

HUMAN RESOURCES

SPECIALIST 2



Human Resources

Purpose:

Performs advanced administrative, technical, and project coordination work in support of District Human Resources functions. This position serves as a lead resource on assigned Human Resources programs and processes, provides executive-level administrative support to Human Resources leaders, and independently coordinates projects requiring judgment, organization, confidentiality, and knowledge of Human Resources practices, procedures, and collective bargaining agreements.

The position supports the implementation and continuous improvement of Human Resources operations through effective project management, communication, data analysis, technology utilization, and customer service. The incumbent routinely handles confidential and sensitive employee information and must maintain the highest standards of professionalism, accuracy, discretion, and integrity.

Reports to:

Executive Director Human Resources or Human Resources Supervisor

Nature and Scope:

This position works independently under general supervision and is responsible for coordinating and supporting complex Human Resources functions, projects, and initiatives. The work requires interpretation and application of policies, procedures, collective bargaining agreements, employment practices, and department protocols.

This position is distinguished from the Human Resources Specialist by the increased complexity of assignments, broader responsibility for project coordination, greater independent judgment, and expanded involvement in departmental operations and executive support functions. The position is distinguished from the Senior Human Resources Specialist by its primary focus on program coordination, administration, and implementation rather than district-wide strategic initiatives, labor relations analysis, policy development, or advanced compliance projects.

The incumbent routinely interfaces with District administrators, supervisors, employees, applicants, union representatives, outside agencies, and community members. The work requires excellent communication skills, attention to detail, project management abilities, and strict confidentiality.

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 a Human Resources resource for employees, applicants, supervisors, and administrators by providing guidance regarding Human Resources processes, procedures, contracts, timelines, and requirements.
3. Coordinates and administers assigned Human Resources programs and processes including recruitment, hiring, onboarding, transfers, leaves, evaluations, position reviews, licensing support, employee recognition, workforce planning, and other assigned initiatives.
4. Independently manages complex Human Resources transactions requiring interpretation of contracts, District procedures, and established practices.
5. Serves as a department lead for assigned Human Resources functions and provides training, guidance, and technical assistance to staff and administrators.
6. Coordinates department projects and initiatives including tracking deliverables, monitoring timelines, facilitating communication, maintaining project plans, and ensuring successful implementation.
7. Compiles, analyzes, and prepares Human Resources reports, metrics, presentations, dashboards, and recommendations using data from multiple sources.
8. Develops and maintains confidential records, databases, tracking systems, and electronic filing systems ensuring accuracy, compliance, and data integrity.
9. Coordinates executive calendars, schedules meetings, manages logistics, and assists Human Resources leadership in prioritizing commitments and project deadlines.
10. Prepares agendas, meeting materials, briefing documents, correspondence, reports, presentations, and supporting documentation for Human Resources leadership meetings.
11. Attends meetings as assigned, records minutes, tracks action items, monitors follow-up assignments, and coordinates completion of project deliverables.
12. Serves as a liaison between Human Resources and District departments, schools, labor organizations, and external agencies regarding assigned programs and initiatives.
13. Researches and compiles information related to employment law, best practices, contractual requirements, and Human Resources procedures for review by Human Resources leadership.
14. Assists in creating, updating, and maintaining Human Resources procedures, forms, guidance documents, and training materials.
15. Coordinates department communications, website content, announcements, and informational materials.
16. Supports recruitment activities including job fairs, marketing efforts, testing coordination, applicant communication, and interview processes.
17. Provides administrative support for departmental budgets, purchasing, travel arrangements, contracts, reimbursements, and related operational functions.
18. Maintains effective working relationships with employees, applicants, administrators, union representatives, and community members from diverse cultures and backgrounds.
19. Provides backup support to other Human Resources staff during periods of high workload or absence.
20. Complies with all procedures outlined in the *Code of Professional Conduct, Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, and all 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.

Knowledge, Skills and Abilities:

1. Knowledge of Human Resources principles, practices, and processes.
2. Working knowledge of employment law, collective bargaining agreements, leave administration, and employment procedures.
3. Knowledge of project management principles and organizational practices.
4. Ability to coordinate multiple projects and priorities simultaneously.
5. Ability to analyze information and exercise sound judgment.
6. Ability to maintain strict confidentiality and handle sensitive information.
7. Ability to prepare professional reports, correspondence, presentations, and recommendations.
8. Ability to establish and maintain effective working relationships with a diverse group of stakeholders.
9. Ability to communicate effectively both orally and in writing.
10. Ability to utilize Human Resources information systems, databases, reporting tools, and emerging technologies.
11. Ability to identify process improvement opportunities and recommend solutions.
12. Ability to independently organize and prioritize complex workloads.

Required Qualifications:

1. Bachelor's Degree in Human Resources, Business Administration, Public Administration, Education, Communications, or a related field.
2. Two (2) years of progressively responsible experience in a professional office environment, supporting executive leaders, coordinating projects, or other work in a related field.
3. In lieu of #1 and #2, must possess six (6) years equivalent combination of education and/or experience necessary to perform the required knowledge and abilities to perform the job as determined by the hiring manager.

Working Conditions:

Work is primarily performed in an office environment. Work requires prolonged use of computers and office equipment. The position may require attendance at meetings, training sessions, events, or activities outside normal work hours. Occasional lifting of materials up to 20 pounds may be required.

Employee Calendar(s): 12-Month Confidential

Bargaining Unit: Non-represented

FLSA Status: Exempt

Compensation: CONC 5

Date Approved: December 8, 2025

Date Revised: September 24, 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.

Human Resources Specialist 2

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					X
Stationary Standing		X			
Walking: level surface			X		
Walking (uneven surface)	X				
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)		X			
Turn/pivot		X			
Climbing (stairs)		X			

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

*Identify items typically moved: Office equipment

EMPLOYEE WORKPLACE EXPECTATIONS

1. Maintain regular and punctual attendance.
2. Follow site and/or District protocol for reporting absences.
3. Follow all District policies, work procedures.
4. Follow all reasonable requests/instructions by proper authority.
5. Maintain the integrity of confidential information relating to students, staff, and District operations.
6. Work independently in the performance of routine duties.
7. Make sound decisions.
8. Participate in required meetings and trainings related to the position.
9. Maintain required licenses/certifications and successfully complete required trainings for the position.
10. Utilize the District's electronic systems and applications related to the position.

11. Dress in a professional and appropriate manner for the assignment and work setting.
12. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.
13. Cultivate and model a respectful working and learning environment.
14. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language.
15. 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: