



Job Title: Talent Operations Manager

Department: Talent Management
Reports To: Executive Director of Talent Management
Grade: BG-05
Number of Days: 12 Months
Security Access: Mason Education Service Center
Current Date: March 14, 2017
Overtime Status: Exempt

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: Manage the daily functions of up to 10 talent specialists responsible for personnel transactions, data entry into the district's human resource information system and provision of services to employees. Provide high-level administrative support to ensure daily department operations are carried out efficiently. Prepare district reports, inter-departmental communications, process information requests, and perform clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings/agendas. Coordinate and manage small projects to support the functions of

the talent management team. Provide direct administrative support to the talent management leadership team.

Minimum Qualifications:

Education:

- Education: Bachelor's degree in education, business administration, project management or related field highly preferred. Equivalent work experience will be considered in lieu of a degree.

Experience:

- Minimum of 5 years of experience in administrative support, including budget and project management, operation/logistics or other related experience within human resources, human capital or personnel administration.
- Must be proficient in the use of Microsoft Word, Excel, PowerPoint and NOVUS.

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

- Manage daily operations of the talent management department
- Supervise, train and coach the talent management specialists.
- Perform administrative functions as needed for the talent management leadership team.
- Compose and edit correspondence, memos, and forms required of talent management.
- Prepare high quality presentations and reports to disseminate across the organization.
- Manage all talent management board agenda functions to include, but not limited to, position creates/deletes and all personnel actions requiring board approval.
- 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.
- Monitor and provide 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.
- Maintain personnel management records and critical databases
- Respond to information and research requests including: unemployment claims, public information requests and others
- Manage fixed assets and serve in an office manager capacity for the talent management department.
- Assist patrons providing impeccable customer service.
- Help resolve technical issues for the department as necessary.
- Perform other duties as assigned.

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

- Alignment to district mission and core values
- Exemplary communication skills, both written and verbal
- Exceptional customer service skills
- Ability to coach, train and lead teams
- Must be able to hold to strict confidentiality rules
- Must demonstrate personal characteristics of honesty, integrity and professionalism

Supervisory Responsibility:

- Talent management specialists and/or administrative staff in the department

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

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of light physical activity.

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 an 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.