



SENIOR MANAGER – TALENT ACQUISITION AND MANAGEMENT (SENIOR HUMAN RESOURCES MANAGER)

BASIC FUNCTION

Under general direction, manage the operations, staff and activities of the Talent Management division of the Human Resources Department; implement and manage strategic recruitment and employment programs; lead operations and staff in developing and maintaining best practices in talent acquisition and management, creating a diverse workforce which reflects the student population of 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.

- Manage staff and processes involved in recruitment planning, advertising and application screening; supervise the selection and preparation of staffing and promotional materials; schedule and monitor master schedules for high volume recruitment and selection processes. “E”
- Research and explore a variety of resources and partnerships which promote a highly qualified, diverse candidate pool that reflects the PPS community and student populations; actively create outreach programs which cultivate an open and inclusive workforce. “E”
- Develop local and national recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas; proactively research, schedule, participate in and represent the district at local and out-of-state employment fairs, meetings, workshops, colleges, universities, career centers and to source highly qualified candidates for district employment. “E”
- Plan, organize and supervise staff performing the talent acquisition, recruitment and staffing processes for all district positions; create and operationalize talent management strategies to achieve organizational objectives. “E”
- Lead staff in creatively designing recruitment, staffing and talent management plans which understand and actively support an environment which thrives on diverse cultural backgrounds, ethnicities, heritage and race; . “E”
- Proactively define the needs and interests of stakeholders and incorporate into talent management plans and actions; build consensus through respectful dialogue, valuing the role of each stakeholder; collaborate with others to accomplish goals by creating a positive, constructive, partnership-oriented work environment. “E”
- Provide technical human resources expertise to district and site administrators, managers, supervisors and staff regarding talent acquisition and management matters. “E”
- Research and analyze occupational data to be utilized in the development of selection methods; ensure validation and reliability of recruitment and staffing processes. “E”
- Develop, prepare and work with other management and staff to create and/or revise policies and procedures for the efficient and cost effective delivery of talent management, recruitment and staffing services. “E”
- Keep current of changes and trends in human resource administration and technologies; oversee the computerized applicant tracking system; work with vendor(s) on the development of databases to obtain, store and retrieve recruitment and staffing data. “E”

- Compile, analyze data, prepare and oversee preparation of a variety of reports on talent acquisition and management activities, including those to meet Equal Employment Opportunity Commission, Bureau of Labor and Industries, and other internal, local, state and federal employment requirements. “E”
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. “E”
- Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique problems of certified and classified employees, management, and the public. “E”
- Conduct a wide range of complex statistical analyses and studies for department decision-making; synthesize and report findings in writing and through formal presentations to a variety of stakeholders. “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”
- Recruit, supervise, assign and monitor work; develop, evaluate, discipline and retain high performing individuals who are aligned with PPS’s goals and values; work with employees to develop their full potentials. “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 Senior Manager – Talent Acquisition and Management has specialized expertise in recruitment, talent acquisition, and staffing in a public agency. Employees in this classification utilize their expertise in the implementation of talent acquisition programs and in the leadership, training and oversight of staff involved in recruitment and staffing activities of the district. Employees in this classification series explore and develop strategies to align department activities directly to the district’s Racial Educational Equity Policy and Human Resource’s Strategic Plan.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices and techniques of effective recruiting and talent acquisition.
 Elements and methods for developing and implementing successful recruitment events.
 Staffing in the public sector.
 Personnel assessment techniques.
 Database, 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.
 Organization, work flow management and personnel supervision.
 Principles of managing, developing, motivating and evaluating staff.

Ability to:

Develop effective recruitment and talent acquisition plans.
 Host, prepare and attend local and out-of-state recruitment fairs.
 Design and implement recruitment and selection strategies and procedures.
 Think strategically and develop both short- and long-term plans to meet objectives.
 Conduct studies, analyze data and prepare and present clear, concise oral and written reports.
 Read, interpret and provide detailed information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.
 Learn the school district organization and administration.
 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.
Manage programs and staff in an employee-oriented culture that emphasizes quality, continuous improvement, employee retention and development, and high performance.
Establish and maintain collaborative working relationships across teams, functions and layers with district staff and external stakeholders.
Stay current on laws, practices and trends in K-12 public education human resources management.
Learn and use a variety of technologies and software programs, such as Microsoft Office Suite, PeopleSoft, applicant tracking and other programs.

Education, Training and Experience:

A Bachelor’s degree in human resources, business administration, public administration, organizational development, psychology, sociology, law, or a related field and minimum of five (5) years of experience in full life-cycle talent acquisition, recruitment and staffing activities in a public agency, one (1) of which must have been in a lead or supervisory role, is required.

Experience working in a richly diverse community and in K-12 education is desirable.

A Master’s degree in one of the identified fields will substitute for one year of experience in a lead or supervisory role.

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

Special Requirements:

Work hours will include occasional evening and weekend attendance at local and out-of-state recruitment events, meetings, trainings, workshops and similar functions.

Positions in this classification 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; 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 Grade: 37

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