



CAMDEN CITY SCHOOL DISTRICT

Office of Human Resources

hr@camden.k12.nj.us

Analyst, Talent Management

(Pending availability of funds and State Superintendent's approval)

The State Superintendent invites qualified and interested candidates to apply for the position of **Analyst, Talent Management**.

Camden City School District is in a historic period of change. With the recent state intervention, Camden is uniquely poised to transform and re-focus its efforts to ensure all students have the academic and personal skills required to succeed in life. Currently, Camden City has 26 district and 11 charter schools serving more than 15,000 students in total, of whom nearly 95% qualify for free or reduced price lunch. The district is committed to building talented and committed cadres of educators and providing the appropriate supports to schools to ensure all students can be successful.

[The Camden Commitment](#) outlines the district's plan to ensure that every student in the city is enrolled in an excellent school that meets his or her unique needs. The Camden Commitment represents the district's promise to honor the faith of educators, community members and families in the limitless potential of our children by implementing the considerable changes necessary to ensure that they are able to learn in an excellent school. As a part of this plan, the district is in the process of streamlining and transforming the Central Office into a customer service and school support organization focused on ensuring that all schools are well-equipped to provide all of their students with an excellent education.

ROLE OVERVIEW

The Office of Talent Management will support the vision for Camden City School District by recruiting high quality talent and building talent pipelines according to a comprehensive human capital strategy. The Analyst, Talent Management ("Analyst") will work closely with members of the Educator Effectiveness and Employee Services teams to support the implementation of the district's human capital strategy and will lead data analysis and collection efforts to promote data-driven decision-making across the team.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited college/university
- At least 2-3 years of previous data or analytics work experience
- Experience, comfort level and familiarity with compiling and analyzing data to drive decision-making, including advanced skills utilizing Microsoft Excel and statistical software packages to run analyses on large, complex data sets
- A valid driver's license as well as current insurance and vehicle with valid registration
- Required criminal history background check, physical and proof of U.S. citizenship or legal resident alien status

PREFERRED REQUIREMENTS

- Previous work experience in settings that serve low-income students and communities
- Master's degree in statistics, econometrics, education or public policy from an accredited college/university
- Experience using SASS, STATA, SPSS or ACCESS packages

ROLE & RESPONSIBILITIES

Major responsibilities of the role include, but are not limited to:

- Compiles data reports and other analytical tools to support the Strategy/Talent Management Department in monitoring goals and making data-driven decisions that best serve the district's schools and students

- Supports the Strategy/Talent Management Department in designing and codifying process flows, operating principles and protocols to ensure the implementation of efficient, high-quality processes and accurate, timely data collection in alignment with department goals
- Updates and maintains talent data with accuracy, consistency, quality and integrity
- Identifies school and hiring manager staffing needs and monitors rosters, vacancies and available candidates
- Responsible for managing multiple simultaneous projects supporting the district's access, interpretation and use of talent data to drive strategic decision making.
- Compiles, analyzes, and presents easily understandable data related to staffing, recruitment, hiring, tenure, evaluation, compensation and other talent data areas of interest
- Creates reports, data tools and resources using a variety of technologies to support various audiences, including Central Office staff, networks, schools, school-based staff and external stakeholders
- Utilizes statistical and analytical methodology and protocols to perform analyses to test the reliability and validity of data
- Utilizes cross-tabs, pivot tables, charts and other modalities to summarize key results
- Constructs research designs and identifies necessary analyses to answer targeted policy and research questions
- Prepares internal reports for senior leadership, some of which may be confidential in nature
- Provides operational and administrative support to the team as needed, including anticipating and meeting logistical needs for event space, scheduling and preparation of materials
- Writes, edits and manages internal and external communications, including presentations related to talent data
- Provides high-quality, responsive and courteous customer service by responding promptly to e-mails, phone calls and in-person inquiries

The Analyst may also take on other tasks and responsibilities as assigned by their Manager and senior district leaders (e.g. Chief Strategy Officer).

CORE COMPETENCIES

An ideal candidate for this role will demonstrate the following and/or have experiences with:

- Comfort and experience with entering data into online systems, cleaning and improving the quality of existing data and manipulating large, complex data sets into clear and easily understandable reports
- Strong oral and written communication skills
- Creative and outside-of-the-box thinking
- Strong interpersonal and teamwork skills
- Flexible, optimistic approach; committed to overcoming challenges; comfortable with change and ambiguity
- Ability to work independently and manage multiple responsibilities simultaneously
- Desire to grow professionally and seek out new opportunities to learn
- Integrity and clarity in all communications and interactions
- Commitment to the success of all Camden students; specifically to raising the academic achievement of children in high-poverty communities
- Ability to thrive in a fast-paced and achievement-oriented environment
- Strong problem-solving and project management skills - strong organizational skills, attention to detail, the ability to balance the big picture with detailed steps to reach the end goal and the ability to balance multiple projects under tight deadlines
- Fluency in all Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and basic Web browsers and searches
- Willingness to go above and beyond to contribute to the success of a dynamic team committed to a new future for urban education
- Demonstrated ability to learn quickly and take initiative

REPORTS TO

Chief Strategy Officer or their designee

EVALUATED BY

Chief Strategy Officer or their designee

SALARY, EMPLOYMENT PERIOD, AND UNION AFFILIATION

Salary Range:

- Competitive based on qualifications and previous experience

Employment Period

- Twelve months, non-tenureable position

Union Affiliation

- Non-affiliated

HOW TO APPLY

Camden City School District is only accepting electronic applications. Please visit our [online application system](#) to submit your resume, cover letter and references today! Incomplete applications will not be considered.

**CAMDEN CITY SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**