



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 2023

This position is:

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

Agency: The Department of Administrative Services

Division: Chief Human Resources Office

New Revised

SECTION 1. POSITION INFORMATION

Form fields for Section 1: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, etc.

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 Department of Administrative Services ("DAS") is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management.

The Chief Human Resources Office (CHRO) provides enterprise-wide policy leadership necessary to maintain a reliable and qualified workforce for the state of Oregon.

Statewide Workforce Development, Executive Recruitment, Classification and Compensation, Human Resource Policy Management, HR Client Agency program, and other related policies associated with human resource administration and 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:

Provide analytical and operational support to the CHRO Classification and Compensation (CnC) consultant team that support the maintenance and administration of the job classification and compensation system.

Conduct research and analysis that support CnC major projects; evaluate position descriptions for consistency with established classification specifications and FLSA laws, rules, and policies.

**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
60%	R	E	<p><b><u>Classification Reviews</u></b></p> <p>Receive and log incoming classification and pay equity reviews, appeals, and other agency requests.</p> <p>Verify agency classification submissions are complete and communicate with agency HR analysts to obtain missing information, including business case, appointing authority-signed position descriptions with organizational charts, and agency analysis/recommendation. Evaluate PDs for accuracy and consistency with state style and format. Research and evaluate PDs for service type and Fair Labor Standards Act status to determine appropriate application of statute and regulation as recommended by agency HR analysts. Match descriptions of job scope and accountabilities to state job classes and offer recommendation for approval or denial from CHRO HR Consultants. Refer complex evaluation to HR Consultants for appropriate interpretation and evaluation. Explain PD procedures with agency HR analysts and provide references where agencies can obtain additional guidance on PD style/format. Evaluate interactions with agency HR analysts and refer contentious concerns to HR Consultants for resolution.</p> <p>Evaluate agency analysis to determine appropriate application of FLSA and service type laws, rules, and policies.</p> <p>Research, write, and prepare official position approval documentation requiring CHRO Administrator or DAS Director approval. Develop and facilitate the appropriate notifications to the Labor Relations Unit and/or collective bargaining units. Seek and obtain HR Consultant review prior to sending notifications for approval.</p> <p>Input and maintain various SharePoint databases, including, but not limited to, Action Items and SharePoint reports as requested. Pull reports for senior consultants and management, as needed.</p>

25%	R	E	<p><b><u>Analytical and Operational Project Support</u></b></p> <p>Attend and work as a scribe for classification studies and other CnC meetings, as needed. Evaluate associated documents and make recommendations on plain language verbiage statements that ensure public comprehension and clarity. Track and maintain version control of project documentation to ensure availability of prior changes, why they were made, and acceptance of final versions. Prepare documents for integration into the HRIS, website, or distribution, as appropriate.</p> <p>Track due dates of assignments and deadlines as needed. Provide impending deadline notifications to HR Consultants to ensure time frames are met.</p> <p>Conduct various forms of research related to classifications, compensation, and practices to support HR consultants' projects. Compile information into confidential reports for collective bargaining.</p> <p>Maintain CnC project portfolio information and documents, including up-to-date status. Track current draft and final class specifications pending establishment and e-board reporting. Coordinate e-board submissions. Audit all compensation plan changes to ensure system and records are complete and accurate.</p> <p>Compose formal correspondence, memoranda, agendas, and other documents associated with a variety of CnC projects. Review documentation and statewide messages to ensure documents meet plain language criteria. Assemble all information and official records of appeals, Central Evaluation Team, and records and correspondence. Prepare the publication and distribution of program and special projects documents.</p> <p>Provide logistical support the CnC programs by scheduling project meetings, coordinating agenda items, sending invitations to agency subject matter experts, distributing information (including agendas), creating documents, presentations, and reports.</p>
10%	R	E	<p><b><u>Administrative and Technical Support</u></b></p> <p>Provide confidential clerical support to HR Administrator. Triage incoming communications, anticipate, and prioritize needs by furnishing information required for official reply to correspondence and other official acts of the office. Gather relevant information, as needed, to ensure all relevant information is provided and informed decisions can be made. Make logistical arrangements for meetings, special conferences, or work sessions through in-person or virtual meetings, as requested. Order office supplies as needed using the State P-Card of Oregon Transaction System (SPOTS) card.</p> <p>Respond to program and special project inquiries. Serve as the primary point of contact for web publishing and records management. Acts in a confidential capacity to the CnC section during the responses to research requests during collective bargaining.</p> <p>Monitor Classification and Compensation e-mail box. Assign requests for analysis to the appropriate HR Consultant. Respond to routine inquiries and requests for service and elevate complex questions to administrator or HR Consultant staff.</p> <p>Facilitate and provide support for the implementation and ongoing use of Workday case management (WCM) to the CnC staff. Serve as a liaison with the Workday staff to address common issues in the use of WCM. Conduct preliminary research</p>

