



**WORKFORCE MANAGEMENT
TEAM LEAD**

**Job Code: 486WMT
Bargaining Unit: SPSO
Effective Date: 2/4/2008**

Job Title:	Workforce Management Team Lead
Department:	Human Resources (HR)
Reports To:	Workforce Management Assistant Director
Location:	360 Colborne
Role Description:	Responsible for leading and managing workforce management team. Act as a business advisor to schools, principals and other District staff
Key Relationships:	School District administrators, Information Management team, Benefits, Payroll, other District staff as needed
Primary Responsibilities:	<ul style="list-style-type: none"> • Manage and lead workforce management team processes and initiatives • Implement District Recruitment and Retention Plan initiatives • Collaborate with Human Resource administrators, other administrative staff, school personnel and others in making appropriate staffing decisions • Provide guidance and expertise to administrators and supervisors with implementing human resource policies and labor agreement provisions • Serve as liaison to central office, program and school administrators • Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment • Consult with administration and schools to troubleshoot compensation, general human resource and employee related issues • Coordinate with information system staff to compile statistics and prepare reports for schools and administration • Perform other related duties as assigned

<p>Experience & Qualifications:</p>	<ul style="list-style-type: none"> • Bachelors Degree in human resources management, business, liberal arts, industrial relations or a related subject and a minimum of 5 years of professional level human resources experience • Masters in human resource management or business administration preferred • Previous supervisory/management experience preferred • Bilingual preferred • Public sector experience preferred
<p>Knowledge, Skills & Abilities</p>	<ul style="list-style-type: none"> • Demonstrated leadership skills, high ethical standards and self motivation • Considerable knowledge of recruiting and staffing techniques and procedures • Considerable knowledge of the theory, principles and practices of human resource administration and labor relations • Considerable knowledge of employment legislation pertaining to human resource administration • Considerable knowledge of data privacy regulations and awareness of keeping confidential data secure • Considerable ability to interactive effectively with district staff, job applicants and the general public • Working knowledge of an urban school districts, school functions, and employee roles within a school district • Considerable knowledge of computers and word processing/business applications • Considerable communication skills, both oral and written • Considerable interviewing skills and ability to process and analyze information presented in interviews to make sound recruiting and hiring decisions • Considerable ability to interact effectively with a variety of people representing diverse cultural, ethnic and socioeconomic backgrounds • Considerable ability to quickly gain an understanding of the organizations goals and the ability to develop methods to achieve those goals • Considerable ability to manage time effectively and work independently • Considerable ability to handle sensitive, private or confidential information appropriately • Considerable ability to gather, analyze and evaluate information and prepare and present reports