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## **DIRECTOR – WORKFORCE DIVERSITY AND DEVELOPMENT (DIRECTOR – HUMAN RESOURCES SERVICES)**

### **BASIC FUNCTION**

Under general direction, lead development, implementation and monitoring of the District's workforce development programs and initiatives; provide investigation, research, policy, training, data analysis and reporting services in support of the workplace policies related to diversity and non-discrimination; create systems and procedures that advance and promote a diverse workforce; cultivate stakeholder partnerships which promote and support equity and diversity in the workplace; ensure compliance with District policies and local, state and federal guidelines and laws.

### **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.*

- Develop, implement and monitor the District's Workforce Diversity and Development Programs, ensuring compliance with District policies and state and federal laws and guidelines; provide technical assistance and counsel to senior leadership and division liaisons regarding status, development and implementation of Human Resources workforce diversity plans. "E"
- Develop and manage complaint procedures to ensure timely investigation and handling of discrimination allegations based on race and/or gender; oversee and conduct internal and external investigations on a variety of issues regarding diversity, inclusion and equity; receive, intake and document initial concerns; identify and interview stakeholders; determine validity of complaints, recommend means of resolution and identify impacts for the district; track and record complaints and evaluate trends that may involve or require further intervention. "E"
- Participate in and develop district and departmental policies to ensure inclusion of diversity, equity and cultural responsiveness in employment and district services delivery; provide policy interpretation, guidance and technical advice on the resolution of difficult and complex policies and issues; advise on the strategic impacts resulting from implementation. "E"
- Monitor hiring, recruitment and promotional trends as they affect the district's workforce diversity strategies; advise district leadership on progress. "E"
- Design and maintain a variety of comprehensive metrics reporting systems to effectively monitor, analyze and benchmark institutional diversity and equity-focused indicators; develop, and oversee the conduct of a variety of research analyses to evaluate existing programs, assess proposed new programs, initiatives, policies and/or procedures. "E"
- Partner with the Office of Equity, Inclusion & Partnerships on employment data selection, collection and analysis in order to improve affirmative action reporting and to collaborate with state and municipal entities and schools of education to advance the goals of the Minority Teachers Act. "E"
- Recruit, supervise, assign and evaluate the performance of assigned staff; establish performance requirements and development targets; regularly monitor performance and provide coaching for performance improvement and development; 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"

- 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. "E"
- Participate in development and roll out of training programs for district employees on affirmative action, diversity & inclusion; schedule, develop and deliver presentations, workshops and training materials to educate district staff and community stakeholders regarding Human Resources workforce diversity programs "E"
- 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 education and business practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"
- Prepare a variety of written and oral reports; research, source and apply for grants and external funding which provide opportunities and support for enhancement of the district's diversity and equity policies. "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 Director of Workforce Diversity and Development provides leadership in developing, monitoring, researching and evaluating a wide array of district workforce and employment programs and policies, strategic initiatives and partnerships with communities, historically under-represented groups, internal and external stakeholders and committees. Employees lead investigations into stakeholder concerns regarding a variety of employment business and educational issues and recommend and direct corrective actions as necessary. Employees in this class must be committed to inclusion, equity and respect for all cultures. Employees in this classification 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:

EEO/AA and local, state and federal civil rights laws, regulations and guidelines.

Diversity in employment and service delivery.

Methods of research design, statistical analysis and measurement.

Analytical, problem-solving and decision-making methodologies.

District policies, procedures, organizational structure.

Database, spreadsheet, word processing, internet and presentation software.

Effective supervision and leadership.

Elements of effective training methods.

Public speaking techniques.

Record-keeping and report preparation techniques.

#### Ability to:

Promote a workforce that practices Affirmative Action inclusion, equity and diversity.

Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Affirmative Action, Equity in Public Purchasing and Contracting and other board policies.

Manage conflict, deal with controversy and handle sensitive information and data with confidentiality.

Demonstrate strong interpersonal, written and verbal communication skills.

Adapt to and thrive in a fast-paced work environment with a demanding workload and changing/competing priorities, timelines and deadlines.

Work independently under minimal supervision.

Deliver professional presentations to a variety of district, public and community officials and stakeholders.

Work collaboratively with a variety of people and establish effective relationships with those contacted in the course of work.

Work through conflict and facilitate quality decision-making and effective problem solving.

Identify potential challenges or opportunities for improvement and take appropriate action.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Supervise and direct the work of others.  
Deliver a high-level of customer service to district stakeholders.  
Prepare and present complex data in written and oral reports, and represent the district in a variety of public settings.  
Operate a variety of technologies and related software.

**Education, Training and Experience:**

A Bachelor’s degree in Cultural Studies, Psychology, Sociology, Criminology, Education, Human Resources, Public Administration or a related field and five (5) years of professional-level experience developing a diverse workforce, conducting research, analysis, investigation and/or program and policy development within Affirmative Action, Equity, Diversity and Inclusion programs including experience preparing reports and making public presentations is required. Experience working in a richly diverse K-12 school district or public agency is highly desirable.

A Master’s degree in one of the identified disciplines will substitute for one (2) year of the required experience.

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 meetings, trainings, workshops and similar events.

Some positions in this classification may 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:** Will engage in 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; 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.

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FLSA: Exempt  
Bargaining Unit: N/A  
Salary Grade: 45

Approval Date: July 1, 2014  
Revised January 1, 2019

*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