

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Human Resources 5068	Sanchez, Monica	Director Diversity, Recruitment & Inclusion Programs	Sr Program Coordinator	Competitive recruitment process. All documents located in HR.	BS - U of Phoenix MBA - U of Phoenix	Designing and coordinating the District's efforts in the recruitment of racially/ethnically diverse, qualified individuals to fill vacancies across the academic and business related functions.	✓
Human Resources 5068	Vargas-Unger, Christie L	Sr Program Coordinator	New to District	Competitive recruitment process. All documents located in HR.	BA - U of Kansas MA - U of Kansas	Manages and provides professional Human Resource services to TUSD personnel such as recruitment and selection, classification and compensation, training, personnel processing, involuntary reassignments, maintaining records or functions within assigned functional areas.	✓
Human Resources 5068	Chin-Duncan, Wayne Derek	Interim Director Diversity, Recruitment & Inclusion Programs	Sr Program Coordinator	Competitive recruitment process. All documents located in HR.	BS - U of Arizona	Designing and coordinating the District's efforts in the recruitment of racially/ethnically diverse, qualified individuals to fill vacancies across the	✓
Human Resources 5068	Arzola-Pantoja, Sonia	Sr Program Coordinator	HR Analyst	Competitive recruitment process. All documents located in HR.	10 years progressive HR personnel experience. Three years supervisory experience.	Manages and provides professional Human Resource services to TUSD personnel such as recruitment and selection, classification and	✓

CLASSIFICATION TITLE

DIRECTOR – DIRECTOR OF DIVERSITY RECRUITMENT AND INCLUSION PROGRAMS

SUMMARY

The Director of Diversity Recruitment and Inclusion Programs will be responsible for effectively designing and coordinating the District's efforts in the recruitment of racially diverse and qualified individuals to fill vacancies across the academic and business related functions. By understanding the District's needs and developing effective relationships with internal as well as external customers, the Director of Diversity Recruitment and Inclusion Programs will be responsible for working closely with key partners to create and implement internal and external diversity recruiting strategies that will yield measurable results and will be responsible for all state, federal, and USP reporting requirements aligned with diversity talent management.

REPORTS TO:

MINIMUM REQUIREMENTS

Bachelor's Degree in Human Resources, Business Administration, Public Administration, or a related field,

And

Four years of human resources, business, or management experience

Proven capability in utilizing a wide variety of recruiting methods and tools to source both active and passive candidates to fill current and future talent needs.

Demonstrated ability to develop and implement recruiting plans that identify current and future talent gaps to proactively source and develop robust talent pool pipelines in advance of need.

Experience with continuous improvement methods that result in simplifying, standardizing, and automating talent acquisition processes and practices

Knowledge of applicable state and federal laws and regulations are required.

Excellent verbal and written communications skills required.

PREFERRED QUALIFICATIONS

Master's Degree in Human Resources, Business Administration, Public Administration, or a related field

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check required.

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Administer methods, systems, and procedures to manage and maximize the efficiency of the District's diversity recruitment and retention functions, including developing policies and procedures, training, supervisors, and ensuring that selection procedures comply with AA, EEOC, ADA, fingerprint, and state and federal certification laws.

Develop, plan, and evaluate the District's diversity recruitment procedures and policies.

Administer and manage a focused, directed effort to recruit District teachers and administrators for the Teacher Diversity Program and Grow-Your-Own Administrator Programs.

Monitor district data to manage the racial and ethnic makeup of each school's teaching staff. Monitor data to ensure the Applicant Tracking System (ATS) data is accurate and produces the necessary information for state and federal reporting on hiring demographics.

Proactively find and cultivate candidates to transfer between district sites for the purpose of improving diversity by developing an understanding of the current diversity status of the teaching staff at all schools within the district.

Act as principal advisor to District Administrators, Managers, and Supervisors on issues related to diversity recruitment and retention.

Coordinate and review the District's outreach, recruitment and hiring, assignment, and retention efforts for the Teacher Diversity Plan and the Grow Your Own program.

Organize and attend recruiting meetings for teachers to explain the District's diversity program and visit site administrators at schools to review the importance of diversity.

Annually review previous year's diversity data and the effectiveness of past diversity recruiting and retention practices.

Maintain a centralized electronic database of school by school teacher diversity data.

Provide data, reports, and narratives for all District diversity reporting needs, USP reporting, and information requests.

Collaborate with other departments to gather, share, and maintain data and information for District USP related reporting.

