**Requisitions - FOR COMPENSATION TEAM’S USE ONLY**

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<tr>
<td><strong>1. Identifier</strong></td>
<td><strong>2. Status</strong></td>
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<tr>
<td>Identifier: 2010.MANAGER I.STAFFING.ADMN</td>
<td>Status: Active</td>
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**3. External Description**
- Manage districtwide budget/staffing allocations review process.
- Responsible for the effective management of an assigned area to reach desirable outcomes.
- Provides feedback and suggestions to Leadership on staffing operations of departments and/or schools in the assigned area, ensuring district departmental and/or instructional goals are in line with the feedback.
- Oversees the compliance of new hires and current employees with state and federal guidelines.
- Works with leadership and other supervisors to develop plans to keep schools fully staffed, ensure job specifications and desired candidate qualities are clear, and to provide feedback on the status of the candidates and selection process.
- Develops long and short term goals to ensure business strategies, staffing targets and customer service objectives are met.
- Ensures compliance with applicable local, state, and federal laws and regulations and court orders in the employment process.
- Ensures hiring, promotion, and job change practices are within EEO guidelines and are in sync with the district’s philosophy and commitment to diversity and equality.
- Maintains precise records and assist in collecting and disseminating information to enhance the department’s responsiveness in meeting district needs and programmatic goals.
- Perform all other tasks and duties as assigned.

**4. Internal Description**
- Manage districtwide budget/staffing allocations review process.
- Responsible for the effective management of an assigned area to reach desirable outcomes.
• Provides feedback and suggestions to Leadership on staffing operations of departments and/or schools in the assigned area, ensuring district departmental and/or instructional goals are in line with the feedback.
• Oversees the compliance of new hires and current employees with state and federal guidelines.
• Works with leadership and other supervisors to develop plans to keep schools fully staffed, ensure job specifications and desired candidate qualities are clear, and to provide feedback on the status of the candidates and selection process.
• Develops long and short term goals to ensure business strategies, staffing targets and customer service objectives are met.
• Ensures compliance with applicable local, state, and federal laws and regulations and court orders in the employment process.
• Ensures hiring, promotion, and job change practices are within EEO guidelines and are in sync with the district’s philosophy and commitment to diversity and equality.
• Maintains precise records and assist in collecting and disseminating information to enhance the department’s responsiveness in meeting district needs and programmatic goals.
• Perform all other tasks and duties as assigned.

5. External Qualifications
• Ability to strategize and execute to achieve outcomes
• In-depth knowledge of HR procedures and best practices
• Strong analytical, critical thinking, problem solving, discernment, communication, and presentation skills
• Willingness to work beyond the confines of the job description to contribute to a powerful team committed to educational equity and student achievement.
• Bachelor's Degree from an accredited university required
• 3-5 direct years of professional experience required

6. Internal Qualifications
• Ability to strategize and execute to achieve outcomes
• In-depth knowledge of HR procedures and best practices
• Strong analytical, critical thinking, problem solving, discernment, communication, and presentation skills
• Willingness to work beyond the confines of the job description to contribute to a powerful team committed to educational equity and student achievement.
• Bachelor’s Degree from an accredited university required
• 3-5 direct years of professional experience required

7. Required Skills
• Ability to strategize and execute to achieve outcomes
• In-depth knowledge of HR procedures and best practices
• Strong analytical, critical thinking, problem solving, discernment, communication, and presentation skills
• Willingness to work beyond the confines of the job description to contribute to a powerful team committed to educational equity and student achievement
• Bachelor's Degree from an accredited university required
• 3-5 direct years of professional experience required