			<p>into uncommon issues and coordinate with Workday staff on the implementation of solutions.</p> <p>Conduct ongoing problem solving related workflow and office procedures or seek guidance when clarification or interpretation of policy is necessary. Coordinate with CnC HR Consultants in the development of internal and external-facing work processes and procedures that ensure consistent processing CnC work products. Research applicable references to ensure compliance with state and federal laws, rules, and policies, recommending further evaluation to CnC staff, as appropriate.</p> <p>Coordinate the distribution of publications and documents, and review and prepare statewide documents and forms. Distribute information from DAS-CHRO to email listservs. Assist state personnel in subscribing to and unsubscribing from listservs.</p> <p>Update CnC webpages with relevant and timely information as needed and as requested. Ensure links are accurate and relevant. Ensure CHRO website and any peripheral sites contain current information and resources. Collaborate with Division to understand and identify SharePoint needs and expectations as outlined by the SharePoint Administrator.</p>
5%	R	NE	<p><b>Other duties as assigned.</b></p> <p>Supports onboarding and off-boarding of staff, ensuring appropriate system access and resources are assigned/removed.</p> <p>Serve as one of the CHRO points of contact with the DAS Technology Support Center (TSC) regarding software/hardware needs and/or issues. Point of contact between CHRO and TSO regarding phone needs and/or issues.</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.**

Requires extended time working at a computer terminal with frequent use of common office technology, including phones, computers, printers, copy machines, fax machines, etc. Work may include long periods of sitting and standing. May require occasional work beyond normal working hours to meet short timelines and heavy workload. Telework options are available.

#### 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.**

State CHRO website	CHRO Classification Guide
Oregon Revised Statutes (ORS) 240, 652, 653, 659A, and various agency enabling statutes	Oregon Administrative Rules (OAR), Chapter 105
Public Records Procedures	Statewide Policies and Procedures, including plain language requirements
Collective Bargaining Agreements	DAS HR Policies and Procedures
CHRO Human Resource Service processes/procedures	Federal Fair Labor Standards Act
Workday navigation job aids	

**b. How are these guidelines used?**

The guidelines listed above provide references related to various elements of classification work and are applied when evaluating positions for classification, service type, and Fair Labor Standards Act status. Statewide policies and collective bargaining agreements provide notification processes.

**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?
CHRO Labor Relations Unit	Phone/In Person/Email	Provide notifications, exchange information, and coordinate work efforts	Daily
Executive Branch agency HR analysts	Phone/In Person/Email	Exchange information, coordinate work efforts, and provide guidance	Daily
Public	Phone/In Person/Email	Give/Receive information	Daily

**SECTION 7. POSITION RELATED DECISION MAKING**

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

The work of this division is often time sensitive and has an impact on agencies' budget processes.

Assess employee or public inquiry to determine appropriate response, referral, or redirect to appropriate office. Accurate responses or referrals provide clarity and comprehension, and support customer service levels.

Determines if submitted classification reviews are complete and accurate. This determination expedites the evaluation processes conducted by HR Consultants and shortens turnaround times on approval memos.

Recommends alternative language to support plain language, clarity, and comprehension on official documentation produced by the CnC Section.

Determines which process, policy, or practice to apply in the development of notifications. Accurate processes prevent delays in obtaining approvals, timely notifications, and compliance with state, federal, and bargaining unit criteria.

Accurate guidance and clarification results in greater understanding by agency HR staff and reflects positively on the CHRO in areas of customer service and satisfaction.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
HR Administrator 2	4508732	Written and In Person	As needed	To confirm accuracy and timely completion of assigned projects.
			Quarterly	Performance check-ins

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

- a. How many employees are directly supervised by this position? N/A  
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input 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 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.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

**Additional skills and requirements:**

- Skill to communicate detailed information to diverse audiences. Communication must be at a professional level with attention to grammar, spelling, and punctuation.
- Must be self-motivated and be able to meet numerous firm deadlines with frequent interruptions in their daily work schedules.
- Knowledge of and experience in technology products, particularly Workday (HRIS), Microsoft Word, Excel, Outlook, SharePoint, and PowerPoint.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
CHRO Division		SPOTS Card

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

**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.

See attached.

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date