across the organization
- Ability to work with ambiguity in a complex and dynamic environment while flexing team approach based on new and changing information
- Strong verbal and written communication skills and excellent listening skills
- Ability to continuously seek to learn from leaders, departments and teams throughout the organization to improve
- Ability to maintain confidentiality in all aspects of the job
- Extensive knowledge of computer skills including but not limited to: Statistical software programs, Microsoft Office – Word, Excel, Outlook, PowerPoint and Publisher and the ability to navigate online platforms such as TalentEd and data portals

Supervisory Responsibility:

- None

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

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