



TALENT ACQUISITION AND MANAGEMENT ASSOCIATE I, II, III (HUMAN RESOURCES ASSOCIATE I, II, III)

BASIC FUNCTION

Under close-to-minimal supervision, perform a variety of routine-to-complex professional and technical duties in support of the District's talent management programs; serve as a technical expert and resource to district staff, prospective employees, and community partners; participate in developing and implementing recruitment and staffing strategies which cultivate 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.

- Learn and provide technical human resources expertise to district and site administrators, managers, supervisors and staff regarding staffing and recruitment matters. "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"
- Consult with subject matter experts to determine type, scope and breadth of employment skills, knowledge, abilities, or traits (SKAT) for such purposes as developing job announcements and selection processes. "E"
- Assure employees and applicants have mandated licensures, credentials and fingerprint clearances; authorize fingerprinting for potential employees; notify departments of employee clearance. "E"
- Contact applicants to schedule interviews; verify eligibility of applicants; notify candidates of selection and non-selection decisions; process materials to complete employment, termination and payroll processes for employees; prepare temporary, special and other employment contracts for teachers and administrators. "E"
- Conduct and/or participate in conducting the onboarding of new employees; develop and prepare new employee information packets, including District and government required forms; conduct on-boarding sessions which inform and excite new employees in their choice of PPS as an employer; ensure all pre-and post-employment documents, such as I-9's, fingerprint authorizations, employment applications and other documents are completed and approved, in accordance with local, State and federal laws, Board policies and department procedures. "E"
- Review employment applications; screen for minimum qualifications, credentials, completeness and related information. "E"
- Learn, coordinate and perform complete recruitment processes involving advertising, interviewing, and selection; counsel prospective candidates regarding regular, substitute and/or summer employment opportunities with the district; answer inquiries concerning hiring procedures, salary and benefit questions and other human resources issues. "E"
- Develop expertise in, and prepare recruitment strategies for regular, limited term, temporary, substitute and/or summer school employment, including composing and placing advertisements, exploring social media; attending job fairs, career days and similar events; develop networks with other agencies to distribute and/or publicize job vacancies. "E"

- Develop expertise to, and interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving routine-to-unique problems of district employees, management, and the public. “E”
- Coordinate and/or assist in the coordination of summer school assignments; receive applications and assure proper requirements have been satisfied; inform candidates of selection and non-selection decision; complete employment processes and forms. “E”
- Coordinate and/or assist in coordinating the placement of day-to-day and long term substitutes to meet classroom and business office needs; review the daily requests for substitute teachers and assure adequate candidate pools are available; make personal calls to substitutes to fill unfilled assignments. “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. “E”
- Assist in and compile, verify and review data and prepare a variety of reports on recruitment and selection activities, including those to meet Equal Employment Opportunity Commission, Bureau of Labor and Industries, and other District, local, state and federal employment requirements. “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”
- Lead and conduct the analysis and determination of seniority for the purpose of layoff and bumping; develop and/or lead the development of seniority lists; monitor and update lists as necessary; ensure appropriate order of recall and return to appropriate FTE; participate in and lead notification documentation, processes, procedures for affected staff, as appropriate for the classification. “E”
- Participate in and/or lead the development, review and revision of assigned department web pages, human resources written policies and procedures, as classification appropriate. “E”
- Represent the district at meetings, workshops, colleges, universities, career centers and job fairs to promote district employment opportunities. “E”
- Keep current of changes and trends in human resource 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 Talent Acquisition and Management Associates I, II, & III all participate in and disseminate information regarding the staffing and recruitment programs and processes of the district. Employees in this classification series explore and develop strategies to align activities directly to the district’s Racial Educational Equity Policy and Human Resource’s Strategic Plan. Classifications are differentiated by the scope of responsibility, levels of complexity, delegated leadership and supervision received in distribution of assignments.

The Talent Acquisition and Management Associate I is the entry-level assignment in the classification series. Under close supervision, employees at this level perform the more routine, repetitive elements involved in staffing, recruiting, substitute placements and employee on-boarding, while, with guidance and training, expanding their knowledge and experience to perform the full-spectrum of activities associated with the District’s employee benefits programs. Upon obtaining exemplary and/or satisfactory performance evaluations, employees in this classification are eligible to transition to the Talent Acquisition and Management Associate II classification after no less than one (1) year of work experience as a Talent Management and Acquisition Associate I.

The Talent Acquisition and Management Associate II is the professional-level assignment in the classification series. Employees in this classification handle the full-cycle processes for any and/or the entire employee staffing needs of the district, along with supporting and participating in recruitment and selection activities.

The Talent Acquisition and Management Associate III is the advanced-level assignment in the classification series. In addition to performing the duties of the professional-level assignment, employees in this classification perform the most complex duties of the full-cycle staffing processes, including overseeing the maintenance and accuracy of employee seniority lists. Where policy and procedure guidelines provide for significant latitude and discretion in decision-making, employees in this classification provide guidance and support in recommending appropriate courses of action, as well as serving as a lead person, providing oversight, training, work direction and guidance to assigned staff.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices and techniques of public personnel administration.

Staffing in the public sector.

HRIS, database, word processing, applicant tracking, and presentation software programs.

Social media and website development.

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:

Learn to and research and collect recruitment and staffing related information, interpret information and data for inclusion in oral and written reports.

Read, interpret and apply basic-to-complex personnel laws, guidelines, policies, procedures, codes, rules and regulations.

Develop expertise to, and design, develop and implement recruitment and selection strategies, including creative job announcements, sourcing diverse candidate pools, create networking opportunities and similar activities.

Acquire skillset and apply current theory and best practice techniques of job analysis to employee selection processes.

Produce professional-level work as a self-starter, bringing creative energy to work projects.

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

Provide professional expertise, detailed and technical 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 routine-to-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.

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:

The Talent Acquisition and Management Associate I requires a Bachelor's degree in human resources, business administration, public administration, psychology, sociology or a related field and experience conducting basic research, preparing reports and/or documents.

The Talent Acquisition and Management Associate II requires a Bachelor's degree in human resources, business administration, public administration, psychology, sociology, law, or a related field and a minimum of two (2) years of experience in full life-cycle staffing and recruitment activities in a high volume, quick turnaround environment or one (1) year of experience as an Talent Management and Acquisition Associate I.

The Talent Acquisition and Management Associate III requires a Bachelor's degree in human resources, business administration, public administration, psychology, sociology, law, or a related field and a minimum of three (3) years of experience performing the full-spectrum of all aspects of recruitment, selection and on-boarding activities, including advising employees on confidential and sensitive issues related to recruitment and staffing programs. Experience serving as a lead person is desirable.

Experience in a K-12 public school district, or public agency is desirable.

Directly related experience performing the full scope and life-cycle of employment staffing 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.

Special Requirements:

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

Licensure as a Notary Public is required within six (6) months of employment and is required to be maintained throughout the course of employment in this assignment.

Work hours will variable hours, including out-of-town travel, evening and weekend attendance at job fairs, career day events, college and university recruitment fairs and similar events.

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: HRA I & HRA II Non-Exempt; HRA III - Exempt
Bargaining Unit: N/A
Salary Grade: HRA I-13; HRA II-22; HRA III-27

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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