



COLUMBUS CITY SCHOOLS

AN EQUAL OPPORTUNITY EMPLOYER

JOB VACANCY

TITLE: Employment and Staffing Manager (Certificated)
JOB STATUS: Administrator (Supervisor A 260) FLSA Exempt
REPORTS TO: Director, Employment and Staffing
DEPARTMENT: Human Resources

POSITION SUMMARY: Serves as a key role in Employment and Staffing to oversee, plan, supervise, and administer multiple functions related to certificated staffing. The position will ensure compliance with federal and state laws, codes, rules and other regulations, and collective bargaining agreements. Responsible for the day-to-day activities of the certificated personnel section of the Employment and Staffing division.

ESSENTIAL DUTIES:

- Manages the certificated hiring process for the district; provides guidance to district personnel around the process.
- Implements a strategic, inclusive recruitment plan for the district.
- Executes the annual staff reduction, reallocation, reassignment, and transfer process (Article 211 Process) of the district.
- Coordinates work assignments for personnel assistants, personnel aides, recruiters, and other employees in the division.
- Oversees personnel actions and discusses problems and solutions with the appropriate personnel.
- Performs annual and probationary evaluations of assigned staff; counsels, trains, and when necessary, disciplines staff.
- Collaborates with all stakeholders regarding Civil Service Rules and Regulations, the Ohio Revised Code, and the appropriate employee contract or agreement.
- Collects and analyzes data and tracks metrics to monitor outcomes.
- Supervises the accomplishment of maintaining up-to-date employee records, including accurate processing of BCI/FBI fingerprinting records, recording of applications, I-9 documentation, Board of Education approval, salary schedules, etc.
- Acts as the system administrator for the online posting and application platform.
- Supports the onboarding process, including updating and facilitating sessions.
- Assists in the development and implementation of Human Resources' refinement of goals, work systems, policies, and procedures to ensure efficiency and quality customer service.
- Serves as a Human Resources partner to other district departments.
- Maintains an up-to-date knowledge of the industry in regards to Human Resources and education.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or higher in Human Resources, Education Administration or other related field.
- Five (5) or more years of progressively responsible experience in a Human Resources function in the public sector and/or educational institution.
- Three (3) or more years supervising employees.
- Must be comfortable maintaining database applications.

PREFERRED QUALIFICATIONS

- Ability to extract and manipulate data in an IS/Payroll system and recruiting/applicant tracking system (experience in MUNIS and TeacherMatch preferred).
- Strong computer literacy, including Microsoft Outlook, Word, Excel, Power Point, and Google Applications.
- Knowledge of federal and state employment laws, Ohio Revised Code, and employee contracts and agreements.
- Excellent interpersonal and communication skills.
- Knowledge of multiple platforms for recruiting.
- Ability to perform in a fast-paced, rapidly changing environment while taking initiative, working independently, prioritizing, organizing, and taking ownership.
- Strong customer-service focus.
- Relationship-driven management skills.
- PHR/SPHR preferred.
- Demonstrated strength in cultural competence.

The qualifications listed above are intended to represent the education, experience, skill, and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual, absolute standards but considered holistically with other position-related criteria.

TIMETABLE:

Deadline for Application: First review of resumes will occur on or before Monday, September 24, 2018.

Position will remain posted until filled.

Apply at: <https://www.governmentjobs.com/careers/ccsoh>