



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
08/27/2024

This position is:

- Classified
Unclassified
Executive Service
Mgmt. Svc – Supervisory
Mgmt. Svc – Managerial
Mgmt. Svc - Confidential

Agency: Oregon Department of Veterans' Affairs

Facility: Administration

- New
Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Human Resources Manager 1
b. Classification No: X7345
c. Working Title: Human Resources Administrator
d. PPDB No/WD ID: 0601.002
e. Section Title: Human Resources Section
f. Agency No: 27400
g. Employee Name: Vacant
h. Budget Auth No: 85900
i. Supervisor Name: Rex Emery
j. Repr. Code: MMS
k. Work Location (City – County): Salem-Marion

l. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, Job Share
m. FLSA: Exempt, Non-Exempt
If Exempt: Executive/Supervisory, Administrative, Professional, Computer
n. Eligible for Overtime: Yes, 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 Veterans' Affairs is a State of Oregon agency with a mission to serve and honor veterans through leadership, advocacy, and strong partnerships. The Department is entrusted to assist veterans, their dependents, and surviving family members in obtaining benefits entitled to them through Federal, State, and local programs. The Department has offices in Salem, Portland, and the Oregon Veterans' Homes located in The Dalles and Lebanon.

The Human Resources Section is responsible for providing direction to the Director, Chief Operating Officer, Deputy Director, Management Team, and other staff members in a wide area of human resources. It is responsible for multiple program areas, including Affirmative Action, Personnel Administration, Classification and Compensation, Recruitment, On-boarding and Retention, Labor Relations, Risk Management, Safety and Wellness, Policy and Procedures, and Training and Career Development.

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:

Direct, administer, and deliver a statewide comprehensive Human Resources Management Program consistent with the agency's mission, values, goals, and strategic objectives. Serve as Senior HR Policy Advisor to agency director, chief operating officer, deputy director, and executive management on HR policy direction and workforce management issues. Ensure personnel services are delivered to each division, program, and section in a timely and effective manner. Represent the department in HR management areas to other state agencies, public jurisdictions, the legislature or its administrative units, and the public. Represent the department in a variety of HR-related areas, such as grievance resolutions, hearings, civil rights issues, tort claims, and professional meetings.

This position determines, develops, and implements innovative and strategic personnel practices, policies, and procedures to meet current and future human resources needs. As part of the Director's executive leadership team, this position sets agency policies, goals, and objectives and plans and implements strategies to meet them.

At ODVA, we create a culture and environment where people from all backgrounds feel encouraged to express their ideas and perspectives and have equitable access to the opportunities, tools, and resources they need to thrive. We do this by:

- Promoting an inclusive and equitable work environment that enables all employees to bring their authentic selves to the workplace and contribute to their fullest potential, free from intimidation, harassment, bullying, and discrimination, and where all are acknowledged for their contributions and treated with dignity and respect.
- Creating a culture where diverse voices and perspectives are considered and valued in decision-making.
- Recognizing and promoting the value of individual and cultural differences—embracing each other's intrinsic value and uniqueness, including race, age, ethnicity, religion, sexual orientation, physical ability, veteran status, and other aspects of social identity.
- Promoting and supporting the Agency's foundational values and emphasis on Diversity, Equity, Inclusion, Accessibility (DEIA), Equal Employment Opportunities (EEO), Affirmative Action (AA), and cultural humility principles, which we demonstrate through individual actions, integration of DEIA into work processes and policies, and in our interactions with employees, job applicants, partners, Veterans, families, and the public.

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
	N	E	<p>Essential Job Expectation: The employee shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances. The employee expressly agrees to comply with ODVA business privacy practices to ensure the privacy of ODVA client information, which includes but is not limited to compliance with Title II, Subtitle F of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).</p>

