



HR SPECIALIST WITH CLASSIFICATION AND COMPENSATION FOCUS (HR Specialist III)

BASIC FUNCTION

Partner with organizational leaders and Human Resource partners focused on creating solutions focusing on compensation and classification practices. Provide research, analysis and recommendations to support organizational programs, labor negotiations, compensation and classification structures and practices.

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.

- Partner with organization leaders to develop a deep understanding of organizational operations. Utilize this knowledge to provide guidance on job classification. Support the creation and updating of classification/job descriptions to reflect the work performed.
- Assist in the evaluation of classification and compensation practices and structures. Research comparative practices, perform analysis to provide insight on current status, and recommend improvements in the delivery of classification and compensation solutions.
- Conduct job evaluations and analysis for existing and proposed jobs to establish compensation and classification. Analyzes initial job study submissions for evaluation; determines appropriate bargaining unit, step and salary upon completion of study.
- Provide guidance on classification and compensation practices to Human Resource team members. Able to provide subject matter expertise within the context of compensation and may provide leadership, training, work direction and guidance to entry and professional level human resources staff and consultants.
- Provide consultation to management regarding market trends, job classifications, and application of compensation programs, policies, and guidelines.
- Participate in salary surveys as needed; ensure alignment of PPS jobs with survey data. Research comparable market pay rates to assess relationship to PPS compensation plans.
- Evaluate and recommend classification, salary, grade and range structure updates.
- Review new hire salary offers and salary adjustments for existing employees for non-represented employees. Ensure compliance with standard practices and local, state, and federal laws. Research and respond to employee questions concerning salary placement. Analyzing employee positions relative to job duties and scope of responsibilities, and finding comparable positions in competitive markets.
- Support union bargaining processes by providing data and analysis for salary negotiations. Provide recommendations to address questions and issues regarding salary placements based on union contracts.
- Maintain up to date information on the HR Classification and Compensation website.
- 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.
- Ability to build effective work relationships at all levels of the school district
- Ability to research and understand Oregon Equal pay Act

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's Degree in Human Resources, Business, Finance or related field.

Three (3) or more years of Human Resource experience as a HR Generalist or Analyst. A minimum of three (3) working in a public sector environment or with a medium to large private sector employer (300+employees).

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

Individuals will be hired as a HR Specialist II (grade 23) or HR Specialist III (grade 28) depending on skills and experience.

Preferred/Desired Qualifications

- Experience working and or consulting in a unionized environment
- Compensation and/or Classification Experience
- Certification as Compensation Professional (CCP)
- Experience creating and managing business relationships across departments and divisions
- Knowledge and understanding of market pricing and analysis practices

Knowledge of:

- Intermediate knowledge of excel using spreadsheets to track and analyze information.
- Specialized software applications and Human Resources Information Systems (HRIS) such as PeopleSoft experience.
- State and Federal laws, statutes, rules, codes and regulations governing compensation/benefits and HR functions.

SPECIAL REQUIREMENTS:

Work hours will occasionally include irregular hours, evening and weekend meetings.

Some positions in these classifications 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 frequent interruptions.

Hazards: None

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; 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: Non-Represented

Salary Grade: 28 – level III; 23 – level II

Finalized 8-13-2020

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