



Job Information	
Job Title: Senior Director, Talent Management	Last Revised/Approved:
Job Code: 1447	Reports To: Chief Human Resources Officer
Office: Office of Human Resources	Department: Talent Management

Compensation Information	
Pay Grade: 16A	Pay Range: \$ 98,285.03 – 142,599.41
FLSA Status: Not Eligible	Term of Employment: FT

Position Summary/Purpose:

Milwaukee Public Schools is actively recruiting for the Senior Director, Talent Management position. The selected candidate will serve as a consultant to senior leadership to develop and implement the human resources operational systems and structures related to recruitment and hiring. This position ensures compliance with Board policies, district needs, federal and state laws and contractual obligations while identifying and executing best practices in human resources talent acquisition as well as serving as an in-house expert and strategic advisor on all staffing related issues and/or problems.

The Senior Director, Talent Management reports directly to the Chief Human Resources Officer and will lead, plan, organize and direct the staff and activities of the Talent Management department. This includes the work in planning, promoting and executing MPS job fairs and other recruitment activities as well as leading and communicating the strategic plans and actions. The Senior Director is responsible for overseeing the implementation of the districts hiring process and procedures.

How to Apply:

Applications for the Senior Director, Talent Management are being accepted by the Office of Human Resources through **Tuesday, September 1, 2020.**

Interested applicants should complete all sections of the application on our website: mpsmke.com/jobs including the online submission of a current resume and three (3) letters of recommendation that are dated within the last year and include the author's manual signature **Caution: Letters of recommendation that do not include a valid date and/or the author's manual signature will not be accepted. When attaching documents to the application, be sure the documents are legible. If the documents cannot be read, your application may be disqualified from consideration.**

If you are unable to electronically attach the required documents, you must notify Human Resources that you are sending hard copies which must be received on or before the deadline date listed above.

Late or incomplete applications will not be accepted.

Appointment is subject to a criminal background, a fit-for-duty physical that includes a drug/alcohol test and credential verification. If selected, Non MPS employees must submit official transcripts confirming degree(s).

The salary range is \$98,285.03 - 142,599.41 (12-month position)

Core Competencies:

- Decision Quality and Problem-Solving

- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion
- Organization and Project Management
- Data Analysis and Analytical Thinking
- Influence and Leadership

Management Competencies:

- Developing Others
- Managing through Processing and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

- Leads the overall district-wide recruitment programs for Milwaukee Public School (MPS) to ensure the hiring of highly qualified staff consistent with the needs of a diverse, urban district.
- Directs and coordinates the staffing of all district vacancies and addresses staffing issues for all positions. Meets and confers with representatives of collective bargaining units and district supervisors relative to employee issues.
- Works with the Chief Human Resources Officer to develop, enhance and improve talent acquisition processes.
- In conjunction with other internal constituents, leads the development of the performance evaluation process that will support employee growth and internal succession planning.
- Analyzes and assesses current processes to identify and implement operational improvements to streamline processes and increase efficiency based on district needs.
- Tracks and forecasts district staffing needs to identify trends and proactively engage in targeted recruitment activities.
- Provides direction to the Talent Management staff in the performance of their duties, establishing work priorities and in achieving management initiatives. Recommends training programs that help to continually improve the productivity of staff.
- Maintains current knowledge and understanding of regulations, industry trends, current and best practices, new developments and applicable laws regarding human resources.
- Establishes linkage with recruitment sources for MPS.
- Participates in department and district meetings as well as conferences related to staffing
- Administers, supervises and coordinates all functions relative to substitute teachers and other staff including the management of the contract with the third party substitute dispatching vendor to ensure district needs are met and accountability is maintained.
- Works with the Superintendent, Chief Human Resources Officer and other senior administrative staff to create or modify district policies as appropriate.
- Utilizes current technology and social media to develop and maintain strategic staffing metrics which evaluate the effectiveness of Human Resources policies and programs and recommend best practices.
- Works with appropriate district/school administrative staff on the selection and transfer of teachers, principals, assistant principals and other school-based staff. Provides solutions to staffing issues consistent with applicable laws and regulations.
- Works with other Human Resources areas to ensure compliance with employee handbooks, benefits and insurance needs, federal and state laws, compensation policies and District and Board policies and procedures.
- Meets and confers with the Wisconsin Department of Public Instruction (DPI) institutions of higher education, alternative certification programs and other organizations concerning applicable qualifications, regulations, procedures or problems associated with the

certificated staff of the district. Provides direction to the alternative certification programs that have partnered with MPS. Ensures compliance with new laws and regulations involving licensing and certification.

- Recruits and recommends for hire a diverse group of candidates. Initiates disciplinary steps when necessary.
- Represents the Office of Human Resources at required School Board meetings in the absence of the Chief Human Resources Officer.
- Partners with senior management in the Office of Human Resources to address and formulate the strategic human resources and talent management policies within MPS.
- Leads the work of hosting MPS job fairs multiple times throughout the year.
- Creates, implements and updates the Human Resources recruitment plan and standard operating procedure.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree required; master's degree or J.D. preferred
- HR certifications; CCP, CEBS or SPHR are recommended

Experience Requirements:

- Five or more years of experience managing in Human Resources environment (preferably talent acquisition)
- Demonstrable experience managing recruiting initiatives
- Hands-on experience with Applicant Tracking Systems
- Experience with an educational institution or a public sector entity is preferred

Knowledge, Skills and Abilities:

- Demonstrated managerial experience of professional staff
- Experience working with senior leadership and board level constituents
- Must be comfortable operating in an environment with multiple priorities and numerous deadlines
- Must be capable and comfortable working with a diverse population
- Experience managing employees and budgets is required
- Must be able to compile HR data and organize it into comprehensive reports
- Develop and present important documents and presentations
- The ability to develop effective working relationships with all levels of the organization
- The ability to develop and implement strategic plans
- Excellent written and verbal communication skills, including skills required to communicate diplomatically and persuasively to diverse stakeholders
- Strong analytic and problem-solving skills and attention to detail
- Proven leadership skills with the ability to attract, develop and inspire a high performing team; exceptional ability to bridge and enhance cooperative working relationships

Working Environment:

This position requires additional work hours, outside of the normal business day as a regular part of the job. Additionally, it may often require attending evening and weekend events. Selected candidate will frequently be required to travel around the City of Milwaukee and occasionally travel out of town.

Physical Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.