



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
1/4/23

Agency: Education

Facility: Office of Finance and Administration

☐ New ☒ Revised

This position is:

- ☐ Classified
☐ Unclassified
☐ Executive Service
☒ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	Human Resources Manager 3	b. Classification No:	X7010
c. Effective Date:	January 4, 2023	d. Position No:	0000.059
e. Working Title:	Human Resources Director	f. Agency No:	58100
g. Section Title:	Employee Services Unit	h. Budget Auth No:	000374360
i. Employee Name:		j. Repr. Code:	MMS
k. Work Location (City – County):	Salem, Marion		
l. Supervisor Name (Optional):	Cindy Hunt		
m. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent <input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Education (ODE) provides leadership for all elementary and secondary students in Oregon's public school districts and education service districts. Responsibility also extends to public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth correctional facilities. Our mission is to foster excellence for every learner through innovation, collaboration, leadership, and service to our education partners. We value equity for every student, high-quality education, service, leadership, and teamwork. We are results- focused and believe people are our greatest asset.

The ODE's mission is to foster equity and excellence for every learner through collaboration with educators, partners, and communities. In fulfilling its mission, ODE has a vision to ensure all students have access to and benefit from a world-class, well-rounded, and equitable education system.

The Deputy Superintendent of Public Instruction is the Director and administrative head of the Department of Education. The Governor who is the Superintendent of Public Instruction has delegated to the Deputy Superintendent the responsibility of performing all of the duties, functions and powers of the Superintendent. These include providing leadership and oversight to Oregon's prekindergarten to grade 12 education system. The Deputy Superintendent is the chief executive officer for the State Board of Education and is responsible for interpreting and administering Board policies and rules.

ODE employs in excess of 690 employees at the Public Service Building, the Veterans' Building, multiple Office of Child Care locations around the state, and the Oregon School for the Deaf (OSD). OSD employees include academic-year staff who work nine and one-half months during the regular school year (late August to mid-June each year) and two months of summer school programs. OSD operates on a five-day-a-week, 24-hour-a-day basis.

All employees working in the Department are expected to assist in achieving the Department's diversity and affirmative action goals by creating an inclusive work environment that encourages each employee to meet their full potential and consider Education as their "Employer of Choice."

The Human Resources Unit ensures that planning, systems, structure and personnel are in place to support the Department's mission through efficient and effective employee services. This includes supporting the agency through consultation on grievances and disciplinary actions, recruitment and selection, personnel administration and collective bargaining, payroll and benefits administration, staff training and development, non-discrimination and affirmative action, cultural competency and diversity, facilities management, employee safety and wellness, and general agency support services. Human Resources is committed to supporting and promoting the agency's core values of integrity, accountability, excellence, and equity. This unit is committed to diversity, which reinforces respectful treatment of others in the workplace; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships; and promotes working effectively and appropriately with individuals or groups with diverse cultural beliefs, values, and behaviors.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The Director of Human Resources provides leadership and administration for ODE's strategic and operational investment in human resources, and employee safety and wellness. This position is responsible for establishing and implementing goals, strategies and objectives within each of these three areas. The position coordinates implementation of services, policies, and/or programs through the staff of the Employee Service Unit that focus on maintaining an employee-supportive, high-performance culture that emphasizes quality work, productivity, continuous improvement, diversity, inclusion, retention of top-performing employees, and goal attainment.

This position also manages the Human Resources Services Unit. In this capacity, the position provides leadership, supervision, guidance, training, and/or direction in the administration of the agency's employee service functions. The Director of Human Resources directly and via a subordinate manager and subordinate staff develops and implements program policies and procedures, program evaluations, and biennial budgeting. The position represents the Department in labor relations matters and in the implementation of broad human resource issues within state government.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
55	R	E	<p>Leadership and Administration of Human Resources</p> <ul style="list-style-type: none"> ➤ Serves as an Appointing Authority for the Department on all personnel matters and labor relation functions. Provides status and update information to agency management on key issues. Coordinates resolution strategies on complex issues with key stakeholders. ➤ Oversees investigations and BOLI/EEOC responses, and reviews all personnel decisions to ensure compliance with current law and with union contracts. Represents ODE in arbitration court proceedings and recommends action on proposed settlement agreements. ➤ Leads ODE in ensuring compliance with all relevant federal and state laws, rules, and policies, including any related to Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the federal Family and Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA), workers’ compensation, and others. ➤ Develops organizational strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; and establishing human resources objectives in line with organizational objectives. ➤ Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, training and development, succession planning, employee relations and retention, AA/EEO compliance, and labor relations. ➤ Through a subordinate manager leads agency employees recruitment and hiring efforts. ➤ Provides agency leadership for developing programs and investment strategies to attract, develop and retain a diverse and highly-qualified workforce. ➤ Develops and implements human resources goals and objectives including setting priorities to effectively meet ODE’s human resources needs. Assesses quality of services and provides program evaluations. ➤ Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; and minimizing the impact of variances. ➤ Ensures that equity, diversity and inclusion and an anti-racist stance is embedded in human resources practices and procedures. ➤ Understands and supports the Department’s Affirmative Action