			<p>Affirmative Action/Equal Employment Opportunity: The employee is responsible for understanding and promoting the agency's affirmative action policy, goals, and objectives and the Governor's and Director's commitment to Diversity, Equity, Inclusion, and Accessibility. The employee is responsible for assuring a harassment-free work environment by setting an example with their own conduct and by being alert to possible incidents of harassment. The employee is responsible for fostering and promoting a diverse environment and for taking prompt action in instances of non-compliance with the agency's affirmative action policy.</p> <p>As a member of the department's executive team, proposes, analyses, adopts, and implements policy to ensure efficient and effective achievement of the department's mission, sound administrative management of the department, and to provide HR Management and Consultation and Employee Relations; Labor Relations; Organizational Development and Training; Safety & Risk Management; Recruiting and Employment; Health & Wellness; Affirmative Action & DEI Strategic Planning; Legal Compliance; Policy Development; and overall Personnel Operations.</p>
60%	R	E	<p><u>Key Advisor for Human Resources Management</u></p> <p>Counsel and advise the Director, Deputy Director, and Chief Operating Officer, and managers on all human resources issues. Interpret and apply State personnel rules, procedures, and regulations; merit pay systems; collective bargaining agreements; EEO/AA/ADA laws and practices; safety standards and practices; and federal and state policies and procedures to specific situations.</p> <p>Provide direction to supervisors on developing employee performance standards, including communicating performance expectations and appropriate courses of action when employees do not meet expectations.</p> <p>Provide direction to supervisors on appropriate progressive disciplinary measures; mediate with supervisors and employees to negotiate solutions to workplace issues; investigate employee performance or behavior issues, grievances, and complaints; determine disciplinary actions. Interview witnesses and prepare reports of findings. Write formal disciplinary actions and conduct disciplinary processes and hearings.</p> <p>Advise management and employees on grievance matters. Respond to agency-level grievances in coordination with the Department of Justice, Department of Administrative Services Labor Relations Division, and union representatives. Prepare responses for the Director and Chief Operating Officer and commit the agency to a course of action in resolving grievances; represent the agency at hearings, arbitration, and in court as necessary. Attend mediation fact-finding and arbitration meetings as the agency representative or witness.</p> <p>Coordinate and investigate discrimination and harassment complaints and prepare responses as needed. Investigate and respond to third-party complaints or employment discrimination (i.e., BOLI or EEOC complaints, Notices of Tort Claims, etc.) Testify at hearings and arbitration.</p>

			<p>Administer Paid Leave Oregon, Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) and coordinate employees' return to work after medical or administrative leave for complicated or sensitive situations.</p> <p>Advise, consult, and problem-solve with managers and staff in the application and interpretation of collective bargaining agreements, policies, procedures, personnel laws, and management practices pertinent to human resources management in areas such as position classification and staffing; recruitment and selection, salary administration; recruitment strategies, appointments, and promotions; certification; performance appraisals, discipline; layoffs; employee development and training; morale issues; and communications.</p> <p>Represent the agency in union contract development and during union contract negotiations at both the local and central tables as designated.</p> <p>Designated agency representative for the Oregon State Police-Law Enforcement Data System (LEDS). Responsibilities include ensuring proper use of the LEDS & NCIC systems by all personnel within the agency, and for the accurate and timely processing of criminal history background checks through LEDS and NCIC. Provide research and analysis of the criminal background information, formulate fitness determination recommendations to the agency Director or designee, and coordinate the administrative review and contested case hearing processes.</p>
25%	R	E	<p><u>Management</u></p> <p>Advise the Department and work as its human resource liaison with the Department of Administrative Services and other State and federal agencies.</p> <p>Consult with the Director, Deputy Director, and Chief Operating Officer to identify organizational structure and development needs in support of strategies and programs to achieve the agency's mission and strategic plan. Participate in executive-level policymaking and decisions regarding agency administration, mission, and goals.</p> <p>Assist department administrators and managers in analyzing organization and/or staffing structure(s), reporting relationships, and position allocations. Formulate strategies and recommendations for changes to support program operating needs and requirements and the impact on staffing resources. Provide leadership in ODVA to support business goals, influence change, advocate for employees, and ensure sound administrative systems and processes.</p> <p>Assist in developing the agency's biennial budget and emergency board requests by evaluating program service impact on personnel/organizational changes or other administrative activities. Correlate the relationship between programs and appropriations and recommend actions to promote effective and efficient program service delivery.</p> <p>Track legislation and develop fiscal impact statements for personnel administration area changes.</p>

