



CHIEF HUMAN RESOURCES OFFICER

BASIC FUNCTION

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 which align with the District's mission, vision and goals; address and balance increasingly complex and changing regulatory requirements and budgetary constraints while serving to employ, develop and ensure a highly skilled workforce that reflects and supports the educational, emotional, cultural, and social values of the students, families and communities served by the District.

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.

- Plan, direct, organize, control, integrate and evaluate the work of the Human Resources department, with overall responsibility for the Administration, Operations, Benefits, Labor Relations, Classification, Compensation, Talent Management, Organizational Development, Employee Benefits, Staff Training and Development, Workforce Diversity and Development, and strategic planning activities. “E”
- Provide technical expertise and information regarding department activities and participate in the formulation of policies, procedures and programs; advise on trends or challenges and recommend appropriate courses of action. “E”
- Provide internal consultation services and recommend Human Resources policies to the Superintendent of Schools and Board of Education. “E”
- Assure compliance with local, state and federal laws relating to employment and human resources administration; provide support to District departments, internal and external stakeholders in assessing the impact of legislation, ballot measures, negotiations and related matters; direct the analysis of impending legislation and recommend new and revised legislation language to assure human resources laws which enhance the District's educational mission. “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”
- Serve as the exclusive bargaining agent for the District; lead staff and oversee collective bargaining negotiations; advise District administration regarding related issues and impacts. “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 trainings 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”
- Oversee preparation, administration and control of department budget. “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.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Chief Human Resources Officer is responsible for providing leadership in developing and executing human resources strategies in support of the overall educational and operational plans and strategic direction of the District. This employee demonstrates high ethical standards and works collaboratively to continuously improve and sustain a productive and creative workforce and welcoming work culture dedicated to the academic, emotional and social success of the Portland Public Schools’ students and community.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of human resources administration, workforce equity and diversity.
 Principles and practices of employee relations, negotiations and collective bargaining.
 State, federal and local laws, regulations and court decisions applicable to human resources administration.
 District organization, operations, policies and objectives.
 District labor organizations and collective bargaining agreements.
 Techniques and principles of high-quality customer service.
 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, 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 priorities and goals.

Ability to:

Plan, direct and integrate a broad range of complex human resource service programs and activities.
 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.
 Develop and implement human resources policies and procedures.
 Manage and oversee preparation and monitoring of assigned budgets.
 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 in Human Resources, Organizational Development, I/O Psychology, Business Administration, Public Administration, or related field is required. PHR, SPHR 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.

A Master's degree in one of the above-identified fields will substitute for two years of the required experience.

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, evening and weekend, 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.

FLSA: Exempt
Bargaining Unit: Non-Represented
Salary Schedule: SL 200

Approval Date: July 22, 2015

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