



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> Associate I – License Compliance	<b>Last Revised/Approved:</b> November 2023
<b>Job Code:</b>	<b>Reports To:</b> Sr. Director, Talent Management
<b>Office:</b> Human Resources	<b>Department:</b> Talent Management

<b>Compensation Information</b>	
<b>Pay Grade:</b> 03A	<b>Pay Range:</b> \$55,993 – 80,376
<b>FLSA Status:</b> Non-Exempt	<b>Term of Employment:</b> FT

**Position Summary/Purpose:**

Ensures compliance with state licensure requirements for all licensed positions, and regularly communicates with the Wisconsin Department of Public Instruction (DPI).

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Ensures compliance with state licensure requirements. Tracks licensure paperwork so that documents are submitted in a timely manner.
- Tracks applicant and employee licensure status on a database and generates reports as requested.
- Assists with the coordination and completion of DPI reports, including the on-going 1202 Report.
- Performs activities and procedures related to teacher certification including processing Department of Public Instruction (DPI) certification requests.
- Ensures that all licensed positions are compliant with DPI criteria and other lawful requirements.
- Collaborates with alternative certification programs to track candidates and ensure completion of the program by required deadlines.

- Ensures permit teachers have met the educational requirements for adequate annual progress to renew the permit.
- Communicates regularly with Milwaukee Public Schools University (MPSU) on progress of students enrolled in the partnership programs.
- Participates in meetings with DPI on updated licensure requirements.
- Keeps abreast of developments in the profession by reading pertinent literature and publications and by attending professional meetings, workshops, conferences, etc.
- Supports specialist in filing reports, communicating with employees and program coordinators to address issues of employee certification.
- Responds to certification inquiries in person and via email or telephone.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Position requires a bachelor's degree in an appropriate field; a master's degree is preferred.

### ***Experience Requirements:***

- Two or more years of previous experience as a Human Resources professional is required.
- Experience in an urban or public sector environment is desired.
- *Other combinations of education and experience may be accepted*

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication skills are essential with the ability to communicate with a diverse group of employees at all levels of the organization.
- Skill at organizing resources and establishing priorities.
- Excellent teamwork skills are essential.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications include MS Office software, Hyperion and the MPS Portal is required.
- Must be able to manipulate spreadsheets and track permit information.
- Must be able to juggle numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports is required.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

## **Physical Demands:**

- General office environment, must be able to handle light lifting and occasional standing, bending.
- Position may occasionally travel around the city

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the district. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.