			<p>goals/objectives, and directs the development and implementation of the Department's Affirmative Action plan and reports. Includes: budget analysis, salary surveys, organizational charts, classification studies, and other summaries of personnel and payroll records. Also includes summaries of precedent-setting decisions within the agency. Ensures data is retrieved efficiently and according to agency confidentiality guidelines.</p> <ul style="list-style-type: none"> ➤ Identifies risks and mitigation options for decisions that may result in contested case hearings or other legal action. Advises and recommends preferred course of action for those situations that may commit the agency to back pay, reinstatement, benefits, and other terms necessary to reach a settlement. ➤ Establishes and maintains lines of communication with all ODE staff to make policies known and to prevent conflict. Fosters an environment for all ODE employees to resolve issues/concerns at lowest level possible. Solicits feedback. Administers procedures for conflict resolution. ➤ Promotes and fosters a diverse workforce and a professional discrimination and harassment-free workplace. Consistently treats customers, stakeholders, partners, co-workers and subordinates with dignity and respect. ➤ Is a member of the agency labor/management committee. ➤ Is a member of the agency's Executive Leadership Team. ➤ Represents the agency with the Department of Administrative Services, Department of Justice, and other governmental bodies. Serves as part of the State's Labor Relations team during collective bargaining. Serves on committees and task forces as needed. Represents the Oregon Department of Education at various meetings, conferences, and workshops. Resolves disputes and is ODE's spokesperson on all collective bargaining matters.
5	N	E	<p>Leadership and Administration of Employee Safety and Wellness</p> <ul style="list-style-type: none"> ➤ Establishes the strategic direction for the Department and develops and implements both short- and long-term goals for the organization employee safety and wellness plan. ➤ Plans, develops, recommends, implements and evaluates policies, procedures, and programs related to the safety and wellness plan. ➤ Ensures compliance with all state safety standards, guideline, and regulations. ➤ Ensures agency is provided with appropriate training on safety and security measures. ➤ Provides for annual inspections of workplaces to assure safe and healthful conditions for workers, as well as identify potential risk. ➤ Assists and supports agency management in investigating and developing measures to prevent recurrences of workplace accidents. ➤ Evaluates the agency performance relative to mitigating and resolving safety issues.

30	R	E	Leadership and Supervision of Human Resources Unit <ul style="list-style-type: none"> ➤ Provides Unit leadership and management through prioritization, allocation and development of assigned resources. ➤ Establishes appropriate job duties, expectations, and responsibilities for positions budgeted and assigned to the Employee Services Unit. ➤ Interviews, selects, and provides training to all new staff in Unit. ➤ Evaluates performance of assigned staff based on agency policies, procedures, and practices. ➤ Receives and resolves employee concerns and/or grievances. ➤ Determines need for and, as necessary, initiates disciplinary actions. ➤ Provides staff with appropriate communication and feedback regarding agency policies and procedures. ➤ Supports and promotes efforts to improve the quality and diversity of the Unit's workforce. ➤ Establishes and maintains an environment that promotes employee career development. ➤ Assigns and reviews work and provides constructive feedback to staff. ➤ Reviews and approves employee timesheets and leave requests. ➤ Develops and administers Human Resources Unit budget.
10	R	E	Agency Strategic Planning <ul style="list-style-type: none"> ➤ Works to implement Equity Strategic Plan goals that relate to human resources. ➤ Advises Executive Leadership Team on state policy and budgetary issues that impact human resources, payroll and benefits, and facilities management in the state. ➤ Provides reports and presentations to other Directors and Executive Team on specific initiatives related to human resources, payroll and benefits, and facilities management. ➤ Apprise Chief of Staff and Executive Leadership Team(as needed) of new developments in the human resource, payroll and benefits, and facilities management arena including changes in state and federal laws, rules, policies, procedures, and best practices. ➤

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Normal office work environment. Typically requires evening and/or weekend work. Requires a valid driver's license and a good driving record or the ability to provide an acceptable alternate method of transportation. Occasional in/out-of-state travel occurs. Work must often be accomplished within demanding time-sensitive constraints. Work is FLSA-exempt and frequently exceeds a 40-hour work week.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Collective bargaining agreements, federal and state laws and directives covering civil rights, wages, working conditions, etc.; arbitration and Employment Relations Board decisions; court decisions; state laws covering workers' compensation and tort liability; policies; procedures; and bulletins from the Department of Administrative Services and the Oregon Department of Education.

