



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

Last Revised Date: July 22, 2019

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: 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. Works collaboratively with Talent Management and other district offices to ensure an exceptional customer experience throughout the employment life cycle.

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.
- Customer service experience required.

Specific Training/Skills:

- Demonstrable proficiency with Microsoft Office products including Word, Excel and Outlook.
- Experience with applicant tracking, finance, HRIS, and/or CRM software strongly preferred.
- Spanish language skills strongly preferred.
- Works effectively within a team.

Other:

- Ability to work professionally and collaboratively in a fast-paced work environment.
- Flexibility and willingness to adapt to ever-changing customer needs.
- Strong organization and time management skills.
- Comfort with technology and eagerness to improve processes and customer service through technology.
- Exemplary customer service and problem-solving skills.

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

- Manage various phases of the personnel hiring process for prospective employees which may include but is not limited to 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
- 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
- Work cooperatively and effectively with peers Talent Management 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
- Ensure timely tracking of preparation, dissemination, and completion of all annual personnel performance evaluations
- Ensure that onboarding experience for new employees is efficient and friendly; ensure that all new hires complete employment requirements in a timely manner

- 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 workstation
- Ability to work collaboratively with others on a team
- Perform other TM support functions as needed

Supervisory Responsibilities:

- This role does not directly supervise any individuals

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.
- Normal effort of occasional periods of moderate 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 talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.