



**Job Title: Talent Management Administrative Specialist**

**Department:** Talent Management  
**Reports To:** Executive Director of Talent Management  
**Grade:** CA-15  
**Number of Days:** 12 Months  
**Security Access:** Mason Education Service Center  
**Current Date:** June 27, 2016  
**Overtime Status:** Non-Exempt

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**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:** Provide high-level administrative support by conducting research, preparing district reports, handling information requests, and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings/agendas. Provide direct administrative support to the Executive Director of Talent Management.

**Essential Functions:**

- Monitor and prepare school board submissions for the department.
- Review all written correspondence.

- Provide oversight to the district personnel files
- Provide employment verification, proof of employment and years of service
- Manage fixed assets for the department.

### **Minimum Qualifications:**

#### Education:

- High School Education or GED
- College degree preferred

#### Experience:

- Five (5) years' experience in administrative support, including budget and project management or other related experience within human resources, human capital or personnel administration.
- Must be proficient in the use of Microsoft Word, Excel and PowerPoint

**Responsibilities and Characteristics:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Perform administrative functions for the Executive Director of Talent Management.
- Compose and edit correspondence, memos, and forms required of Talent Management.
- Answer and/or direct telephone calls to the appropriate Talent Management employee or other district departments.
- Serve as Notary Public.
- Work with attorney's for the district to process jury excuse requests for employees.
- Complete US Department of Labor's job openings and labor turnover surveys.
- Monitors and provides oversight to employee service awards.
- Verify employment and work with districts (out of state) to provide accurate years of service for former certified teachers.
- Verify proof of employment for outside agencies, i.e. mortgage companies.
- Process loan forgiveness forms.
- Maintain spreadsheet for years of service for certified and support employees.
- Work with Talent Specialist and Talent Management Partners to compile routine staffing items for bi-weekly Board of Education meetings with complete accuracy and ability to meet tight deadlines.
- Work with Director of Compensation and Benefits to gather information to create/delete positions for board agenda.
- Respond to questions; research school board agendas for historical questions.
- Respond to unemployment claims; gather facts regarding employee's termination and send to third party company (TALX).
- Work with the fraud investigator with the Oklahoma Employment Security Commission to provide information for potential fraudulent unemployment claims.
- Manage fixed assets and serves in an office manager capacity for the talent management department.
- Assist patrons providing impeccable customer service.
- Assist Talent Management Executive Assistant as needed and serves as the primary back up to this position during times of absence.
- Assist with all external job postings and advertising of vacant positions.
- Assist the Communications Department in the research of employee information.
- Respond to requests from the staff attorney and the districts law firm.

- Submit all print jobs through RICOH print shop for 30 employees in talent management and benefits.
- Help resolve technical issues.
- Work closely with the Deputy Clerk of the Board to ensure correctness in all board agenda routine staffing items.
- Other duties as assigned.

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

- Must be customer service focused at all times
- Must be able to hold to strict confidentiality rules
- Must demonstrate personal characteristics of honesty, integrity and professionalism

**Supervisory Responsibility: None**

**Working Conditions:** Office, sedentary work, with limited exposure to elements and have the ability to lift no more ten pounds.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.