



DEPARTMENT OF EDUCATION



Seeks a Proven Leader for

Human Resources Director

THE AGENCY

The Oregon State Department of Education (ODE) functions under the control and operation of the Oregon State Board of Education, with the Superintendent of Public Instruction serving as administrative officer (ORS 326.111). It is the responsibility of the Oregon Department of Education to administer the educational policies and standards of the Oregon State Board of Education. The Superintendent of Public Instruction serves as the chief facilitator of educational policy enacted by both law and the guidance of the State Board of Education (ORS 326.310).

The Human Resources Unit serves approximately 500 employees. These employees are physically located throughout the state.

MISSION STATEMENT

The Oregon Department of Education fosters excellence for every learner through innovation, collaboration, leadership, and service to our education partners.

THE POSITION

The Human Resources Director reports directly to the Deputy Superintendent and is a member of the Management (Executive) Team. Under general direction from the Deputy Superintendent, this position leads the Human Resources Unit and oversees the development and implementation of human resources policies and programs with the goal of building a superior workforce as well as making ODE a highly desirable employer. The position is a key contributor to the development and implementation of ODE's strategic plan, is directly responsible for promoting ODE's values, and plays a key role in contributing to the accomplishment of the agency's mission.

Key Responsibilities:

Leads ODE's HR Office

Provides leadership for HR strategic planning; identifies and sets strategic direction. Leads the development and implementation of all HR goals, objectives and systems. Develops and administers programs, policies, procedures and guidelines to align the workforce with the agency's mission, values and strategic goals. Consults and provides support to management in assessing personnel needs.

Organizational development

Serves as member of the Management Team and consultant to the Deputy Superintendent. Keeps the Deputy Superintendent and the executive team informed of significant roadblocks to achieving the agency's mission and strategic goals, and makes recommendations to keep goals moving forward. Establishes and manages a process to address organizational issues such as succession planning, retention of top-performing employees, organization design, and change management. Identifies and evaluates the agency's culture so that it supports realization of the agency's goals and promotes ODE's value that "people are our greatest asset."

Recruitment and retention

Establishes and manages a process to continuously evaluate and forecasts the agency's workforce needs. Develops and implements a recruitment system that addresses the agency's workforce needs, supports the agency's mission, values and strategic goals while following all applicable federal and state employment laws, rules, and policies.

Training and development

Establishes a system that includes, at a minimum: a periodic training needs assessment, new employee onboarding, in-house management development, cross-training opportunities, career development pathways, and metrics for assessing training effectiveness.

Performance management

Leads the development and implementation of a performance management system that reflects the agency's mission, values and strategic goals. Develops and maintains system of core competencies in alignment with values and strategic goals.

Employee and labor relations

Directs the investigation of and responds to employment-related complaints, including grievances, civil rights complaints, tort claims, workers' compensation appeals, unemployment benefits hearings, and other legal actions. Ensures appropriate interpretation of collective bargaining agreements and serves or delegates a spokesperson or team member for union negotiations. Formulates and recommends practices necessary to establish and maintain a positive employer-employee relationship, promote a high level of employee morale and motivation.

Legal compliance

Leads ODE in ensuring compliance with all relevant federal and state laws, rules, and policies. Manages agency's exposure to risk in these areas.

The successful candidate will inherit a strong, capable Human Resources staff committed to transparency, teamwork, and cooperation. ODE will be looking for an experienced, strategic leader who will motivate and inspire staff and accomplish key objectives.

THE IDEAL CANDIDATE

The Oregon Department of Education's commitment to excellence can only be achieved through the people who work here. Our culture – the way we do things – is demonstrated in our core competencies. Each employee contributes to our culture every day by modeling these competencies with those they serve, including each other.

We welcome employees who demonstrate the following competencies:

- ◆ Aligns with ODE Mission and Values
- ◆ Interpersonal Skills
- ◆ Technical job knowledge
- ◆ Communication
- ◆ Flexibility
- ◆ Accountability
- ◆ Cultural Awareness
- ◆ Creativity and Innovation
- ◆ Initiative
- ◆ Team Leadership
- ◆ Professional Development
- ◆ Program area knowledge
- ◆ Strategic Thinking

The ideal candidate should possess the following expertise and attributes:

- ◆ Strong interpersonal skills and proven leadership experience with a solid track record of collaborating with senior management
- ◆ Ability to seamlessly navigate a diverse and complex organization
- ◆ Demonstrated skills in providing creative leadership; analytical and conceptual skills/abilities to identify, analyze and resolve problems creatively and strategically
- ◆ Demonstrated strategic HR excellence, including leading/participating in change initiatives, and in-depth knowledge of employment laws and applicable regulations
- ◆ A proactive leader in change management, demonstrated personal credibility and trustworthiness, and a strong aptitude to proactively identify problems and propose effective solutions
- ◆ Effective persuasion and influencing skills and ability to negotiate and diffuse conflict
- ◆ Talented professional and self-starter, with high self-confidence, strong leadership skills
- ◆ Proven capability to develop an HR team to achieve their highest potential
- ◆ Outstanding interpersonal and employee coaching skills

- ◆ Knowledge and ability about how to connect business needs with HR strategies

QUALIFICATIONS

A successful candidate will be **required** to have six years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation and d) budget preparation. Graduate level courses in management may be substituted for one year of the required experience.

COMPENSATION AND BENEFITS

The State of Oregon has established a salary range from \$82,332 to \$121,248 annually. The starting salary is negotiable depending on qualifications.

The Oregon Department of Education offers a comprehensive benefits package that includes medical, dental, vision, and prescription drug coverage for employees and dependents. Additional benefits are provided which include: vacation, sick, personal business, and bereavement leave, holidays, life and accidental death and dismemberment insurance, long- and short-term disability insurance, and deferred compensation. For more information, visit: www.oregon.gov/DAS/PEBB. Retirement benefits include membership in the [Public Employees Retirement System \(PERS\)](http://www.oregon.gov/DAS/PEBB), with a six percent employer contribution paid into a defined benefit program.

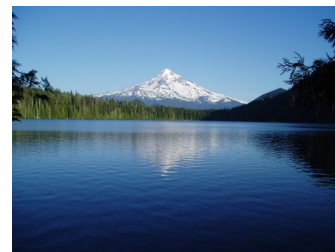
APPLICATION PROCESS

To be considered, please submit your résumé and cover letter electronically to Cassie Graham at cassie.graham@state.or.us by May 23, 2014. Your résumé should reflect size of organization's workforce including size of HR staff and budgets you have managed and should also clearly outline your relevant job related experience. You may also forward your materials to:

Oregon Department of Education
Attn: Human Resources Director Recruitment
255 Capitol Street NE
Salem OR 97310
www.ode.state.or.us
503-947-5635

THE AREA

Salem, Oregon's state capital city, is located in the center of the Willamette Valley. This area, dotted with cities, farms, wineries, and forests, is considered one of the most livable in the country - offering a low cost of living, good schools, and year-round pleasant weather. Salem is located less than one hour from Oregon's major metropolitan area, Portland, and is approximately an hour and a half from the Pacific Ocean, the Cascade mountain range, and beautiful Mt. Hood.



The Department of Education is an equal opportunity, affirmative action employer committed to a diverse workforce.