

The Talent Management Specialist performs confidential specialized duties requiring significant understanding in their area of assignment in order to support with daily operations of the district. Areas of assignment may include; employment processing and onboarding, calculating and processing employee contracts, substitute operations, employee leaves of absence, or other areas as assigned.

Chain of Command

The Talent Management Specialist reports to the Executive Director of Talent Management.

Competencies of the Talent Management Specialist

The Specialist should possess the following:

- Exceptional written and verbal communication skills
- Strong organizational and time management skills
- Strong customer service skills
- Knowledge of relevant federal and state law as pertinent to public education as well as District policies and guidelines
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel, and HRI Systems

Essential Duties of the Talent Management Specialist

The Talent Management Specialist performs the following duties, including, but not limited to:

- Under direction of the Executive Director of Talent Management, support with the operations of Talent Management as assigned.
- Process Personnel Action Requests submitted by administrators for all employment actions
- Maintaining employee personnel information and files
- Interpretation of District policies and procedures
- Collaboration with other Talent Management team members to support the overall operation of the Department and support the needs of schools

Minimum Qualifications

High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ Driver's License
- AZ Fingerprint Clearance Card

Date Revised

4.22.2021