



For top consideration, candidates should submit required paperwork no later than November 16.

Chief Human Resources Officer

Portland Public Schools District
Portland, Oregon

Portland Public Schools envisions every student, every teacher, every school succeeding. As we commit to a major transformation under new, nationally-recognized leadership, we are actively seeking talented, driven professionals who are energized by big challenges. If you are solution-oriented, a strong communicator and collaborator, and passionate about urban education, then this is the place for you! Read more about PPS, our schools and programs, and beautiful Portland, Oregon, at the bottom of the posting.

The Opportunity

We are seeking a dynamic leader to be the **Chief Human Resources Officer** at Portland Public Schools District. This dynamic leader will partner with the Deputy Superintendent Of Business Operations and other executive leadership to develop and implement the human resources operational systems and structures that will support the District's critical teaching, curriculum, and student support work. As the day-to-day business and operations leader, the **Chief Human Resources Officer** reports directly to the Deputy Superintendent of Business & Operations, and will lead under policy direction, plan, organize and direct the staff and activities of the Human Resources department. This includes leading and communicating the Human Resources strategic plans and actions which align with the District's mission, vision and goals; address and balance increasingly complex and changing regulatory requirements and budgetary constraints while serving to employ, develop and ensure a highly skilled workforce that reflects and supports the educational, emotional, cultural, racial, linguistic, and social values of the students, families and communities served by the District.

The **Chief Human Resources Officer** will work closely with the Deputy Superintendent of Business & Operations and other executive leaders to engage and communicate with all major stakeholders, including students, teachers, families, community members, business and civic leaders, and other interested parties to ensure that PPS keep its promises to students and families, engage high achievement and joyful learners, and make equity a reality.

Responsibilities

- Plan, direct, organize, control, integrate and evaluate the work of the Human Resources department, with overall responsibility for the Administration, Operations, Benefits, Labor Relations, Classification, Compensation, Talent Management, Organizational Development, Employee Benefits, Staff Training and Development, Workforce Diversity and Development, and strategic planning activities.
- Provide technical expertise and information regarding department activities and participate in the formulation of policies, procedures and programs; advise on trends or challenges and recommend appropriate courses of action.
- Provide internal consultation services and recommend Human Resources policies to the Deputy of Business Operations, Superintendent of Schools and Board of Education.
- Assure compliance with local, state and federal laws relating to employment and human resources administration; provide support to District departments, internal and external stakeholders in assessing the impact of legislation, ballot measures, negotiations and related matters; direct the analysis of impending



legislation and recommend new and revised legislation language to assure human resources laws which enhance the District's educational mission.

- Implement and evaluate programs, plans, processes, systems and procedures to achieve District goals for human resource services.
- Analyze, develop and review reports of findings, alternatives and recommendations involving a broad range of human resources issues.
- Serve as the exclusive bargaining agent for the District; lead staff and oversee collective bargaining negotiations; advise District administration regarding related issues and impacts.
- 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; 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 business practices with awareness and understanding of their impact in a racially and culturally diverse community.
- Oversee preparation, administration and control of department budget.
- Deliver presentations to District management, Board of Education, District employees, the general public and others on District human resources programs, activities and operations.
- Facilitate meetings, workshops, seminars and in-services; represent the District in a variety of local community based organizations and coalitions to effect positive dialogue and relations in human resources matters; at local, state and national organization meetings and conferences relating to human resources management.
- Supervise the performance of assigned personnel; interview, select, evaluate and train employees and recommend transfers, reassignment and disciplinary actions.
- Perform related duties as assigned.

Knowledge of:

- Principles and practices of human resources administration, workforce equity and diversity.
- Principles and practices of employee relations, negotiations and collective bargaining.
- State, federal and local laws, regulations and court decisions applicable to human resources administration.
- District organization, operations, policies and objectives.
- District labor organizations and collective bargaining agreements.
- Techniques and principles of high-quality customer service.
- Internal consulting concepts and practices.
- Principles and practices of effective leadership, management and supervision.
- The ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District.
- Current technologies, statistical, financial, spreadsheet, presentation software.
- Effective written and oral communication and presentation techniques.
- Elements of effective leadership and supervision.
- Current local, state and federal issues related to Portland Public Schools and K–12 public education.
- District priorities and goals.