- b. How are these guidelines used?

They are used as a basis or guideline to interpret policy and make decisions including new policy and procedures.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
ODE executives and managers	In person, phone, email	To obtain or provide information, make recommendations, and provide services	At least weekly
Agency employees	In person, phone, e-mail	To obtain or provide information and provide services	Daily
Applicants, public and union representatives	In person, phone, e-mail	To obtain or provide information and provide services. To ensure compliance with collective bargaining agreements.	Frequently
Other public agencies	In person, phone, email	To obtain or provide information and provide services	Regularly
Other HR experts, colleagues, organizations	In person, phone, e-mail	To obtain or provide information	Regularly
DOJ	In person, phone, e-mail	To obtain or provide information	Occasionally
Community organizations and leaders	In person, phone, e-mail	To obtain or provide information	Occasionally

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Determine a course of action and recommend or advise others regarding human capital-related matters and programs. Investigate alternatives to carrying out duties of position and implement the best course of action for the agency in light of its mission and strategic goals. These decisions cross all organizational and demographic lines and contribute to the effectiveness of the agency's workforce and workplace. Inappropriate decisions could impact achievement of agency mission and goals, affect employee morale,

result in litigation, reflect negatively upon the agency and/or cause the agency embarrassment/loss of credibility.

Determine hiring and dismissal of employees as one of agency appointing authorities. These decisions have a direct impact on the functions of the agency, labor relations and financial and legal liability.

Determine or effectively recommend 1) program goals, policies, and strategies for the agency, 2) approval of the agency's long-range employee development plan, 3) the agency's position on collective bargaining agreement negotiations, 4) the agency's position regarding civil rights complaints, tort actions, Employment Relations Board and grievances disputes, and workers' compensation claims, and 5) solution of agency's position regarding disciplinary actions.

Decisions have a direct effect on the service delivery functions of the agency. The impact includes the ability to improve the quality of current and future agency staff through human resources efforts in effective recruitment practices, professional development, coaching/training, and achieving workforce diversity. Decisions also have a direct effect on labor relations, which have financial and legal liability.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Chief of Staff - Principal Executive/Manager H	0000.842	Direct & written communication	Periodic meetings	Reviews for overall results. Problem-solving, strategizing

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a.	How many employees are directly supervised by this position?	9
	How many employees are supervised through a subordinate supervisor?	5
b.	Which of the following activities does this position do?	
	<div> <input checked="" type="checkbox"/> Plan work <input checked="" type="checkbox"/> Coordinates schedules </div> <div> <input checked="" type="checkbox"/> Assigns work <input checked="" type="checkbox"/> Hires and discharges </div> <div> <input checked="" type="checkbox"/> Approves work <input checked="" type="checkbox"/> Recommends hiring </div> <div> <input checked="" type="checkbox"/> Responds to grievances <input checked="" type="checkbox"/> Gives input for performance evaluations </div> <div> <input checked="" type="checkbox"/> Disciplines and rewards <input checked="" type="checkbox"/> Prepares & signs performance evaluations </div>	

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

This position requires demonstrated ability or experience in the following areas:

- Experience with human resources activities including administration, classification and compensation, records management, recruitment, retention, diversity and inclusion, affirmative action, workforce planning, training, organizational development, engagement, workplace safety and talent development.
- Experience with proper administration of labor agreements and grievance procedures.
- Experience with conducting investigations related to employee conduct and complaints and with issuing employee progressive discipline.
- Highly effective critical thinking skills and alternative approaches to human resources and labor relations.
- Ability to communicate effectively in various forms.
- Experience working with culturally and individually diverse groups
- Ability to solicit and value diverse viewpoints.

Preference may be given to candidates with State or Nationally Certified Human Resources Professional (SCHRP) certification or other Certification as a Professional in Human Resources

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Human Resources Unit	\$5,718,517	General, Other, and Federal Funds

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date