



## WORKFORCE MANAGEMENT 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 leaders and hiring managers, staff, and community partners; participate in developing and implementing staffing and onboarding 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 workforce management and staffing 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"
- In partnership with Talent Acquisition, consult with hiring managers and supervisors regarding methods for filling vacancies including backfilling leaves of absence. "E"
- Assure employees have mandated licensures, credentials, and fingerprint clearances; authorize fingerprinting for potential employees; notify departments of employee clearance. "E"
- Process materials to complete employment actions including full-time equivalency (FTE) changes, transfer of assignments, promotions, and terminations for employees; prepare temporary, special, and other employment contracts for teachers and administrators. "E"
- Counsel current employees regarding employment actions and impacts including transfers, FTE changes, benefits impacts, available leave options, and more. "E"
- Conduct the onboarding of new employees; develop and prepare new employee information packets, including District and government required forms; conduct onboarding sessions that 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"
- Conduct off-board activities for employees; process separation paperwork; work with supervisors to ensure all off-boarding and separation procedures are followed. "E"
- Develop expertise to interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving routine-to-unique problems of district employees and management. "E"
- Coordinate and/or assist in the coordination of summer school assignments; receive applications and ensure proper requirements have been satisfied; inform candidates of selection and non-selection decisions; complete employment processes and forms. "E"

- Assist in and compile, verify and review data and prepare a variety of reports on workforce management 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 training 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”
- Collaborate and coordinate with the Talent Acquisition team to implement streamlined and efficient processes and workflow; identify process improvements; and share information to support prospective and current employees in talent acquisition and workforce management activities. “E”
- Lead, conduct analysis, and support all annual staffing processes for classified, licensed educators, administrators, and non-represented employee groups; counsel and ensure supervisors follow all required processes and paperwork submission.
- Lead and conduct the analysis and determination of seniority for the purpose of layoff and bumping for all employee groups; 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”
- May 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 workforce management staffing 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 Resources Strategic Plan. Classifications are differentiated by the scope of responsibility, levels of complexity, delegated leadership, and supervision received in the distribution of assignments.

The Workforce 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 workforce management, staffing, and employee onboarding, while, with guidance and training, expanding their knowledge and experience to perform the full spectrum of activities associated with the District’s workforce management programs. Upon obtaining exemplary and/or satisfactory performance evaluations, employees in this classification are eligible to transition to the Workforce Management Associate II classification after no less than one (1) year of work experience as a Workforce Management Associate I.

The Workforce 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 workforce management and staffing needs of the district.

The Workforce 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 workforce management and staffing processes, including overseeing the maintenance and accuracy of employee seniority lists and annual staffing processes. 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.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Principles, practices, and techniques of public personnel administration.
- Workforce management activities 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:**

- Research and collect workforce management and staffing-related information, and 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, design, develop, and implement recruitment and selection strategies, including creative job announcements, sourcing diverse candidate pools, create networking opportunities and similar activities.
- Acquire skills 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, and 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 Schools 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 Google suite, Smartsheets, applicant tracking systems, and other software programs.

### **EDUCATION AND EXPERIENCE**

The Workforce 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 workforce management activities such as conducting onboarding or processing routine employment paperwork.

The Workforce 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 workforce management and staffing activities in a high volume, quick turnaround environment or one (1) year of experience as a Workforce Management Associate I.

The Workforce 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 workforce management and onboarding activities, including advising employees on confidential and sensitive issues related to workforce management 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.

Work hours may include 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.

**Remote Work Eligibility:** Full-time remote work within the Portland-Salem metropolitan area.

---

FLSA:	Workforce Management I & II - Non-Exempt Workforce Management III - Exempt	Approval Date:	June 2024
Classification:	Human Resources Associate		
Job Code:	WMI - 1864; WMII - 1865; WMIII - 1866		
Bargaining Unit:	Non-Represented		
Salary Grade:	WM I - 13; WM II - 23; WM III - 28		
Work Year(s):	260		

**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).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.