



DEPUTY CHIEF HUMAN RESOURCES OFFICER

BASIC FUNCTION

Under administrative direction, plan, organize and direct the day-to-day operations, staff and activities of the Human Resources branch of the District; provide operational and technical expertise to department staff and District stakeholders to support sound human resources policy and operations which meet programmatic objectives; lead and participate in developing and implementing Human Resources 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.

- Plan, organize, oversee and support the work of professional, technical and support staff performing benefits administration, employee and labor relations, talent management and acquisition, staff training and development, workforce diversity, HRIS systems, classification and compensation, HR operations, data and policy analysis and related activities of the Human Resources Department. “E”
- Serve as a professional expert and provide technical expertise to District and site administrators, managers, and supervisors regarding District human resource matters; interpret and explain laws, practices, rules, regulations, policies, procedures; develop and lead staff in solving unique problems specific to District human resources. “E”
- Participate in the oversight, preparation, administration and control of the department budget including general and special funds; participate in the oversight of internal and external audits to ensure HR operations are performed in accordance with best practices, board policy and fiscal local, state and federal laws. “E”
- Participate in providing support to District divisions, internal and external stakeholders in assessing the impact of legislation, ballot measures, negotiations and related matters; oversee analysis and analyze proposed legislation and recommend new and revised legislation language to assure business and financial services laws which enhance the District's educational mission. “E”
- Review, evaluate, and conduct procedural studies of existing work methods and operations, coordinate workflow processes between operational divisions; review and analyze processes as they may overlap; recommend and implement streamlining methods, process and operational improvements; lead and work with HR management teams to develop and/or change policies and procedures for efficient and effective service delivery. “E”
- Participate in and lead the planning, coordination and implementation of short and long term operational goals and objectives for Human Resources operations; work with management team to communicate and implement short and long term goals and objectives. “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”

- Provide technical expertise and information regarding department activities and lead and participate in the formulation of policies, procedures and programs; advise on trends or challenges and recommend appropriate courses of action. “E”
- Plan, conduct and direct general and administrative studies relative to present and future human resources needs of the District; prepare and oversee the preparation and maintenance of a variety of presentations, reports, records and files related to assigned activities. “E”
- Direct, supervise and monitor the performance of assigned staff; interview and select employees, establish performance requirements and personal development targets; provide coaching for performance improvement and recommend transfers, reassignment, termination and disciplinary actions. “E”
- Participate on and assume a leadership role with a wide variety of committees, work groups, task forces and other internal and external stakeholder teams; represent the District in professional groups and organizations. “E”
- Participate in the delivery of presentations to District management, Board of Education, District employees, the general public and others on District human resource programs’ status and operations. “E”
- Participate in collective bargaining negotiations and advise District administration regarding financial issues and impacts, as assigned. “E”
- May serve as Chief Human Resources Officer in their absence.
- 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 Deputy Chief Human Resources Officer is responsible for management, oversight and support of the day-to-day activities, operations, programs and staff within the Human Resources Department, providing technical and operational expertise, leadership and guidance to division staff and activities. This classification develops and operationalizes best practices methods of human resources administration providing transparency and accountability for pre- and post-employment activities of the District. Employees in this classification explore and develop department strategies to align activities directly to the district’s Racial Educational Equity Policy and Human Resource’s Strategic Plan.

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.
 Principles and practices of public administration, intergovernmental relations, school business operations and financial management.
 Principles, theories and practical application of bond funding, federal special funding programs and grants and public agency budgeting techniques.

State, federal and local laws, regulations and court decisions applicable to K-12 public school financial management.

District organization, operations, policies and objectives.

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:

Seven (7) years of human resources management experience in a full-service Human Resources operation is required. At least three of these years must have been in a management capacity, overseeing multiple human resources operations and/or employee/labor relations activities and staff. Experience in a unionized organization and/or school district, municipal, state or Federal public agency is highly desirable.

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: N/A
Salary Schedule: SL100

Approval Date: September 28, 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