



## DIRECTOR – CLASSIFICATION AND COMPENSATION (DIRECTOR – HUMAN RESOURCES SERVICES)

### **BASIC FUNCTION**

Under administrative direction, direct functions, activities and staff to support the overall administration, design, implementation and communication of the District's classification and compensation programs; ensure that programs support the District's strategic objectives to ensure fiscal responsibility, external competitiveness, internal equity, talent retention and adheres to current laws, regulations and collective bargaining agreements; serve as a professional expert and resource to employees and stakeholders regarding employee compensation and classification plans; lead and participate in developing and implementing programs which sustain a richly diverse, inclusionary workforce and supports the district's education and equity initiatives.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Direct programs and staff in administration of all areas in the Classification and Compensation division, including design, implementation, and management of salary classification and compensation programs and initiatives. "E"
- Monitor current classification and compensation policies, guidelines and procedures, recommending revisions, as well as new plans that are cost effective and consistent with external trends and district philosophies. "E"
- Develop, recommend, implement and administer a comprehensive district plan and strategic direction for classification and compensation programs, policies and procedures. "E"
- Review and analyze changes to local, State and federal laws pertaining to compensation, such as minimum wage, pay equity, FLSA exemption status and similar regulations; report necessary or suggested changes and potential fiscal and policy impacts to management; assure District compliance with provisions of local State and federal wage and hour laws. "E"
- Maintain working knowledge of District collective bargaining agreements in relation to classification and compensation plans; serve as a resource and support Employee and Labor Relations with a variety of market surveys and trends analyses in compensation administration for the District's collective bargaining activities. "E"
- Lead the design, development and implementation of classification plans and structures, policies, procedures and strategies for the District; direct staff, lead and conduct detailed and complex district-wide job classification, reclassification studies, salary surveys and trends analyses. "E"
- Develop, implement and maintain plans to effectively communicate classification and compensation programs and changes; prepare and deliver a wide variety of written reports and oral presentations to the governing board, district leadership, employees and community stakeholders, as appropriate. "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 and other board policies. Participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to human resources practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"

- Direct the performance of assigned staff; interview and select employees and approve transfers, reassignment, termination and disciplinary actions. “E”
- Respond to, oversee and participate in external agency classification and compensation surveys and studies; supervise and participate in preparation of surveys, studies, reports and applications required to be filed with local, State and federal agencies. “E”
- Keep current of changes and trends in human resource classification and compensation administration and technologies; attend in-services, conferences and workshops. “E”
- Perform other 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.*

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Director – Classification and Compensation, directs the staff and services of the District’s classification and compensation programs. Employees in this classification conduct a variety of job analyses, compensation studies, salary studies, market analyses and trends surveys to prepare, recommend, present, deliver and implement a District-wide classification and compensation plan which aligns with the District’s goals for fiscal responsibility, market competitiveness, internal equity and employee retention. This employee explores and develops strategies to align department activities directly to the district’s Racial Educational Equity Policy and Human Resource’s Strategic Plan.

### **EMPLOYMENT STANDARDS**

#### Knowledge of:

Employee classification and compensation program best practices including the organization of job classifications and pay structures.  
 Principles and practices of human resources management.  
 Current laws and regulations pertaining to human resources in general and specific area of assignment.  
 Principles and practices of employee supervision.  
 Human relations and communications.  
 Time management and organization.  
 Interpretation of collective bargaining agreements, department policies and procedures and applicable laws and regulations.  
 Investigating complaints and resolving issues.  
 Schedule, organize and supervise work assignments to ensure timely and effective completion.  
 Set work priorities and train, direct, motivate, and evaluate the work of assigned staff.  
 Develop and maintain accurate records.  
 Communicate effectively, both orally and in writing.  
 Establish and maintain effective working relationships.  
 Local, State and federal laws, rules, acts, regulations and guidelines governing employee classification and programs.  
 Data collection and statistical analysis techniques.  
 Database, word processing, applicant tracking, and presentation software programs.  
 Report preparation and presentation methods and techniques.  
 School district organization and administration.

#### Ability to:

Administer District classification and compensation plans.  
 Stay current on laws, practices and trends in human resources classification and compensation programs.  
 Read, interpret, implement and communicate a variety of complex laws, guidelines, initiatives and policies.  
 Establish and maintain effective and professional relationships with those contacted in the course of work.  
 Serve as a professional expert and subject matter expert on classification and compensation plans, laws, cba’s, policies and procedures.  
 Use a logical and systematic approach to accurately analyze data, problems, and situations,  
 Develop and deliver classification and compensation programs’ communications and training programs.  
 Advocate, model, learn and implement Portland Public School’s Racial Equity Initiative and other board policies.

Perform multiple complex duties simultaneously with constantly changing priorities and deadlines.  
Demonstrate a strong customer service orientation.  
Exhibit patience and empathy towards employees.  
Maintain confidentiality and demonstrate discretion, initiative and good judgment.  
Assure efficient and timely delivery of program services, projects and activities.

**Education, Training and Experience:**

A Bachelor's degree in human resources, business administration, public administration, or a related field and a minimum of five (5) years of experience developing and administering employee classification and compensation plans is required. Supervisory experience and experience in a unionized organization and/or a K-12 public school district or public agency is highly desirable.

Certification as a Certified Compensation Professional (CCP) will substitute for two years of the required experience.

A Master's degree in public, business, or human resources administration with coursework in employee benefits administration may substitute for one year of the required experience.

Any other combination of training and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

**Special Requirements:**

Work hours will occasionally include irregular hours, evening and weekend meetings.

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

**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 a standard office environment with public contact and frequent interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; 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.

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FLSA: Exempt  
Bargaining Unit: N/A  
Salary Grade: 43

Approval Date: December 6, 2016

*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*