			<p>Designated Appointing Authority for the agency, per the direction of the Director and Chief Operating Officer.</p> <p>Serve as Risk Coordinator for the agency. Track risk-related claims relating to employment and liability claim notices and restoration (property). Monitor and assist other HR staff in developing potential worker's compensation and volunteer injury claims. Report agency claims specific risk issues, keep executive staff informed of risk issues and mitigation alternatives, and act as the agency contact for risk management information from DAS Risk Management.</p> <p>Lead HR Staff—Manage the staff of the Human Resources Section by planning, organizing, directing, assigning, coordinating, and reviewing their work; evaluate employee performance; provide constructive feedback, both positive and negative; evaluate and provide recommendations for staff development; and establish work goals and objectives for the section in consultation with Human Resources staff.</p> <p>Hire, promote, counsel, discipline, and develop work plans and job descriptions for Human Resources staff; resolve complaints/grievances and evaluate the performance of personnel of this section; analyze, evaluate, and project needs for personnel, training, space, and supplies. Assist assigned personnel with difficult questions and issues. Analyze problems and make decisions.</p> <p>This position will assist the staff of the Human Resources Section with the technical and administrative tasks of the section, as needed, in support of the agency's business needs.</p>
15%	R	E	<p><u>Develop and Administer Agency HR Policies, Practices and Procedures</u></p> <p>Conduct policy analysis and special studies on program and policy issues; research, analyze, and formulate recommendations for policy direction; monitor and analyze federal and state statutes for potential policy changes. Advise agency director, deputy director, and chief operating officer on long-range policy planning and development, as well as program evaluation and development. Assist the Chief Operating Officer in department-wide responsibilities.</p> <p>Provide recommendations to the governor's staff, Department of Administrative Services (DAS), legislature, and agency director and Chief Operating Officer on various matters, which may include identifying the impacts on those they serve.</p> <p>Analyze, determine, recommend, develop, and implement internal human resources policies and procedures; provide management with interpretation and application of pertinent laws, rules, and policies; establish internal procedures for interpretation of Department of Administrative Services rules and guidelines. Approve or recommend approval of an exception to state or agency policy.</p> <p>Establish long and short-range goals and objectives for the Human Resources department and identify resources needed to meet them.</p>

		<p>With assigned fiscal analysts, develop the budget for Human Resources and agency training. Project resource needs and manage expenditures within the budget.</p> <p>Represent the agency on human resources management issues at meetings, work groups, and other external activities with the Department of Administrative Services, other state agencies and professional groups to develop and maintain cooperative working relationships and state-of-the-art knowledge and skills in human resources management.</p> <p>Develop policies and procedures to ensure legal and effective recruitment. Work with managers to develop staffing and recruitment strategies. Ensure compliance with agency affirmative action plans.</p> <p>Serves as Affirmative Action Officer; oversees the development and ensures implementation of the agency Affirmative Action Policy and Plan; monitors plan results and reports for the Federal government, EEOC, and Governor's Office; investigates and responds to discrimination and harassment complaints.</p> <p>Promote the Agency's values of a diverse, discrimination—and harassment-free workplace by being respectful of a diversity of opinions, ideas, and cultural differences.</p> <p>Support and act to provide inclusive practices, outreach into communities of underrepresented people, and efforts to diversify the workforce.</p> <p>Understand and act on EEO, AA, diversity, cultural humility principles, and the Agency's DEIB goals and objectives by integrating and centering DEIA into programs, operations, wellness practices, systems, policies, and procedures.</p> <p>Promote and foster a positive work environment within Agency programs concerning EEO, AA, DEIA, and cultural humility by ensuring employees are aware of and follow Agency policies and procedures and address work-related issues and/or concerns.</p> <p>Attend and actively participate in DEIA-related learning and development and/or coaching to provide leadership to staff by being aware of DEIA and cross-cultural issues. This also includes directing, supporting, and encouraging employees to attend such programs for further professional development.</p>
100%		

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.

- Highly visible office environment. At times, this is a fast-paced work environment with multiple demands, requiring the ability to work on multiple tasks, often under pressure of high-priority deadlines.
- Constant telephone and in-person requests for information and assistance.
- Occasional overtime may be required to meet project deadlines and workload issues.

- Occasional contact with upset applicants and/or employees, either on the phone or in person.
- Requires dealing with numerous interruptions while working on highly technical information.
- Requires maintaining confidentiality of personnel files and related matters.
- Requires close attention to detail and complete accuracy combined with great efficiency.
- Requires the ability to bend, stoop, reach, and grasp to file documents.

Remote Work:

This position will maintain a combination of onsite and remote work or hybrid work schedule. Remote work is evaluated periodically to ensure business needs are being met and can be adjusted at any time. Please visit the state’s [Work Reimagined](#) website for more information.

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.

- Oregon Revised Statutes; Oregon Administrative Rules;
- Agency policies and procedures;
- SEIU Collective Bargaining Agreement;
- Department of Administrative Services Rules and Policies to include but not limited to recruiting, human resources and compensation, safety and wellness;
- Federal laws, rules and regulations such as ADA, ERB, OSHA, FLSA, OFLA/FMLA, BOLI laws and rules, Labor Relations Laws and State and Federal Laws and regulations related to safety.
- Oregon State Police – LEDS Representative Manual

b. How are these guidelines used?

These laws, rules, regulations, and guidelines provide the legal parameters for programs. Procedures and manuals provide guidelines pertaining to specific work situations.

