



**STAFFING MANAGER**  
Job Code: 485CBE  
Bargaining Unit: SPSO

**Job Description**  
**October 6, 2011**

### **Position Summary**

Responsible for leading and managing the staffing team. Act as a business advisor to schools, principals and other District staff.

### **Reporting Relationship**

Report to the Executive Director, Human Resources.

### **Responsibilities**

The essential functions include, but are not limited to, the following fundamental duties:

Manage and lead staffing team processes and initiatives.

Implement District Recruitment and Retention Plan initiatives.

Collaborate with Human Resource administrators, other administrative staff, school personnel and others as necessary in making appropriate staffing decisions.

Provide guidance and expertise to administrators and supervisors with implementing human resource staffing policies and labor agreement provisions.

Serve as liaison to central office, program and school administrators.

Consult with administration and schools to troubleshoot compensation, general human resource and employee relations related issues.

Coordinate with information systems staff to compile statistics and prepare reports for schools and administration.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned

## **STAFFING MANAGER**

### **Knowledge, Skills and Abilities**

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 knowledge of computers and word processing/business applications.

Working knowledge of an urban school district, school functions, and employee roles within a school district.

Considerable leadership skills, high ethical standards and self motivation.

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, including district staff, job applicants and the general public, representing diverse cultural, ethnic and socioeconomic backgrounds.

Considerable ability to quickly gain an understanding of the organization's 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.

### **Minimum Qualifications**

Bachelor's Degree in human resource management, industrial relations, business, the liberal arts or a related field and five years of professional level human resources experience.