

<b>DEPARTMENT:</b>	<u>Talent Management-Human Resources</u>	<b>REPORTS TO:</b>	<u>Senior Manager, Human Resources</u>
<b>JOB CLASS:</b>	<u>Manager</u>	<b>PAY GRADE:</b>	<u>19</u>
<b>EXEMPT STATUS:</b>	<u>Exempt</u>	<b>DATE:</b>	<u>4/16/15</u>

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**POSITION GENERAL SUMMARY:**

The Manager, Human Resources is responsible for leading HR-related duties on a professional level working closely with senior management supporting designated functional areas within FLVS. This position will be the liaison between the organization and the subject matter experts in Talent Management. This includes staffing, compensation, benefits, professional development, performance management, HRIS systems and reporting, employment law, diversity, policy, and procedure. The Manager also works collaboratively within Talent Management to create internal efficiencies with regard to HR processes, and serves as an informational resource in the Human Resources area to both internal and external customers. The Manager plays a critical role in the analysis of data and provides recommendations for action plans for improvement. The Manager works collaboratively with senior leaders in their designated functional areas to resolve issues and continuously improve Talent Management within FLVS.

**ESSENTIAL POSITION FUNCTIONS:**

- Drive the identification, reporting and analysis of relevant measures of human resource performance and collaborate with HR management team for further analysis and action planning
- Manage and oversee Human Resource functions and services, consistent with federal and (multi)state laws/regulations, and FLVS priorities, policies and procedures
- Conduct periodic audits of current systems, procedures, policies, and workflows to ensure efficiencies and legal compliance; develop processes that improve department and end user efficiency and enhance overall Talent Management productivity
- Provide leadership and manage all functions and services regarding recruitment and staffing consistent with federal, state and FLVS priorities, policies and procedures Ensure documentation of candidate interviews and status meets compliance standards
- Collaborate with HR Managers to continuously improve staffing efforts, processes, with an emphasis on providing excellent customer service to designated functional areas.
- Work in collaboration with designated functional areas to lead diversity initiatives
- Work in collaboration with designated functional areas and Compensation Manager to ensure job descriptions are accurate
- Work in collaboration with designated functional areas to provide support and guidance on the creation of strategic staffing plans
- Manage all talent management work flows
- Develop, oversee and adhere to a department-based budget
- Work in collaboration with designated functional areas to lead retention initiatives, and continually seek opportunities for improvement.
- Interpret, clarify, and enforce school policies and procedures related to Talent Management
- Develop, recommend and implement HR related policies and procedures and initiatives to effect continual improvements in efficiency of department and services performed

- Work in collaboration with HR Compliance Manager to ensure organizational charts for designated functional areas are up to dateCollaborate with department managers to periodically review new employee orientations and new manager orientations in regard to Talent Management systems, processes and procedures
- Assist with the development of employee training and training documents; assist in training HR Department staff and others utilizing HR systems
- Research, benchmark, and identify performance management best-practices across industries; create opportunities to implement best-practices identified as a cultural fit
- Collaborate internally to identify performance-based challenges, gaps, and deficiencies inthe area of talent management
- Assist in the negotiation of agreements and contracts related to departmental goals and needs
- Document and communicate processes, resources, and tools for manager use
- Liaise with other Talent Management team members to identify trends or areas of opportunity for employee-specific and department training
- Provide daily direction and management of assigned staff to ensure operational effectiveness, efficiency, and customer service meet expectations
- Collaborate as a member of the management team in the department's overall strategy, planning, development and evaluation processes
- Manage the online employment contract process for assigned group to ensure accuracy and timeliness of changes and annual renewals
- Collaborate with Performance Management to identify interns to build a pipeline of trained viable candidates for conversion
- Ensure social media practices are aligned with FLVS standards and relevant to sourcing qualified candidates
- Collaborate with Procurement on the use of vendors and onboarding contractor for functional areas when appropriate
- Ensure accurate documentation of HR standard operating procedures
- Create complex queries to provide program statistics and reports formanagement
- Create spreadsheets and analyze and interpret data to ensure accuracy
- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targetsestablished

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Bachelor's degree required
- Degree emphasis in Human Resource Management or equivalent HR experience
- PHR or SPHR Preferred

***Experience:***

- Five years' progressive Human Resource experience
- Three years' management experience

***Knowledge, abilities and skills:***

- Knowledge of principles, methods, and techniques of human resource administration
- Knowledge of current applicable federal, state, school district laws, codes and regulations related to human resources
- Ability to read, interpret and enforce State Board Rules, School Board Policy, Federal and State Laws governing public education and government liability
- Knowledge of principles, methods, and techniques of human resource administration related to the area of employee relations and employee performance management
- Ability to make sound decisions and recommendations within established guidelines
- Effective verbal and written communication
- Ability to organize, prioritize, and meet aggressive deadlines
- Ability to research information, analyze data, and make recommendations, plans of action, and formulate alternative resolutions and system improvements
- Must possess strong knowledge of computer operations and office software
- Must possess strong operational and trouble shooting skills for software resources
- Ability to work with and through people to establish goals, objectives, and action plans

**CORE COMPETENCIES FOR SUCCESS:**

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

## **MANAGER COMPETENCIES FOR SUCCESS:**

<p><b>COMMAND SKILLS</b>  <i>Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges</i></p>	<p><b>CONFLICT MANAGEMENT</b>  <i>Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"</i></p>
<p><b>LISTENING</b>  <i>Practices attentive and active listening with all groups/people; Has the patience to hear people out without interruption; Can accurately restate the opinion of others even when he/she disagrees</i></p>	<p><b>MANAGING DIVERSITY</b>  <i>Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without regard to class; Supports equal and fair treatment and opportunity for all</i></p>
<p><b>DEVELOPING OTHERS</b>  <i>Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization</i></p>	<p><b>TIMELY, QUALITY DECISION MAKING</b>  <i>Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</i></p>
<p><b>PROCESS MANAGEMENT</b>  <i>Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources</i></p>	<p><b>TEAM BUILDING</b>  <i>Develops networks and builds alliances; Participates in cross-functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel his/her work is important; Invites input from each person and shares ownership and visibility</i></p>

<p><b>MANAGING &amp; MEASURING WORK</b>  <i>Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results; Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives</i></p>	<p><b>COMFORT AROUND HIGHER MANAGEMENT</b>  <i>Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive</i></p>
<p><b>MANAGERIAL COURAGE</b>  <i>Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly</i></p>	

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Remote with occasional travel to the VLC.
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*