

HUMAN RESOURCES SUPERVISOR



Human Resource Department

Purpose:

The Human Resources Supervisor directs the execution of many of the districts HR operational, staffing, contractual and compliance programs to meet compliance obligations while maintaining and delivering outstanding service to our leadership throughout the district

Reports to: Executive Administrator for Human Resources

Nature & Scope:

The Human Resources Supervisor works independently, performing work of a regular and recurring nature under general supervision. The nature of the work requires adherence to statutes, policies, procedures and contractual agreements. The work requires regular independent judgment, mastery of relevant knowledge area, and the ability to independently prioritize and organize work. The incumbent interfaces with District and school administrative staff, representatives of employee associations, the public and outside entities and supervises a small number of departmental employees.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Directs and administers many HR processes including, but not limited, to pay equity programs, job description work, and position review processes. Ensures compliance with relevant statutes, policies, procedures, and contractual agreements.
3. Provides service and support to District leadership to maximize operational outcomes within program, policy, and contractual framework. Regularly connect with District leadership to build partnerships and a mutual understanding of the impacts HR programs have on operations.
4. Addresses leadership and employee concerns and helps manage routine employee relations situations. Investigate problems and complaints and resolve issues in a timely manner with a focus on servicing the needs of District operations, elevating employee performance and reaching mutual satisfaction of all parties to the extent possible.
5. Create and maintain monthly HR metrics report utilizing information provided by various members of the HR department including classified, benefits, hiring, licensed, confidential, leaves, ADA and other relevant HR metrics.

6. Oversee and manage HR applications team and associated hiring practices and procedures. Troubleshoot, improve systems and design operations in an effort to continuously improve hiring procedures to better meet the needs of the District, applicants and leaders.
7. Update and maintain HR records, such as handbooks and other informative employee documents. Develops and communicates timely information to District employees using multiple methods including website communications, annual letters, and notices.
8. Identifies potential HR operational problems and recommends solutions to resolve them. Takes on a project management role for approved HR projects.
9. Monitors developments at the local, state and national level that impact HR, including case law and legislative changes; keeps appropriate personnel informed as needed.
10. Manages District bargaining process including organizing the event, managing all written and drafting components of the bargaining process with BEA and OSEA throughout the negotiations including notes and drafting proposals, organizing proposals, counter proposals, versions of drafts, leadership speakers for each subject and thorough notes on the intent and thought process surrounding any agreements made. Involved in the MOU process to help avoid conflicting or confusing language and unintended consequences. Serves as a liaison with other members of HR leadership during bargaining to consult on decisions and fully understand impacts prior to decisions being made.
11. Manages classified substitute employees including communications, training, discipline and attendance. Strives to achieve ongoing and continuous improvement in District substitute operational programs to limit operational disruption, create simple user-friendly processes for leaders and work with talent acquisition leadership and hiring teams to encourage and lend expertise to the effort of attracting and retaining an adequate pipeline of classified substitutes.
12. Takes a leadership role in managing the technical and clerical components of the annual classified staffing process including bumping, layoff and recall processes by working with executive administrator, building administrators and position control teams while supporting BSD and meeting contractual obligations.
13. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
14. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Bachelor's degree in HR, business or a related field.
2. Must possess two years' experience in HR operations, HR program management, or related work.
3. In lieu of 1 and 2 above, must have at least 6 years' experience managing systems and or people in HR operations.

4. Must possess considerable knowledge of laws, regulations, contracts, HR systems and other administrative standards related to HR programs.
5. Must demonstrate considerable knowledge of principles, practices and methods related to HR programs.
6. Must possess excellent written and oral communications skills.
7. Must possess a valid Oregon or Washington driver's license.

Working Conditions:

The Human Resources Supervisor works primarily within an office environment. The work environment is often controlled and quiet, but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases. The work requires regular focus on a computer screen and precise control of fingers and hand movements.

The Human Resources Supervisor will travel to sites within the District and will at times be expected to attend meetings outside of the District.

Work Year: 12-month

Bargaining Unit: Non-represented / CONFIDENTIAL

FLSA Status: Exempt

Date Approved: September 7, 2021

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.