SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Talent Management	**CLASSIFICATION:**	Non-Represented Management, Classified
SERIES:	Director II	**FLSA:**	Exempt
JOB CLASS CODE:	9834	**WORK YEAR:**	12 Months
DEPARTMENT:	Human Resource Services	**SALARY:**	Range 17 Salary Schedule A
REPORTS TO:	Chief Human Resource Officer	**HR APPROVAL:**	5-13-2022
		CABINET APPROVAL:	5-13-2022

BASIC FUNCTION:

Oversee and manage areas associated with Talent Management; responsible for recruitment; employee hiring, onboarding and off boarding. Plan, organize, and direct assigned functions associated with talent in a thoughtful and strategic manner, ensuring a focus on the efficient, effective provision of human resource services to employees. Lead activities to critically analyze and continuously improve human capital management in the District. Works closely with executive leaders as a strategic thought partner to support effective talent-related decisions that result in positive student outcomes. The Talent Management Director is responsible for ensuring that all certificated and classified hires experience an effective, streamlined, and coordinated hiring process. The Director oversees staff that ensures compliance with HR (Human Resource) policies and facilitates timely resolution of personnel issues, including transparent and timely information. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Implement a targeted recruitment, screening, and hiring process to increase the overall pool of qualified certificated and classified applicants for all areas, focusing on expanding the pool of teachers of color and applicants in hard-to-fill areas. **E**

Implements strategies to build a strong, diverse, and representative pool for talent that meets forecasted school and district needs. **E**

Develop, lead, and manage the school leader recruitment and screening process, ensuring a strong community engagement process. **E**

Develop short-and long-term HR planning strategies with hiring managers. **E**

Oversees effective screening processes and tools to support strong hiring decisions, and attract highly effective staff to hard-to-fill and/or high-need schools. **E**

Oversee hiring, to include but not limited to, job postings, paper screening, interviewing, consulting with job applicants, and reference checking. **E**

Oversee activities related to salary administration, terms of employment, data gathering, report preparation, special project assignments, the recruitment/retention, interview and selection process, and interview proctoring. **E**

Oversee certificated assignment compliance with applications, and renews to ensure credential requirements are met. **E**

Oversee the construction and revision of interview assessment forms. **E**

Oversee the compilation of statistics and other data; reports including applicable legal provisions related to personnel and employee compensation. **E**

Cultivate strategic partnerships with local universities and educator preparation programs to ensure a strong pipeline of talent for the District, especially increasing the number of educators of color. **E**

Cultivate strategic partnerships with local organizations to support teacher and leader residency programs. **E**

Conduct recruitment activities at various educational institutions, recruitment fairs, professional conferences, and other facilities. **E**

Collect and analyze placement data to benchmark progress toward goals; conduct analysis of results of selection to assess impact and ensure compliance. **E**

Develop and implement strategies to increase the number of effective educators working in hard-to-fill schools and subject areas. **E**

Create efficient processes that will facilitate and increase quality applicant flow from initial contact with HR Analysts, to new hire orientation and onboarding; ensure alignment with the District's needs, strategic goals, and priorities. **E**

Collaborate with HR team members to evaluate employment applications; refer qualified applicants and support all aspects of the interview process, including interview protocols, materials preparation, candidate communication, and process documentation. **E**

Oversee the development of exit interviews and surveys of employees who voluntarily separate from the District in order to identify reasons for employee separation. **E**

Oversee the implementation of procedures for certificated or classified reductions in workforce. **E**

Collaborate with the Payroll Department to ensure all staff is paid accurately and on time. **E**

Establish a working environment for all District employees that promotes fairness and equity in HR practices and ensures compliance with all Federal and State employment laws and District policies. **E**

Cultivate and expand relationships with principals, department leaders, managers, to improve the delivery of staffing and HR Services to central office and school administrators. **E**

Receive, address, and respond to inquiries and requests for information from teachers, principals, school administrators, staff, and the general public. **E**

Collaborate with internal staff and community partners to provide career guidance, counseling and coaching to certificated and classified staff who need improvement in their current position and employees approaching layoff. **E**

Remain current on federal, state, local laws, and policies applicable to staffing; provide direction and trainings to central and site staff as necessary.

