



Position Description

Human Capital Manager

Salary Level: Range VIII

Contract/Benefits: Act 93

Revised Date: April 13, 2023

*Prepared by: Will Seng, Acting Director of
Human Resources*

*Department or Area: Office of Talent Management
and Labor Relations*

Approved By: Jen Ramos, Deputy Superintendent

Reports To: Executive Director of Human Resources

Qualifications:

- Bachelor's Degree or equivalent of experience/education/Human Resources in related field.
- A minimum of three (3) years' experience working within an employment field.
- Excellent communication and interpersonal skills.
- Ability to work effectively with diverse groups.
- Ability to organize and prioritize multiple projects with significant attention to detail.
- Must be able to work both independently and in a team environment.
- Ability to work within difficult time constraints and under stressful conditions.
- Knowledge of the School Board, state and federal laws, rules, policies and procedures concerning the employment of personnel.

Summary

The human capital manager will assist with the recruitment, hiring, and retention of high-quality educational personnel. The human capital manager must be able to effectively collaborate with school leaders and hiring administrators in human capital development and support school programs to promote the overall quality of student education in the Allentown School District.

Essential Duties and Responsibilities

- Attends recruitment activities and assists hiring administrators to meet the needs of the district.
- Assists the hiring administrator with the process of application screening, selection and prioritization for interviews.
- Completes the on boarding procedures and requirements for new employees.
- Work with hiring administrators to identify new positions and create job descriptions.
- Collaborates with hiring administrators to set up interview committees.
- Make official job offers to select, approved candidates.
- Continuously maintains and updates assigned vacancy lists at all times.
- Track movements of all positions to include promotions, terminations, leave of absences, transfers and change of assignments.
- Project management to include, but not limited to, class size monitor, annual posting, separations, non-renewals, and contract negotiations.
- Meets timelines for hiring process and provides ongoing communication with hiring departments.
- Reviews employee requirements for employee separations specific to contractual requirements for exit dates, district refunds, and any outstanding employment requirements.
- Responsible for annual salary changes of staff per employee contracts and board approved increases.
- Ensures accurate and timely employee information is provided to business office staff, and Talent Management administration for payroll, benefits, and board approval.

- Complies with the directives from the talent management administration for continuous improvement and customer service efforts to ensure best practices.
- Manages daily operations of the department as it relates to the needs of the Allentown School District.
- Perform other duties that may be assigned by the Department Administration

NOTE: The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the department Chief and Executive Director.

Supervisory Responsibilities

Position does not supervise other employees.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of department and staff above own interests and recognition;

Organizational Skills

Prioritizes tasks, complies with time constraints with regard to urgent and regular requests, Conserves department resources; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Follows policies and procedures; Completes clerical tasks and reports correctly and on time; Demonstrates ingenuity and inventiveness in the performance of assigned tasks; Ensures follow up and confirmations are clear to others.

Personal Competencies

Exhibits sound and accurate judgment; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; on; Ensures work responsibilities are covered when absent; Arrives at and appointments on time.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, climb stairs, bend, and lift. The employee is frequently required to use hands to finger or handle documents, telephone, etc. The employee is occasionally required to stand, sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position