



## **CHIEF HUMAN RESOURCES OFFICER (CHRO)**

### **BASIC FUNCTION**

Provide strategic leadership in the development, implementation, and measurement of people strategy across Portland Public Schools. Under policy direction, plan, organize, and direct the staff and activities of the Human Resources department of the District; lead and communicate Human Resources strategic plans and actions that align with the District's mission, vision, and goals; oversee Human Resource activities including recruitment, retention, professional development, labor relations, employee relations, compensation, and compliance with relevant laws, regulations, and labor contract commitments. The CHRO works closely with district leadership to create a positive, effective work environment for all employees, aligning human resources practices with the district's mission, goals, and needs and ensure a highly skilled, diverse workforce that reflects and supports the educational, emotional, cultural, and social values of the students, families, and communities served by the District.

### **REPRESENTATIVE DUTIES**

*This description does not describe all duties performed. This summary provides examples of typical tasks performed.*

#### **Leadership & Strategy:**

- Develop, implement, and measure effectiveness of a comprehensive human resources strategy that aligns with the district's educational goals and values. "E"
- Serve as an advisor to the superintendent and school board on HR-related issues and strategic decisions related to employees. "E"
- Lead, manage, and mentor the human resources department team, ensuring alignment with district priorities. "E"
- Guide leaders and facilitate organizational design conversations to support effective systems and structures through people centric designs. "E"
- Provide guidance and consultation to leaders regarding succession planning strategies to identify and develop internal talent for key roles, ensuring leadership continuity and organizational stability. "E"

#### **Cultural Competence & Diversity:**

- Promote an inclusive, diverse, and equitable work environment. "E"
- Ensure all HR practices are free from discrimination and bias, reflecting the district's commitment to diversity and inclusion. "E"

- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting, and other board policies; participate in staff development, in-services and training related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”

**Talent Acquisition and Strategic Staffing:**

- Develop strategies to recruit and retain highly qualified teachers, administrators, and support staff. “E”
- Develop and execute strategies to diversify the staff and meet the short-term and long-term staffing needs of the district. “E”
- Ensure a streamlined and effective hiring process, including the management of job postings, interviews, and hiring decisions. “E”

**Employee & Labor Relations:**

- Foster positive relationships between employees, union leadership, and management, addressing employee concerns, grievances, and conflicts in a timely and professional manner.
- Lead or oversee the negotiation process between the school district and employee unions (e.g., licensed unions, classified unions). “E”
- Work with legal counsel, union representatives, and district leaders to establish fair and balanced contracts regarding wages, benefits, working conditions, and other employment terms. “E”
- Develop and maintain a comprehensive employee relations program that promotes engagement, satisfaction, and productivity. “E”
- Oversee employee disciplinary procedures including investigations, complaints, and issue resolution, ensuring they are consistent with union contracts and are equitable and consistent. “E”

**Performance Management and Professional Learning:**

- Develop and implement a performance evaluation system for staff to ensure continuous professional growth and effective teaching practices. “E”
- Monitor and assess staff performance, providing feedback, support, and intervention when necessary. “E”
- Collaborate with district professional learning teams to ensure ongoing professional development and training for all district employees. “E”

**Compensation, Benefits and Leave Management:**

- Oversee the development of compensation plans and benefits packages, ensuring they are competitive and equitable within the district’s budget. “E”

- Manage salary schedules, benefits and leave administration, and employee recognition programs. “E”

**Compliance & Legal Affairs:**

- Ensure the district complies with federal, state, and local labor laws, including regulations related to hiring, wages, employee benefits, and workplace safety. “E”
- Keep current on legislation, educational policies, and best practices to ensure the district remains in compliance with all relevant regulations. “E”

**Administration & Budget Management:**

- Develop and manage the HR department’s budget, ensuring resources are used effectively to meet the district’s staffing and development needs. “E”
- Implement and evaluate programs, plans, processes, systems, and procedures to achieve District goals for human resource services. “E”
- Analyze, develop, and review reports of findings, alternatives, and recommendations involving a broad range of human resources issues. “E”
- Deliver presentations to District management, Board of Education, District employees, the general public, and others on District human resources programs, activities, and operations. “E”
- Facilitate meetings, workshops, seminars, and in-services; represent the District in a variety of local community-based organizations and coalitions to effect positive dialogue and relations in human resources matters; at local, state, and national organization meetings and conferences relating to human resources management. “E”
- Supervise the performance of assigned personnel; interview, select, evaluate, and train employees and recommend transfers, reassignment, and disciplinary actions. “E”
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**EMPLOYMENT STANDARDS****Knowledge of:**

