

SENIOR HUMAN RESOURCES SPECIALIST



Human Resources Department

Purpose:

The Senior Human Resources Specialist performs advanced, specialized human resources work in support of District-wide Human Resources functions. This position serves as a subject-matter resource and project partner to Human Resources Administrators by independently coordinating complex HR processes, supporting labor relations and bargaining activities.

In addition, this position plays a key role in advancing Human Resources process effectiveness through the thoughtful use of technology, data, and emerging tools (including artificial intelligence and automation), helping to streamline workflows, improve accuracy and consistency, and enhance service delivery while ensuring compliance, equity, and confidentiality.

The Senior Human Resources Specialist engages in in-depth HR projects requiring analysis, judgment, discretion, and a working knowledge of employment law, contracts, District practices, and responsible technology use in the public education environment.

Reports to:

Human Resources Administrator or Human Resources Supervisor

Nature and Scope:

The Senior Human Resources Specialist works independently under general supervision, performing complex, varied, and often sensitive work that requires interpretation and application of laws, policies, procedures, and collective bargaining agreements. The incumbent regularly works with confidential and protected employee information and must maintain the highest level of integrity, professionalism, and confidentiality.

This position is distinguished from the Human Resources Specialist by the level of responsibility, complexity of assignments, degree of independent judgment, and scope of involvement in District-wide initiatives, bargaining preparation, advanced HR projects, and process improvement efforts that leverage technology and data-informed practices.

The incumbent routinely interfaces with Human Resources Administrators, District leadership, union representatives, school and department administrators, employees, and external agencies.

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. Serves as an advanced Human Resources resource to administrators, supervisors, and employees, providing guidance and technical assistance on complex HR matters

including contracts, policies, procedures, employment practices, and applicable laws.

3. Supports Human Resources labor relations and bargaining processes by assisting with data collection, analysis, documentation, proposal development, meeting materials, and implementation tracking, under the direction of Human Resources Administrators.
4. Independently coordinates and contributes to in-depth Human Resources projects, such as policy development, process improvement, compliance initiatives, audits, system enhancements, and the evaluation or implementation of HR tools and technologies designed to improve efficiency and consistency.
5. Identifies opportunities to improve Human Resources operations through responsible use of technology, automation, and artificial intelligence, including streamlining workflows, enhancing data accuracy, improving document management, and supporting analysis and reporting.
6. Researches, analyzes, and compiles HR-related data, documents, and reports to support decision-making, planning, and implementation of District-wide HR initiatives.
7. Supports the development, documentation, and continuous improvement of standardized HR processes, templates, guidance materials, and tracking systems, including those supported by digital or AI-enabled tools, under the direction of HR leadership.
8. Interprets and applies collective bargaining agreements and District policies when assisting with HR processes, and escalates complex or precedent-setting issues to Human Resources Administrators as appropriate.
9. Prepares clear, accurate, and professional written materials, including reports, guidance documents, communications, and reference materials related to Human Resources programs and initiatives.
10. Serves as a liaison between Human Resources and other District departments or school sites on assigned projects or initiatives, coordinating information and ensuring alignment with established practices.
11. Monitors trends, process gaps, and emerging best practices in Human Resources—including appropriate use of AI in HR administrative functions—and provides recommendations to HR leadership.
12. Maintains accurate and confidential Human Resources records, databases, and tracking systems in accordance with legal and District requirements.
13. Provides backup support to other Human Resources team members during periods of high workload or absence, contributing to overall department effectiveness.
14. Maintains effective working relationships with employees, administrators, and community members, including individuals from diverse cultures or backgrounds or those who speak limited or no English.
15. 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.

Essential Job Functions:

16. Performs other related duties as assigned.
17. May assist with special assignments or cross-functional initiatives to balance workload or address emerging Human Resources needs, including pilots or projects involving new HR tools, systems, or process enhancements.

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.

Knowledge, Skills and Abilities:

1. Knowledge of human resources principles, practices, and processes in a public-sector or large organizational setting.
2. Working knowledge of employment laws, protected leave regulations, ADA requirements, and collective bargaining agreements.
3. Ability to analyze information, exercise sound judgment, and manage complex assignments with minimal supervision.
4. Ability to communicate effectively, both orally and in writing, using tact, professionalism, and good judgment.
5. Ability to plan, organize, and manage multiple projects and priorities simultaneously.
6. Ability to establish and maintain effective working relationships with a wide range of stakeholders.
7. Ability to maintain strict confidentiality and handle sensitive information with discretion.
8. Ability to effectively use HR information systems, data tools, and emerging technologies (including AI-supported tools) to improve efficiency, accuracy, and consistency of HR operations while adhering to legal, ethical, and confidentiality standards.
9. Ability to understand and apply District policies, procedures, and contractual provisions.

Education and Experience:

1. Possession of a bachelor's degree; and
2. One year of progressively responsible experience in human resources, program administration, or a related field;
or
3. Any equivalent combination of education and experience that provides the knowledge, skills, and abilities necessary to perform the job.
4. Have or be able to obtain HR certifications including HCLE or SHRM.

Working Conditions:

Work is primarily performed indoors in an office environment. Occasional attendance at meetings or activities outside of regular work hours may be required.

Employee Calendar(s): Admin & Confidential

Bargaining Unit: Confidential

FLSA Status: Exempt

Compensation: Conc 11

Date Approved: June 9, 2026

Date Revised: June 9, 2026

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not

limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.

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Physical Requirements

In an 8-hour workday, this job requires the following:

NA – Not Applicable

R – Rarely (less than .5 hours per day)

O – Occasionally (.5-2.5 hours per day)

F – Frequently (2.5-5.5 hours per day)

C – Continually (5.5-8 hours per day)

Physical Requirements	NA	R	O	F	C
Sitting					C
Stationary Standing		C			
Walking: level surface			O		
Walking (uneven surface)	NA				
Crawling	NA				
Crouching (bend at knees)		R			
Stooping (bend at waist)		R			
Twisting (knees/waist/neck)		R			
Turn/pivot		R			
Climbing (stairs)		R			

Physical Requirements	NA	R	O	F	C
Climbing (ladder)	NA				
Reaching overhead		R			
Reaching extension		R			
Repetitive use arms			O		
Repetitive use wrists			O		
Repetitive use hands grasping				F	
Repetitive use hands squeezing			O		
Fine manipulation				F	
Using foot control	NA				
*Pushing/Pulling Max wt: 30 lbs.		R			
*Lifting/Carrying Max wt: 30 lbs.		R			

*Identify items typically moved: Office equipment

EMPLOYEE WORKPLACE EXPECTATIONS

- Maintain regular and punctual attendance.
- Follow site and/or District protocol for reporting absences.
- Follow all District policies, work procedures.
- Follow all reasonable requests/instructions by proper authority.
- Maintain the integrity of confidential information relating to students, staff, and District operations.
- Work independently in the performance of routine duties.
- Make sound decisions.
- Participate in required meetings and trainings related to the position.

- I. Maintain required licenses/certifications and successfully complete required trainings for the position.
- J. Utilize the District's electronic systems and applications related to the position.
- K. Dress in a professional and appropriate manner for the assignment and work setting.
- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.
- M. Cultivate and model a respectful working and learning environment.
- N. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language.
- O. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator.

Note: The description contained herein reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform duties of other positions at the same classification level.

BSD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of BSD's goals.

Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Beaverton School District provides equal access to individuals with disabilities.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name:

Employee Signature:

Date: