



T U L S A

PUBLIC SCHOOLS

Job Title: Talent Specialist

Reports to: Talent Management Partner or Director
Department: Talent Management
Compensation: Grade CA-12
Overtime Status: Non-Exempt
Security Access: ESC Only
Date Job Revised: June 22, 2016

Position Summary: Provides timely, accurate, and customer-friendly administration of personnel matters related to employment processes for select employee groups. Ensures personnel files are maintained current and complete to provide timely and accurate information to authorized internal and external customers.

Minimum Qualifications/Job Requirements:

Education:

- High school diploma or equivalent.
- College credit or degree preferred.

Experience:

- At least two year's administrative/clerical experience.
- Human Resources or Principal Secretarial experience preferred.

Specific Training/Skills:

- Demonstrable proficiency with Microsoft Office products including Word, Excel and Outlook.
- Microsoft Office Access preferred.

Other:

- Professional, collegial, team spirited, fast-paced office environment.
- Frequent internal and external customer interaction.
- HRIS Data management through MUNIS, Power School, WAVE, State Department of Education Personnel sites.
- Payroll calculations.
- Analytical ability to establish pay grade from known experience.
- File and records management.

Customer Contacts (Internal and External):

- **Internal:** Supervisors, Principals, Principal Secretaries, employees.
- **External:** Prospective employees, other employers, credit agencies, teacher and support bargaining organizations.

Essential Job Functions:

- Manage all phases of the personnel hiring process for prospective employees, including candidate selection, background and eligibility verification, new-hire documentation,

orientation, HRIS data management, salary computation and employment contract preparation.

- Ensure active and inactive personnel files for employee groups are organized, accurate, up-to-date, and in compliance with applicable law and regulations.
- Is the primary TM point of contact for staffing position control and allocations and provide timely, accurate, and customer-friendly administration of processes relating to transfers, demotions, promotions, leaves of absence, disciplinary issues, other employment related processes, and processing association membership set up and withdrawal information, as well as responses to inquiries regarding such processes.
- Provide timely, accurate, and customer-friendly response to employment verification requests, credit checks, and reference checks.
- Work cooperatively and effectively with peers in the Payroll, Benefits, Federal Programs, Personnel, and other district offices for the benefit of internal and external customers.
- Assist TM peers with reporting and record keeping requirements as needed, as well as other customer service needs as may be necessary from time to time.
- Dependable, punctual attendance and completion of assigned projects and responsibilities.
- Assist TM peers in the performance of related duties and responsibilities as needed.
- Perform other TM support functions as needed.
- Ensure timely tracking of preparation, dissemination, and completion of all annual personnel performance evaluations.
- Follow up with all directors, Principals, and others responsible for completing and returning annual performance evaluations.
- Creates and issues identification badges for all Tulsa Public Schools employees.
- Taking and submitting fingerprints of all Tulsa Public Schools employees and maintaining records of the results.
- Research the highly qualified status for certified personnel.
- Prepare contracts and gather required documents for new hire packets.
- Calculate pro-rata salary based on start date and experience.
- Confirm school allocation to insure applicant can be hired.
- Perform on-boarding process for new employees.
- Determine legal status of applicant.
- Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities with other members of the department / division during peak periods or when there is an overload of duties, and fills in when an individual is away from the work station.

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