These guidelines provide background information from which to provide consultation or interpretation to employee inquiries, and to ensure that ODVA complies with State and federal policies and laws.

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?
ODVA employees/ supervisors/ managers	Phone/In Person	Advise, consult, and problem-solve regarding personnel activities and actions	Daily
Dept. of Admin. Services, Labor Relations, Risk Management and other State agencies	Phone/In Person	Provide and gather information/resolve problems	Daily
DOJ Assistant AAG	Phone/In Person	Obtain guidance toward resolving problems	Occasional
SAIF	Phone	Review claims/return to work/job modification	Occasional
SEIU Union Reps	Phone	Information, assistance, coordination	Weekly
Oregon State Police – LEDS Division	Phone	Gather information/resolve problems	Occasional

SECTION 7. POSITION RELATED DECISION MAKING

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

This position has considerable latitude and discretion in making human resources decisions that impact all agency employees. The position develops and makes recommendations on human resources policy issues that have an agency-wide impact. The position must use advanced knowledge of human resources management to decide on final solutions to issues where policy or rule is not clear, and judgment is required. It provides advice and guidance to the Director, Deputy Director, and Chief Operating Officer and managers on personnel issues. It has the authority to determine what human resources policies are needed for the agency, develop and recommend the policies, and then implement. Decisions affect the integrity of personnel management systems and must be in compliance with sound personnel practices, laws, rules, and policies and be fairly and consistently applied. Poor or incorrect decision could result in compromising the integrity of the agency, as well as resulting in potential fines, formal grievances, poor employee relations, claims, and costly litigation. As a member of the Director's executive management team the position participates in policy decisions, which have a major impact, agency-wide.

The position must maintain complete confidentiality regarding personnel/payroll actions and activities involving employees of the agency, and agency actions and decisions.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Chief Operating Officer/Business Operations Administrator 2		In Person	As needed	<p>Reviews work through ongoing discussion of work status and progress to provide assistance as needed and through annual performance reviews to determine if overall goals and objectives are being met.</p> <p>This employee keeps the COO informed of decisions made, project status, and all other work being done that would affect the Human Resources Section and/or the agency on a regular basis, either through electronic mail, in writing, or orally. The purpose of these updates is to keep the Chief Operating Officer up-to-date on all issues in the Agency.</p>

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 2 FTE; 2 LD
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

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 one of great trust. Breach of confidentiality will be grounds for disciplinary action, up to and including dismissal. The Director, Deputy Director, and Chief Operating Officer rely on the position's technical expertise, high ethical standards, and confidentiality not only in areas related to human resources but also on issues related to agency policies and direction.

The position must be able to perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through the willingness to assist and support co-workers, management, and other work-related associations. Develop good working relationships with agency staff and management through active participation in accomplishing group projects and constructively identifying and resolving problems. The position requires effective communication with all agency personnel and citizens and must maintain composure, professionalism, and confidentiality in all interactions. Demonstrate openness to constructive criticism and suggestions in an effort to strengthen work performance.

This position must have the technical expertise to advise, coach, guide and assist managers and employees with a broad spectrum of human resources management and personnel administration services: Federal and State personnel laws and policies, collective bargaining agreements, employee relations, classification and compensation, employee benefits administration, employee leaves, recruitment and selection, affirmative action, safety and wellness, risk mitigation, training, and other HR management-related issues.

This position is designated as Appointing Authority for the Department of Human Resources Programs. Requires the ability to interpret and apply complex bargaining contract language and federal and state laws, regulations and policies.

Regular and consistent attendance is an essential part of this job.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

As a Condition of Employment, this position requires successful completion of a criminal history background check and fingerprint check through the Oregon (LEDS) and National (NCIC) law enforcement data systems and driving record check through the Department of Motor Vehicles (DMV) system. Must obtain security clearance to the FBI Criminal Justice Information Systems (CJIS). Must possess a valid driver's license and maintain an acceptable driving record.

Affirmative Action/Equal Employment Opportunity

Responsible for understanding the agency's affirmative action policy, goals, and objectives and providing leadership in the application of the policy. Responsible for making subordinates aware of the agency's affirmative action policy and the Director's commitment to the policy.

Responsible for assuring a harassment-free work environment by setting an example with his/her own conduct and by being alert to possible incidents of harassment.

Responsible to foster and promote a diverse workforce and environment.

Responsible for taking prompt action should the agency's affirmative action policy not be complied with by any agency employee.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Director's Office	\$6,509,400	Other 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		

SECTION 11. ORGANIZATIONAL CHART

