



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/25/14

Agency: Oregon Department of Corrections

Facility: Human Resources Division, HR Operations

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: <u>Human Resources Analyst 3</u>	b. Classification No: <u>X1322</u>
c. Effective Date: <u>10-1-2010</u>	d. Position No: <u>0700101</u>
e. Working Title: <u>Class./Comp. Manager</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>HR Operations</u>	h. Budget Auth No: <u>000997190</u>
i. Employee Name: <u>(vacant)</u>	j. Repr. Code: <u>MMN</u>
k. Work Location (City – County): <u>Salem, OR (Marion County)</u>	

l. Supervisor Name: Maggie Wollaston

m. Position: <input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

n. FLSA: <input checked="" type="checkbox"/> Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative	o. Eligible for Overtime: <input type="checkbox"/> Yes
<input type="checkbox"/> Non-Exempt		<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 Corrections is responsible for the management and administration of all adult correctional institutions and other functions related to state programs for adult corrections. To support DOC, the Human Resources Division manages the personnel-related services of recruitment, affirmative action, employee development and training, organization development, and consultation and assistance in administering the department's classification, compensation, human resources policies, and labor contracts. The division develops and implements a comprehensive, full-service human resources program that will enable the department to effectively recruit, develop, and retain a highly qualified and rapidly growing workforce of over four thousand employees, volunteers, and contractors.

This position is organizationally assigned to HR Operations which encompasses the functions of recruitment, background investigations, classification, compensation and FMLA/OFLA administration.

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 primary purpose of this position is to provide consultative-level direction and guidance, technical advice and creative solutions to classification and compensation issues at DOC.

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.

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%	NC	E	<p>Job analysis and position classification: Advise and consult with management on requested and proposed classification actions. Review proposals for new and revised positions to determine appropriate classification and salary grade assignment.</p> <p>Assists and educates managers with position description preparation or changes, including interpretation of classification standards, appropriateness of the minimum qualifications for entry, and appropriateness of the essential functions based on the classification.</p> <p>Conducts classification analyses of positions using desk and/or paper audits to maintain internal equity within DOC. Analyzes jobs using personal interviews, questionnaires and existing class descriptions; analyzes results to determine and validate facts related to the duties and accountabilities of positions. Presents final data in concise documentation to reflect job content, level, compensable factors and relationships to other jobs. Confers with management, departments, employees, and bargaining units regarding classification requests; coordinates with Budget and Planning Office regarding impacts to DOC's budget arising from position changes. Obtains required approvals; advises departments on recommendations and coordinates the implementation of approved requests as appropriate. Develops data collection processes, prepares statistical reports containing classification data.</p> <p>Consults with managers regarding the organizational structure required to fulfill the function(s) of a particular unit. Recommends classification based on essential functions of position.</p> <p>Interprets and applies DAS and DOC policies and procedures and collective bargaining agreements. Advises managers on legal requirements such as the Fair Labor Standards Act (FLSA).</p> <p>Develops classification and compensation policies and training materials. Places informational materials on DOC's HR website.</p> <p>Organizes, plans and conducts agency-wide allocation of positions following classification studies.</p> <p>Maintains and updates classification/compensation databases.</p>
5%	NC	E	<p>Position Management: Tracks filling of positions by alternate methods such as underfills and overfills. Resolves inconsistencies between employee and position classification records. Coordinates with DOC Budget Office regarding position funding.</p>

25%	NC	E	<p>Compensation Analysis and Administration: Reviews and analyzes management requests regarding employee compensation, including base pay and differentials. Provides guidance to DOC managers on classifications and organization structure in event of reorganization. Serve as a key resource for the organization and staff regarding pay practices. Designs communication instruments to educate and inform management and other human resource employees in the daily activities relating to Compensation.</p> <p>Uses knowledge of DOC departments, including organizational structure, reporting relationships, span of control, and other pertinent variables when making compensation recommendations.</p> <p>Analyzes data. Makes recommendations by interpreting current pay policies and procedures, state and Federal regulations.</p> <p>Analyzes proposed deviations from policy for their impact to DOC internal equity.</p>
10%	NC	E	<p>Other: Serves as the DOC focal point on Classification and Compensation issues.</p> <p>Participates as part of a team in DOC CORE activities. Uses CQI and lean techniques to make processes more efficient.</p> <p>Communicates classification and compensation activities to executive management as required.</p> <p>Develops and recommends management collective bargaining contract revisions.</p> <p>Responds to requests for information.</p> <p>Other duties as assigned.</p>

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.

Work occurs 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.

Human Resources rules, policies, labor relations law; statutes; DOC rules, policies and procedures, collective bargaining agreements, DAS Administrative rules, OARs, Federal regulations.

b. How are these guidelines used?

Position requires that the occupant be able to identify the most appropriate policy, law, rule, etc. that applies to the proposal or the issue at hand, to research and apply the policy, law, etc. correctly and consistently.

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>			
Supervisors and Managers	In person/on phone/via email	To respond to inquiries, requests for service or to collect and disseminate information. To provide recommendations.	Daily
DOC staff	In person/on phone/via email	Provide and collect information	Daily
DOC HR staff	In person/on phone/via email	General personnel administration.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Based upon analysis of all available information, this position makes recommendations to managers and supervisors regarding classification and compensation issues. The direct effect of sound recommendations is HR administration that is consistent, fair and equitable. The direct effect of unsound recommendations is the creation of inequities, precedents, morale problems, grievances and the expense of litigation.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
HR Operations Administrator		Paper reviews of work products; reviewing overall performance.	Daily	Ensure that commitments to DOC are met.

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?

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- 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:

At time of hire, the person selected must demonstrate:

- Knowledge of:
 - HR principles and best practices in compensation including job evaluation
 - Applicable Federal, State and local rules, regulations and statutes
 - Research methods and data analysis techniques
 - Microsoft suite of applications
 - Statistical methods
- Skills and Abilities:
 - Ability to perform in-depth analytical studies and statistical analysis. Mathematical ability for calculating salaries and compensation analysis.
 - Ability to work independently to meet deadlines.
 - Maintaining confidentiality
 - Preparing communication materials
 - Planning and project management
 - Conducting research, analyzing information and data
 - Speaking to large audiences
 - Building rapport with employees and managers
 - Working with diverse cultural and ethnic backgrounds
 - Customer service and the ability to resolve conflict

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

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

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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