



## SENIOR MANAGER – TALENT ACQUISITION (SENIOR HUMAN RESOURCES MANAGER)

### **BASIC FUNCTION**

Under general direction, manage the operations, staff and activities of the Talent Acquisition and Recruitment division of the Human Resources department; implement and manage strategic recruitment and employment programs; lead operations and staff in developing and maintaining best practices in talent acquisition; support the functions of advertising, screening, selecting, interviewing, hiring, and fostering a diverse workforce which reflects the student population of Portland Public School District; partner with organizational and community leadership to improve and maintain practices which support the selection of a diverse staff and establishes and maintains career pipelines.

### **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.*

- Responsible for creatively designing recruitment plans that understand and actively support an environment that thrives on diverse cultural backgrounds, ethnicities, heritage, and race.
- Develop local and national recruitment strategies and plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas; proactively research, schedule, participate in and represent the district at local and out-of-state employment fairs, meetings, workshops, colleges, universities, career centers and to source highly qualified candidates for district employment.
- Develop, implement and administer action plans for target advertising campaigns and methods, social media and other communication methods.
- Develop and present creative methods of recruiting top tier talent through exploration of opportunities to decrease hiring-decision timelines, maintaining close and frequent contact with employment prospects and emphasizing the organizations attractiveness.
- Counsel prospective candidates regarding employment opportunities with the district; answer inquiries concerning hiring procedures, compensation and benefits questions, and other human resources issues.
- Research, explore, and establish a variety of resources and partnerships that promote a highly qualified, diverse candidate pool that reflects the PPS community and student populations; actively create outreach programs that cultivate an open and inclusive workforce.
- Manage staff and processes involved in talent acquisition and recruitment planning, advertising and applicant screening; supervise the selection and preparation of staffing and promotional materials; schedule and monitor master schedules for high-volume recruitment and selection processes.
- Manage the reliability of recruitment processes to meet timelines and support staffing needs of the organization.
- Proactively define the needs and interests of stakeholders and incorporate them into talent acquisition and recruitment plans and actions; build consensus through respectful dialogue, valuing the role of each stakeholder; collaborate with others to accomplish goals by creating a positive, constructive, partnership-oriented work environment.
- Research and analyze occupational data to be utilized in the development of selection methods; ensure validation and reliability of talent acquisition recruitment processes.

- Compile, analyze data, prepare and oversee preparation of a variety of reports on talent acquisition and recruitment activities, including those to meet Equal Employment Opportunity Commission, Bureau of Labor and Industries, and other internal, local, state, and federal employment requirements.
- Conduct a wide range of complex statistical analyses and studies for department decision-making; synthesize and report findings in writing and through formal presentations to a variety of stakeholders.
- Ensure compliance with state and federal laws pertaining to hiring licensed professional educators and administrators, District leadership and classified staff, temporary, limited-term, interns, and student workers; assure District compliance with provisions of State and federal law.
- Ensure compliance with relevant collective bargaining agreements, collaborating closely with the Employee and Labor Relations team when implementing new processes and procedures and their impact on bargaining unit employees.
- Provide technical human resources expertise to district and site administrators, managers, supervisors and staff regarding Human Resource processes and procedures.
- Represent HR and the District in diversity recruitment strategy efforts and at a variety of recruitment, leadership, and Diversity, Equity & Inclusion related speaking engagements and conferences.
- Develop, prepare and collaborate with other management and staff to create and/or revise policies and procedures for the efficient and cost-effective delivery of staffing services.
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification.
- Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique problems of certified and classified employees, management, and the public.
- Manage small to medium sized projects in collaboration with department leadership.
- Recruit, supervise, assign and monitor work; 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.
- 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.
- 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 Senior Manager – Talent Acquisition has specialized expertise in recruitment and talent acquisition in a public agency. Employees in this classification utilize their expertise in the implementation of recruitment strategies and programs and in the leadership, training and oversight of staff involved in recruitment activities of the district. Employees in this classification series explore and develop strategies to align department activities directly to the district's Racial Educational Equity Policy and Strategic Plan.

### **EMPLOYMENT STANDARDS**

#### Knowledge of:

- Principles, practices and techniques of effective recruiting and talent acquisition.
- Elements and methods for developing and implementing successful recruitment events.
- Personnel assessment techniques.
- Employment and union contracts.

- Database, applicant tracking, and presentation software programs.
- State and federal laws, rules, acts, regulations and guidelines governing employment discrimination.
- Report preparation and presentation methods and techniques.
- Organization, workflow management and personnel supervision.
- Project management principles and practices.
- Principles of managing, developing, motivating and evaluating staff.
- Creating and leading organizational processes that support the Talent Acquisition mission and objectives.
- Strong communication and relationship-building skills.
- Emotionally intelligent and able to thrive in an ambiguous and constantly changing environment.
- Ability to sift through data and research, identify critical information, and apply key findings.
- Experience developing templates and tools, with strong PPT skills and experience working HR Systems.

**Ability to:**

- Advocate, model, learn and implement Portland Public Schools' Racial Equity Initiative and other board policies.
- Build Relationships with the ability to take initiative, prioritize, influence, negotiate and partner effectively with individuals and all levels of the organization.
- Build and maintain a strong functional team for effective sourcing, recruiting, training, coaching, team building, and succession planning.
- Develop effective talent acquisition plans.
- Collaborate and seek feedback from a variety of stakeholders.
- Design and implement recruitment and selection strategies and procedures.
- Think strategically and develop both short- and long-term plans to meet objectives.
- Conduct studies, analyze data and prepare and present clear, concise oral and written reports.
- Read, interpret and provide detailed information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.
- Learn the school district organization and administration.
- Perform multiple complex duties simultaneously with constantly changing priorities and deadlines.
- Demonstrate a strong customer service orientation.
- Manage small to medium sized projects.
- Maintain confidentiality and demonstrate discretion, initiative and good judgment.
- Assure efficient and timely delivery of program services, projects and activities.
- Manage programs and staff in an employee-oriented culture that emphasizes quality, continuous improvement, employee retention and development, and high performance.
- Establish and maintain collaborative working relationships across teams, functions and layers with district staff and external stakeholders.
- Stay current on laws, practices and trends in K-12 public education human resources management.
- Learn and use a variety of technologies and software programs, such as Microsoft Office Suite, PeopleSoft, applicant tracking and other programs.

**Education, Training and Experience:**

- A Bachelor's degree in human resources, business administration, public administration, organizational development, psychology, sociology, law, or a related field.
- A minimum of five (5) years of experience within an HR department in a mid-to-large size organization (i.e. an organization with more than 1,500+ employees) focused on full life-cycle talent acquisition and recruitment activities (public agency preferred) and at least a minimum of 2 years' experience managing or leading a team is required.

A Master's degree in one of the identified fields will substitute for one year of experience in a lead or supervisory role.

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 local and out-of-state recruitment events, meetings, trainings, workshops and similar functions.

Positions in this classification 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.

**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.

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FLSA: Exempt

Approval Date: May 2024

Bargaining Unit: Non-Represented

Salary Grade: 40

*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.*