Assist departments to identify specific and enduring staff assignments with recognition of clear and legal differences between classifications. **E**

Collaborate with appropriate parties to develop and implement staffing policies and practices. **E**

Oversee the preparation of staffing metrics and reports. **E**

Serve as the department's central point of contact for interdepartmental projects and communications related to staffing. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate professional development opportunities for assigned staff. **E**

Serve as the point of contact for all District staff with issues or needs that have been escalated by the HR Analysts. **E**

Assist with the long-range strategic planning of HR's goals, and objectives, and the development of measures of achievement and effectiveness. **E**

Develop and conduct ongoing training sessions for assigned staff regarding changes in office policies and legal procedures; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources administration in support of District goals. **E**

Perform other related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in personnel, public, or business administration, or a related field, and five years of management or supervisory experience including three years in personnel functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential preferred.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:

- Functions of personnel, wage and salary administration, contract interpretation, investigations, evaluation, supervision, and discipline.
- Sound personnel practices and procedures.
- Legal and equitable interview and selection techniques.
- Credentialing procedures, requirements, and rules of the Commission on Teacher Credentialing.
- Legal procedures and terminology utilized in evaluation, supervision, and discipline.
- Bargaining agreements and union contracts.
- Applicable laws, codes, regulations, policies, and procedures including the Americans With Disabilities Act, the Fair Labor Standards Act, the Family Medical Leave Act, Due Process (Fourteenth Amendment), Title VII of the Civil Rights Act, Equal Pay Act, Vietnam Era Adjustment Act, Age Discrimination in Employment Act, Title V of the Rehabilitation Act, Health Insurance Portability Act, Federal Occupational Safety and Health Act, Immigration and Naturalization Services Regulations, Drug Free Work Place Act, Omnibus Transportation Employees Testing Act, California Family Rights Act, Education Code, child abuse reporting requirements, sexual harassment, and other state and federal laws. Budget preparation and control.
- District organization, operations, and objectives.
- Federal, state, and District codes, regulations, policies, and procedures related to certificated and classified employment.
- Best practices in recruitment, selection, strategic placement, teacher training techniques, labor relations and negotiation, and personnel information systems (e.g., creative/strategic talent sourcing, resume evaluation, candidate assessment and interviewing techniques).
- Various District bargaining unit contracts.
- Methods to interpret, apply, and explain rules, regulations, policies and procedures Sound personnel practices and procedures.
- Functions of personnel, wage and salary administration, contract interpretation, investigations, evaluation, supervision, and discipline.
- Employee benefits program administration.
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students, personnel and community.
- Interpersonal skills using tact, patience, and courtesy principles and practices of effective leadership.
- Presentation, communication, and public speaking techniques.
- Credentialing procedures, requirements, and rules of the Commission on Teacher Credentialing.
- Correct English usage, grammar, spelling, vocabulary, and punctuation.
- Computer software, hardware, and related technology.

ABILITY TO:

- Work independently with little direction.
- Make effective presentations, and provide training to diverse audiences.
- Appropriately apply laws, codes, policies, regulations, procedures, and other rules.
- Establish and maintain effective working relationships with staff, unions, parents, and the public. Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, contracts, and procedures.
- Analyze situations accurately, and adopt a legally sound, effective course of action.
- Plan and organize work to meet schedules and timelines; respond quickly to all communications.
- Prepare comprehensive narrative and statistical reports.
- Train, supervise, and evaluate the performance of assigned staff.

- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Maintain confidentiality at all times.
- Understand and interpret federal and state requirements and laws pertaining to credentials and benefits and be able to explain them to others.
- Design, develop, and implement broad strategic initiatives, work plans, and evaluate their outcomes.
- Explain complex problems and solutions in clear, concise and compelling ways.
- Facilitate discussion and learning activities towards a clear end.
- Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities
- Serve as resource to District administrators and facilitate communication throughout the District.
- Set goals, work independently, and drive results.
- Produce high quality work, including strong attention to detail.
- Manage multiple assignments, priorities, and projects in a demanding environment.
- Analyze situations accurately, and adopt an effective course of action.
- Adapt to feedback and focused on continuous improvement.
- Communicate effectively in English orally and in writing.
- Learn new software applications and assist sites in using HR tools.
- Operate personal computer, related software, and other office equipment.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to monitor various activities, read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.