



## HUMAN RESOURCES SPECIALIST

### **BASIC FUNCTION**

Under close supervision, perform a variety of routine technical and responsible duties in support of the District's Human Resources programs and services; serve as a technical resource to district staff, prospective employees and community partners; participate in the development and implementation of a wide variety of Human Resources activities that support a richly diverse, inclusionary workforce in support of 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.*

- Perform a variety of general HR and staffing processes, counsel prospective candidates regarding regular, substitute and summer employment opportunities with the district; answer routine inquiries concerning hiring procedures, contract, salary and benefit questions and other human resources issues. "E"
- Read, review, interpret, explain and use a variety of on-line, computerized and paper human resources documents and forms, such as collective bargaining agreements, employee benefits, health and welfare enrollment documents, pre- and post-employment materials, job announcements, classification specifications, salary schedules, training materials, employment applications. "E"
- Compile information for inclusion in a variety of district, state and federal reports. "E"
- Provide technical human resources expertise to district and site administrators, managers, supervisors and staff regarding routine human resource matters. "E"
- Assure employees and applicants have proper fingerprint clearances; authorize fingerprinting for potential employees; notify departments of employee clearance. "E"
- Compile, analyze data and prepare a variety of reports on Human Resources activities, including those to meet Equal Employment Opportunity Commission, Bureau of Labor and Industries, and other local, state and federal employment requirements. "E"
- Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique problems of district employees, management, and the public. "E"
- Contact applicants and employees to schedule a variety of appointments and meetings; participate in and provide onboarding and orientation for new hires. "E"
- Prepare and process materials to complete full employment life cycle, selection, termination and payroll processes for regular, temporary, substitute and summer employees "E"
- Participate in researching and exploring a variety of resources and partnerships which promote a highly qualified, diverse employee pool that reflects the PPS community and student populations. "E"
- Learn and utilize a variety of district and commercial software such as PeopleSoft, MS Office Suite, and other data collection, analysis, payroll, spreadsheet, presentation, word processing and similar software; input, extract, aggregate, disaggregate and interpret data; prepare written and oral reports of findings. "E"
- Attend and participate at meetings, career fairs, and other events to promote Portland Public Schools human resources activities. "E"
- Keep current of changes and trends in human resource administration and technologies; attend in-services, conferences and workshops. "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 recruitment and staffing practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Assist in the review and revision of human resources written policies and procedures. “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 Human Resources Specialist is the entry-level classification in the human resources series. Employees perform a wide variety of basic and/or routine activities within any of the Human Resources disciplines, where a general knowledge of the basic functions is required. Employees in this classification acquire a broad knowledge of department activities and respond to routine inquiries related to the areas of specialization and explore and develop strategies to align activities directly to the district’s Racial Educational Equity Policy and Human Resource’s Strategic Plan.

### **EMPLOYMENT STANDARDS**

#### Knowledge of:

Concepts, principles, practices and techniques of human resources functions and activities.

Concepts of job analysis and evaluation methodologies.

Database, word processing, applicant tracking, and presentation software programs.

State and federal laws, rules, acts, regulations and guidelines governing employment discrimination.

Report preparation and presentation methods and techniques.

School district organization and administration.

#### Ability to:

Research and conduct routine studies, interpret and analyze data, and prepare clear and concise oral and written reports.

Interpret and apply personnel laws, codes, rules and regulations appropriately.

Learn and apply current theory and techniques of HR disciplines.

Develop professional level work as a self-starter, bringing creative energy to work project accomplishments.

Read, interpret and communicate a variety of contracts, laws, guidelines, initiatives and policies.

Establish and maintain effective and professional relationships with those contacted in the course of work.

Provide information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.

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.

Maintain confidentiality and demonstrate discretion, initiative and good judgment.

Assure efficient and timely delivery of program services, projects and activities.

Learn and stay current on laws, practices and trends in K-12 public education human resources talent acquisition and management.

Learn and use a variety of technologies and software programs, such as Microsoft Office Suite, PeopleSoft, applicant tracking systems and other software programs.

**Education, Training and Experience:**

An Associate’s degree in human resources, business, psychology, sociology, legal studies, or a related field and one (1) year of experience performing general human resources activities in a high volume, quick turnaround environment is required. Experience in a richly diverse K-12 public school district or public agency is desirable.

Directly related experience performing general human resources technical and paraprofessional activities may substitute for the required Bachelor’s degree on a year-for-year basis.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

**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 continuous 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; 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: Non-Exempt  
Bargaining Unit: N/A  
Salary Grade: 13

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