**Ability to:**

- Plan, direct and integrate a broad range of complex human resource service programs and activities.
- Understand, interpret, apply and explain complex collective bargaining agreements, state and federal policy, law, regulation and court decisions applicable to human resources and employer/employee relations.
- Develop and implement human resources policies and procedures.
- Manage and oversee preparation and monitoring of assigned budgets.
- Analyze processes and problems, identify opportunities for improvement and follow through on changes in a timely and consistent manner.
- Provide internal consultation services.
- Present information regarding Human Resources programs in a proactive, comprehensive manner.
- Develop strategic, long-term human resources operational goals and plans.
- Prepare and present complex data in written and oral reports, and represent the District in a variety of public settings.
- Analyze data utilizing a variety of complex processes.
- Set and adapt to changing work priorities.
- Provide leadership by developing, building, directing and motivating a diverse workforce.
- Manage and supervise staff and operations.
- Model ethical behavior and communicate high expectations of ethical behavior to others.
- Maintain confidentiality of highly sensitive information.
- Act judiciously under pressure.
- Communicate effectively both orally and in writing.
- Operate a variety of office machines, technologies and software.

Minimum Qualifications:

- A Bachelor's degree in Human Resources, Organizational Development, I/O Psychology, Business Administration, Public Administration, or related field is desirable.
- Ten (10) years of human resources management experience in a full-service unionized school district, municipal, state or Federal public agency is required. At least three of these years must have been in a senior management capacity, overseeing multiple human resources operations and employee/labor relations activities and staff. A Master's degree in one of the above-identified fields will substitute for two years of the required experience.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

Preferred Qualifications:

- PK-12 public education experience, preferably in a large urban school district.
- PHR, SPHR Certification.
- Demonstrated success implementing and leading shared services.
- Experience in leading large scale business program development in an educational reform environment.
- System thinker with the ability to develop and implement specific, tangible plans.



- Proven ability to work effectively with racially and ethnically diverse staff, students, and community to bring groups together towards common goals.
- Experience in project management, including the ability to identify, develop and deploy resources across multiple initiatives.
- Ability to build consensus and resolve conflict; exhibits willingness to have difficult conversations.
- Demonstrated ability to skillfully navigate existing political structures/systems.
- Skilled at re-envisioning, building and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contributions to team effort.
- Exceptional communication ability, both written and oral.
- Ability to listen and accept feedback constructively.
- Possesses High emotional intelligence skills
- Experience with Conflict Management Strategies
- Unwavering personal integrity.
- Ability to lead in a fast paced, demanding, constantly changing environment.

Salary commensurate with experience and follows the [Senior Leadership SL200 Salary Schedule](#).

How to Apply

To apply for this position, please submit cover letter and resume to hank@humancapitalenterprises.com

Closing Date

This job is open until filled. Applications will be reviewed as received. Portland Public Schools reserves the right to make a hiring decision at any point during the posting period.

Portland Public Schools *read more at* www.pps.net

Our Mission

Every student **by name** prepared for college, career and participation as an active community member, regardless of race, income or zip code.

Our Schools and Programs

Portland Public Schools, founded in 1851, is a PK-12 urban school district in Portland, Oregon. With more than 49,000 students in 79 schools, we are the largest school district in the state and one of the largest school districts in the Pacific Northwest. PPS benefits from an active and engaged parent and community partners. We offer a wide array of programs, including language immersion, fine arts, International Baccalaureate programs, athletics, technical, and health specialties. PPS students also attend the Head Start Early Childhood Education program, 10 community-based programs, 8 charter schools, 4 alternative programs and 10 special services programs.

Our City



Portland, Oregon, has often been called the big city with the small town feel. Nestled between the beautiful Coast Range on the west and the spectacular Cascade Range on the east, Portland sits at the junction of the Columbia and Willamette rivers. From downtown Portland, it's just a an hour-and-a-half drive to the scenic Oregon coast or to Mt. Hood and some of the best skiing in the country, a half-an-hour to the peaceful vineyards and farms of the fertile Willamette Valley, and less than a three hour drive to see the Mariners or Seahawks play in Seattle.

The District is focused on eliminating systemic racism and its impact on student learning.

PPS 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 perceived disability; or military service. Portland Public Schools is an equal opportunity and affirmative action employer.