



State of Oregon Position Description

Company: Oregon Department of Education
Organization: ORMS - Operation | Human Resources - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Human Resource Analyst 2	Job Profile ID:	1321
Business Title:	Hr Generalist (Unfilled)	Position ID:	000000127247
Employee Name:		Company ID:	58100
Representation:	MMN	Budget Auth No:	1385817
Location:	Salem ODE Public Service Building		
Supervisor:	Tricia Lea (Human Resources Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Administrative Exemption		
Overtime Eligible:	No		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

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

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

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.

Section 2b. 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 primary purpose of this position is to support several key program areas within the Human Resource team including the day to day management Federal and State leaves, agency classification and position management, and training and development and employee relations. This position will provide consultation and technical assistance to agency managers, supervisors, and bargaining unit employees on matters regarding classification/compensation and protected leave. This position will also monitor and evaluate data analytics that will assist in the development of operational strategies and provide technical expertise to assist the agency managers, supervisors, other human resources staff, and bargaining unit employees in the Human Resource systems Workday.

SECTION 3. JOB DESCRIPTION

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.

All employees working in the Human Resources Unit 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."

30% - N E - Classification/Reclassification and Workforce Data Analysis

Classification and Compensation

- Provides backup for classification and compensation activities, including position reviews, desk audits, reclassifications, and classification appeals. Serves as a liaison with DAS Classification and Compensation staff.
- Conducts position and organizational analyses to determine appropriate classification, allocation, FLSA status, and position relationships. Assists managers with developing and updating position descriptions and organizational structures.
- Prepares and coordinates reclassification, position establishment, and related requests, ensuring required documentation is accurate and complete. Processes approved position and classification actions in Workday.
- Reviews and administers Job Rotation and Work Out of Class requests, ensuring compliance with collective bargaining agreements, policy, and organizational requirements. Monitors ongoing rotations and recommends appropriate action when assignments extend beyond established timeframes. Monitors Job Rotations and related differentials in Workday and works with managers to address rotations extending beyond established timeframes, including determining whether a reclassification or permanent position action is appropriate.
- Conducts pay equity reviews and determines appropriate salary placement. Reviews and evaluates off-cycle pay equity adjustment requests in accordance with applicable laws, collective bargaining agreements, policies, and agency practices.
- Regularly monitors classification, compensation, position management, pay equity, and workforce data through Workday and other available reporting systems. Identifies trends, discrepancies, compliance concerns, and areas requiring action and collaborates with appropriate stakeholders to resolve issues.

Metrics, Reporting, and Data Analysis

- Regularly monitors HR and workforce reports and data to identify trends, discrepancies, compliance concerns, and opportunities for process improvement.
- Pulls, compiles, and analyzes data from Workday and other HR systems to support workforce planning, position management, classification and compensation activities, and HR operations.
- Develops and maintains recurring and ad hoc reports, metrics, and dashboards to monitor HR performance, workload, service delivery, and organizational trends.
- Analyzes and interprets complex HR data and translates findings into clear summaries, recommendations, and presentation materials to support the HR Director and agency leadership in strategic and operational decision-making.
- Ensures data accuracy and consistency by reviewing reports, identifying data issues, and coordinating with appropriate stakeholders to correct discrepancies and improve reporting processes.

- Serve as a liaison between Human Resources, Budget and Payroll to ensure employee data within the Workday system including Org Structure, Compensation, PCA, Index information, Recommend changes in process to ensure accurate reporting of data. Identify and report on trends in HR data. Research trends and causes, and recommend action to managers or higher level HR analysts.

25% - N E - Employee Relations Support

- Assist with the preparation of routine actions such as letters of expectation and draft preliminary disciplinary letters and prepare them for the HRBP's.
- Conduct complaint intake meetings on lower level employee concerns or assist in grievances.
- Assist or complete RFI's, redacting confidential information and prepare accurate packages for the HRBP's
- Respond to unemployment claims and may when needed represent the agency in hearings.

20% - N E - Special Leaves (FMLA/OFLA/Military Leave/Oregon Paid Leave)

- Serves as a lead resource and backup for complex or escalated leave cases and provides guidance and technical assistance to the HRA1 in the administration and resolution of leave cases.
- Administers and coordinates the agency's protected leave programs, including FMLA/OFLA, Oregon Paid Leave, military leave, Sick Child leave, and hardship/donated leave.
- Reviews employee leave requests and supporting documentation; determines eligibility and approves or denies leave in accordance with applicable federal and state laws, collective bargaining agreements, DAS policies, and agency procedures.
- Monitors and tracks leave usage and entitlements, audits leave and time records, and coordinates with Payroll to ensure the accurate application of leave and prevent overpayments.
- Maintains complete, accurate, and timely leave case documentation and records in Workday.
- Provides interpretation, guidance, training, and consultation to employees and managers regarding leave eligibility, qualifying conditions, responsibilities, and administration.

10% - N E - Training and Development

- Supports the planning, execution, and monitoring of learning campaigns in the HRIS by preparing content, tracking completion data, and flagging trends or issues for review.
- Performs content updates, formatting, and quality checks on training materials at the direction of the lead team member to ensure accuracy and consistency.
- Gathers learner feedback and training metrics to support evaluation efforts and provides summarized insights to the team member for continuous improvement.
- Provides direct support to a senior team member by drafting learning storylines, instructional content, and training materials to support analyst development initiatives.
- Assists a lead trainer or organizational development specialist in designing, building, and updating courses within enterprise learning platforms (LMS).

