

Portland Public Schools

2003-2004 School Year

Position Announcement
Position Reposted

Please Announce and Post
No. 63

HUMAN RESOURCES ADMINISTRATOR **Human Resources Department**

POSITION SUMMARY

Reporting directly to the Executive Director of Human Resources, the Human Resources Administrator plans, organizes and directs human resources programs and services to recruit, hire, assign, develop, and retain a qualified workforce to support the District mission and goals.

MAJOR DUTIES

1. Plan, organize, administer, and monitor the selection, placement, transfer, reassignment, and related activities of school district personnel in accordance with District policies, state and federal law, collective bargaining contracts, and effective Human Resources practices.
2. Provide technical assistance and training to District administrators and supervisors on personnel, labor relations and other human resources matters.
3. Develop and administer recruitment programs designed to recruit and hire a qualified and diverse workforce.
4. Participate in the development and administration of District human resources policies and procedures.
5. Provide leadership, expertise, and coordination for Human Resources programs and services including professional development, mentor programs, employee orientations, evaluation, and performance coaching.
6. Supervise the preparation of data and reports to evaluate human resources practices and assist in the effective planning and management of District staff and resources.

MINIMUM QUALIFICATIONS

1. Bachelor's degree; Master's degree in relevant field preferred.
2. Five to eight years of progressive and successful human resources experience including three years in an administrative position. Experience in education administration may substitute in some circumstances for HR experience.
3. Strong organizational skills with demonstrated ability to manage complex roles and responsibilities.
4. Knowledge of current human resources laws, theories, methods, and best practices.
5. Advanced technology skills including spreadsheet, database, word processing, and presentation software.
6. Excellent communication, interpersonal and team building skills.

DESIRED QUALIFICATIONS

1. Demonstrated success planning and administering human resources programs and services in a large, complex organization.
2. Experience working with multiple labor organizations and knowledge of collective bargaining and contract administration.
3. Experience using PeopleSoft or comparable HRMS system to design effective human resources systems and data driven human resources policies and practices.

PHYSICAL REQUIREMENTS

A summary of the physical requirements for the position may be obtained in the Department of Human Resources prior to the interview or available for facsimile transmission upon request.

COMPENSATION AND WORK YEAR

The salary range for this position is \$66,378 to \$83,026 (Grade 23) based upon applicable preparation and experience for a 260-day work year. Vacation accrual is 14.7 hours per month or 22 days per year. Paid hospital, medical, dental, vision, prescription, life and disability insurance and sick leave. Depending on the insurance option selected by the employee, there may be an employee contribution toward insurance. Employer matches the employee's contribution to Social Security and the employer makes the employer contribution to the PERS retirement plan. The 6% employee contribution to PERS is a pre-tax payroll deduction. Participation under both plans is required by statute.

APPLICATION PROCEDURE

District and Non-District Applicants should provide the following:

1. Submit the following online at our website at www.pps.k12.or.us:
 - a) The District's electronic *Classified Application* form.
 - b) A letter of intent outlining your skills and qualifications pertaining to the position.
 - c) A current resume.
2. The following should be sent to the Human Resources Department. Please note the position for which you are applying and your Social Security # on your application materials.
 - a) Three recent, signed, professional letters of reference that directly address your qualifications for this position. Professional references will be contacted.

APPLICATION MATERIALS SHOULD BE SUBMITTED TO:

Human Resources Department
Portland Public Schools
Post Office Box 3107, Portland, OR 97208-3107
Phone • (503) 916-3544 Fax • (503) 916-3107

APPLICATION CLOSING DATE

Interested candidates are encouraged to expedite their applications. This position will remain open until filled, application review will begin as soon as sufficient pool of applications is available.

SELECTION PROCEDURE:

Only those candidates who have submitted a complete application form and all materials listed under "application procedure" specified above, will be considered for this position. A committee appointed for this purpose will review application materials received in the Human Resources Department by the filing deadline. All material submitted in response to this posting become the property of the Portland Public School District. Candidates demonstrating the best combination of skills, abilities, and knowledge will be notified regarding arrangement for interviews.

No employee or applicant for employment shall be subjected to discrimination because of race, color, religion, national origin, sex, age, disability or sexual orientation. School District I-J complies with the Immigration Reform and Control Act of 1985 (IRCA) as amended and the Americans with Disabilities Act (ADA) of 1991. All PPS job offers are contingent on the satisfactory completion of a background check, including fingerprinting and criminal records. There will be a \$50 fee for the fingerprint processing for the successful candidate.

An Equal Opportunity Employer – A Drug-Free/Smoke Free Workplace

Department of Human Resources
September 19, 2003

Req. No. 6553