Plan, coordinate and manage annual job fairs, internal and external recruiting events, and district representation at non-local recruiting events.

Track and report information on school-based administrators/certificated staff as required by the USP.

Adhere to all court orders, state and federal laws, and District policies and regulations.

Perform other duties as assigned.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Utilizes office equipment such as telephone, computer, printer and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public. May require in and out of state travel.

CONTROL, SUPERVISION

No supervisory responsibilities.

M:Comp and Class

New: 2/14

Rev: 4/14, 5/19, 03/2020

Updated-change to Gr 4 from 4B, 12/16/16

TUCSON UNIFIED SCHOOL DISTRICT

PROGRAM COORDINATOR SR - HR

UNIT: Non-Bargaining

FLSA: Exempt

SUMMARY

Provides professional Human Resource services to assigned functional areas of Tucson Unified School District (TUSD); manages and coordinates Human Resources programs. (A "Program" refers to carrying out a specific service/activity within the Human Resources Department. This classification is differentiated from the "HR Coordinator" by the number of affected people, the greater impact on the district and the size of the program as determined by Human Resources.) Functional area assignments and duties are at the discretion of the Executive Director of HR, and may be re-organized to meet the changing needs of TUSD. All areas work together providing exceptional professional Human Resource services to TUSD.

MINIMUM REQUIREMENTS

Master's degree in Business Administration, Business Management or Human Resources, or a related field

AND

Two (2) years of experience in Human Resources or related field;

OR

Bachelor's degree in Business Administration, Business Management or Human Resources, or a related field

AND

Five (5) years of experience in Human Resources or related field;

OR

Ten (10) years of progressive human resource/personnel experience.

Knowledge of federal and state legislative requirements related to Human Resources

Three (3) years supervisory experience

Knowledge and ability to use word processing, database and spreadsheet programs.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training or education.

PREFERRED QUALIFICATIONS

SPHR Certification.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check.

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Valid AZ Driver's License required within 10 days of hire. Must not have accrued eight points against driver's license within the past two years.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Manages and provides professional Human Resource services to TUSD personnel such as recruitment and selection, classification and compensation, training, personnel processing, involuntary reassignments, maintaining records, accommodations and leaves of absence programs or functions within assigned functional areas.

Engages in research to resolve the more difficult Human Resource issues. Responds orally and in writing.

Responsible for the ability to utilize TUSD Human Resource Information Systems (HRIS) to recommend functional design, process flow improvement, and HRIS systems upgrades and improvements.

Conducts training seminars, information sessions and high level meetings.

Implements and recommends process improvement methods to management.

Compiles and analyzes data and reports concerning personnel issues, including but not limited to such areas as: recruitment, transfers, terminations, absences, lay-offs, legal issues or Workers Compensation issues related to District personnel. Implements process improvements based on data.

Manages the Human Resources information systems and ensures data is accurate, reconciled and the department is fully integrated with the system.

Supervises and coordinates the activities of staff within assigned functional area, which includes selection, counseling, disciplinary actions, establishing workloads, assigning tasks and reviewing results.

Investigate concerns of staff, parents and community members.

Serves as a liaison between the district and outside districts, state, county and city agencies.

Serves as a resource to interpret collective bargaining unit agreements, board policy and personnel requirements as they apply to all employment groups.

Analyzes data and prepares reports as requested.

Adhere to all court orders, state and federal laws, and District policies and regulations.

Perform other duties as assigned.

MARGINAL FUNCTIONS

Communicates. Reads. Comprehends. Develops, plans, evaluates and analyzes written and verbal information and materials. Performs functions from written and oral instructions and from observing and listening to others. Interpersonal skills, such as critical thinking, problem analysis and resolution.

MENTAL TASKS

Serve on district committees as needed.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required only to supplement normal sedentary work. Assistance is available in the event heavy physical exertion is required. Work may involve occasional lifting and carrying weight up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Utilizes office equipment such as computers, telephones, printers and copiers. Operates a standard or automatic transmission motor vehicle.

WORKING CONDITIONS

Indoor. Shop environment. Office environment. Exposure to noise, dust, pollution. Outdoor. Exposure to all weather/climate conditions and temperatures. May work in small cramped areas. May drive in all types of traffic conditions.

CONTROL, SUPERVISION

Supervisory control of staff, which includes interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff, and providing for safety and security.

M:Comp and Class
New: 1/10
Rev: 5/22