



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Department of Corrections
Facility: Human Resources - Recruitment Unit
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 Analyst 1
b. Classification No: X1320
c. Effective Date: 4/8/2014
d. Position No: 0710009
e. Working Title: Recruitment Specialist
f. Agency No: 29100
g. Section Title: Recruiting Unit
h. Budget Auth No: 001031540
i. Employee Name: (Vacant)
j. Repr. Code: MMN
k. Work Location (City - County): Salem (Marion County)
l. Supervisor Name: Maggie Wollaston
m. Position: Permanent Full-Time
n. FLSA: Non-Exempt
o. Eligible for Overtime: Yes

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.
DOC's Human Resources Division manages the personnel-related services of recruitment, affirmative actions, employee development and training, classification and compensation, employee record-keeping, negotiations with labor unions and employee relations.
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:
This position exists to develop, implement and manage processes that support DOC's recruiting efforts.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within its Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

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 |
|-----------|--------|------|--|
| | | | <p>Recruiting Administration - Partner, educate and consult with hiring managers on established recruitment process. Develop recruiting and networking strategies to identify qualified candidates through various recruiting tools. Place job requirements on the internet to increase available candidate pool. Develop recruiting resources to attract qualified professionals interested in DOC employment opportunities. Place advertisements in various media. Manage the posting, closing and administrative components involved with hiring new employees at multiple sites.</p> <p>Provide advice and recommendations to agency management regarding recruitment, selection and staffing options. Work with management to strategize marketing and advertising. Place newspaper, internet ads, etc. to target a desired pool of candidates. Use cost-effective strategies to recruit for and fill assigned positions. Design displays, flyers, products to represent DOC and to distribute to candidates. Coordinate communication with applicants. Assists higher level Recruiters as needed.</p> |
| | | | Develop and maintain contacts with schools and other outside organizations in order to source candidates. Coordinate DOC participation in and sets-up college, career, displaced worker and in-house job fairs. |
| | | | Conduct LEADS checks, reference checks and other pre-employment research activities. Maintain accurate database of applicants through applicant tracking system (NEOGOV). Collaborate with management to formulate, develop, and maintain grading criteria and recruitment assessments. |
| | | | Act as the interface between temporary staffing providers and DOC managers. Work with DOC institutions and divisions to assist in filling temporary / contract worker needs and maintain relationships with third party vendors. |
| | | | Assist and train employees to use NEOGOV system. Troubleshoot system with applicants who need assistance. |
| | | | Assist with DOC's position management process, auditing requisitions with established position funding levels. |
| | | | Log and maintain lists in the Recruitment Unit Certification Request database. |
| | | | Develop recruiting and networking strategies to identify qualified candidates through various recruiting tools. |

| | | | |
|--|--|--|--|
| | | | Maintain agency Hardship Transfer Lists and processes applications for appropriate lists including verifying employment status in the personnel system (PPDB) |
| | | | Responds in person, by telephone, mail and e-mail to requests for information and/or questions regarding all aspects of the DOC recruitment process. Accomplishes other duties and special projects 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.

The working conditions are those found in a typical office environment.

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; DAS policies; DAS recruitment procedures; DOC rules and policies; DAS classification specifications; Oregon Revised Statutes; Oregon Administrative Rules; DOC Compensation plan; DOC Affirmative Action Plan; LEDS policies.

b. How are these guidelines used?

These guidelines are used to advise managers, applicants and employees and to ensure Recruiting activities are compliant with laws and policies.

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? |
|--|-----------------------|---|------------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> | | | |
| General Public | In person/phone/email | To respond to inquiries, gather and provide information | Daily |
| Other agency staff | In person/phone/email | Provide information | Daily |
| DOC supervisors | In person/phone/email | Provide assistance and information | Daily |
| Job applicants | In person/phone/email | Provide assistance and information | Daily |
| | | | |
| | | | |

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions regarding time management, scheduling of work and prioritizing work. The direct effect of these decisions is to ensure smooth running activities in the Recruiting Unit.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|-----------------------------|-----------------|---|---------------------|--|
| HR Operations Administrator | | In person; through ongoing interaction; | Daily or as needed. | Supervision; assessment of work performance. |
| | | | | |
| | | | | |

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

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
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:

Required:

Positive, can-do attitude with a friendly demeanor, ability to work with individuals of all levels at a multi-site environment and to provide excellent customer service.

Ability to anticipate customers' needs and perform as a self-starter.

Experience with Microsoft applications (Windows 7 environment).

Regular attendance and adherence to a work schedule.

Work as a team member. Represent the Unit, Human Resources and the Department of Corrections in a positive light.

Strong organizational, problem-solving and multi-tasking abilities.

Ability and willingness to learn new things.

Preferred at time of hire:

- Experience using NEOGOV an online applicant-tracking system.
- LEADS-certified, experience pulling LEADS reports
- Experienced with the internet. Experienced locating information and computer posting applications.
- Experience with PPDB and its codes.
- Web-designing experience (Dream-weaver).
- Experience with Adobe Creative Suite applications

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

| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|--|------------------------------|-----------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> | | |
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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