- Best practices in organizational behavior, workforce planning, and developing a positive school district culture.
- Collective bargaining, contract management, and working with unions.
- Diversity, equity, and inclusion principles and their application in K-12 education.
- Principles and practices of human resources administration, workforce equity, and diversity.
- Principles and practices of employee and labor relations, negotiations, and collective bargaining.
- State, federal, and local laws, regulations, and court decisions applicable to human resources administration.

- Large organization, operations, policies, and objectives.
- Large labor organizations and collective bargaining agreements.
- Techniques and principles of high-quality customer service in support of employee engagement.
- Internal consulting concepts and practices.
- Principles and practices of effective leadership, management, and supervision.
- The ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District.
- Current technologies, statistical, financial, spreadsheet, and presentation software.
- Effective written and oral communication and presentation techniques.
- Elements of effective leadership and supervision.
- Current local, state, and federal issues related to Portland Public Schools and K–12 public education.
- District’s strategic plan, priorities, and goals.

**Ability to:**

- Develop, implement, and monitor human resources policies and procedures.
- Plan, direct, and integrate a broad range of complex human resource service programs and activities.
- Adapt HR strategies and policies in response to evolving educational trends, workforce needs, and legal regulations.
- Understand, interpret, apply, and explain complex collective bargaining agreements, state and federal policy, law, regulation, and court decisions applicable to human resources and employer/employee relations.
- Mediate disputes and resolve employee relations issues, effectively and equitably.
- Develop and implement human resources policies and procedures.
- Manage and oversee the preparation and monitoring of assigned budgets.
- Think critically and develop solutions to complex HR-related challenges.
- Analyze processes and problems, identify opportunities for improvement, and follow through on changes in a timely and consistent manner.
- Provide internal consultation services.
- Present information regarding Human Resources programs in a proactive, comprehensive manner.
- Develop strategic, long-term human resources operational goals and plans.
- Prepare and present complex data in written and oral reports, and represent the District in a variety of public settings.
- Analyze data utilizing a variety of complex processes.
- Set and adapt to changing work priorities.
- Provide leadership by developing, building, directing, and motivating a diverse workforce.
- Manage and supervise staff and operations.
- Advocate, model and implement Portland Public School’s Racial Educational Equity Initiative, the PPS Equity in Public Purchasing and Contracting board policy, and other board policies.
- Model ethical behavior and communicate high expectations of ethical behavior to others.
- Maintain confidentiality of highly sensitive information.
- Act judiciously under pressure.

- Communicate effectively both orally and in writing.
- Operate a variety of office machines, technologies, and software.

**Education and Training:**

A Bachelor's degree from an accredited institution in Human Resources, Organizational Development, I/O Psychology, Business Administration, Public Administration, or related field is required.

A Master's degree from an accredited institution in the identified fields is preferred. A SHRM-CP, SPHR, PHR, HRCI, or similar certification is desirable.

**Experience:**

Ten (10) years of human resources management experience in a full-service unionized school district, municipal, state, or federal public agency is required. At least three of these years must have been in a senior management capacity, overseeing multiple human resources operations and employee/labor relations activities and staff.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

**Special Requirements:**

Positions in this classification require the use of a personal automobile and possession of a valid driver's license.

Work hours will routinely include irregular hours, evening and weekend meetings, and attending district and community functions.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in an office environment. Work hours routinely include irregular hours, evenings and weekends, meetings, and district functions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing, and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies, and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

**Remote Work Eligibility:** Ad Hoc.

---

FLSA:	Exempt	Approval Date:	July 22, 2015
Job Code:	1037		
Bargaining Unit:	N/A		
Salary Grade:	SL200		
Work Year(s):	260		

**Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.** The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.