5% - N E - Wellness Committee

- Participate as a member of the agency wellness committee. Provide staff support for monthly meetings and assist the HR Director and committee with the development and execution of the agency Wellness Plan.

5% - N E - CDL Drug Testing Compliance Program Administration

- Coordinates CDL drug testing program. Oversees program which includes all the following: maintains directive; serves as primary contact with testing contractor; assists labor relations with contract negotiations; and advises supervisors and employees regarding testing rules, contract language and testing process.
- Collaborates with the HRBP's if non compliance or issues arise from testing that may result in discipline or other employee relations actions

5% - N NE - Other duties as assigned

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.

General office environment. Frequent interaction with employees and management staff. Many projects are timeline-driven. Work is FLSA-exempt and frequently exceeds a 40-hour work week. Travel required. Work must often be accomplished within demanding time-sensitive constraints while maintaining confidentiality. May require some evening and weekend work. Occasional contact with irate individuals.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements. The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

SECTION 5. GUIDELINES

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

Federal laws and regulations enforced by the United States Equal Employment Opportunity Commission (EEOC), including:

Americans with Disabilities Amendments Act of 2008 (ADAAA)
Title I of the Americans with Disabilities Act of 1990 (ADA)
Fair Labor Standards Act (FLSA)
Title VII of the Civil Rights Act of 1964 (Title VII)
Age Discrimination in Employment Act (ADEA)
Pregnancy Discrimination Act
Equal Pay Act of 1963 (EPA)
Sections 102 and 103 of the Civil Rights Act of 1991
Sections 501 and 505 of the Rehabilitation Act of 1973
The Genetic Information Nondiscrimination Act of 2008 (GINA)
Uniform Service Employment and Reemployment Rights Act (USERRA)
Jobs for Veterans Act of 2002 (JVA)
Immigration Reform and Control Act
Family and Medical Leave Act (FMLA)
Oregon Family Leave Act (OFLA)
Oregon Revised Statutes (ORS)
Oregon Administrative Rules (OAR)
Governor's Executive Orders related to human resources issues
Department of Administrative Services (DAS) Statewide Policies
Oregon Department of Education policies and procedures
State Teachers Education Association (STEA) Collective Bargaining Agreement
Service Employees International Union (SEIU) Collective Bargaining Agreement

How are these guidelines used?

To ensure that the Agency employment and recruitment procedures are conducted in a manner consistent with applicable laws, rules and policies. To ensure that records are kept accurately and correct information is given to employees and the public.

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	How	Purpose	How Often?
Agency Mgmt Staff	In Person, by mail, email or telephone	To obtain or provide information	Daily
Agency Staff	In Person, by mail, email or telephone	To obtain or provide information	Daily
DAS	In Person, by mail, email or telephone	To obtain or provide information	Regularly
General Public	In Person, by mail, email or telephone	To obtain or provide information	As Needed
Labor Representatives	In Person, by mail, email or telephone	To obtain or provide information	As Needed
Other State Agencies	In Person, by mail, email or telephone	To obtain or provide information	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made daily that affect various operations of the agency including diversity, morale, health, economics, the need for and level of progressive discipline, processing of personnel records, hiring and training of staff, and interpretation and application of collective bargaining agreements. These decisions cross all organizational and demographic lines and contribute to the total well-being of the agency's workplace. Inappropriate decisions could potentially put the employer at considerable risk of serious and costly litigation or adversely impact employee wages and benefits.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
HR Manager 3	0000059	In Person, by mail, email or telephone	Regularly	Provide guidance, determine job performance, and provide feedback

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

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

- Employee must have a valid ODL and a satisfactory driving record, or be able to provide a satisfactory alternate mode of transportation
- Employee must have excellent and efficient work skills and habits
- Employee must be able to handle inquiries for information with tact while still protecting the confidentiality of the employee record and information
- The duties require accuracy, the ability to work independently, the ability to handle sensitive personnel situations, and the ability to

work well with all types of people

- Employee must be knowledgeable about principles and practices of adult learning and human behavior, instructional methods and training techniques, and current training and development trends and resources.

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

This position has been designated as sensitive in that the incumbent in this position has access to information, the disclosure of which is prohibited by state or federal laws, rules or regulations, or information that is defined as confidential under state or federal laws, rules or regulations; or, has payroll functions or responsibility for receiving, receipting, or depositing money or negotiable instruments, for billing, collections, or other financial transactions; or has mailroom duties as a primary duty or job function; or has responsibility for auditing the department; or has access to social security numbers, dates of birth or criminal background information of employees or members of the public; or has access to tax or financial information about individuals or business entities.

This position has been designated to have authorized access to FBI CJIS or unrestricted access to a terminal that has LEDS capability, and/or to have direct responsibility to configure and maintain computer systems and networks with direct access to FBI CJIS, and/or to have direct responsibility to review, and/or be provided with a copy of a CHC print-out. This position requires access to Criminal Justice Information Systems (CJIS) and is subject to a fingerprint-based criminal background check within 30 days of hire. CJIS security awareness training must be completed within six months of assignment and every year thereafter.

SECTION 11. BUDGET AUTHORITY

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

Operating Area

Biennial Amount

Fund Type

SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date