STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
1/28/16

This position is:
- ☐ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☒ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Human Resources and Diversity & Inclusion

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Principal Executive/Manager E	**b.**Classification No:	X7008
c. Effective Date:	July 1, 1991	**d.**Position No:	8921001
e. Working Title:	Administrator	**f.**Agency No:	29100
g. Section Title:	Employee Relations	**h.**Budget Auth No:	000517070
i. Employee Name:	Vacant	**j.**Repr. Code:	MMS
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name:	John Nees		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☒ Exempt ☐ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☒ Administrative

o. 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 Department of Corrections is a key component of Oregon's Public Safety Program. The department provides for the incarceration of violent offenders and career property criminals. The department operates programs through 14 institutions located throughout the state and is expanding to keep pace with the growing need for various correctional facilities.

Human Resources and Diversity & Inclusion is in the Administrative Services Division. It is agency-wide serving 4500 permanent full-time and part-time employees located throughout the state. This section is responsible for administration of the human resources programs which includes, but not limited to, diversity & inclusion, recruitment/selection, personnel record keeping, FMLA/OFLA, employee relations and consultation, disciplinary issues, counseling, grievance resolution, policy/procedure development, training/development, safety program, as well as worker's compensation. The Human Resources and Diversity & Inclusion staff provide these services to agency employees, managers and supervisors, and other agencies to enable them to achieve the department's mission to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. This section provides internal consulting services to every department, facility and program; it supports affirmative

action, diversity, cultural inclusion and equal employment; monitors and evaluates compliance with civil rights laws, state and federal laws and regulations, labor agreements, and the Department of Corrections rules and procedures governing the provision of services to employees, inmates and the public; partners with workers' compensation insurance carrier on early return-to-work programs, controlling workers' compensation costs and creating a healthy work environment for staff.

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 is responsible for managing the Employee Relations Unit, and directing this program to function within laws, rules, policies and labor contracts.

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 DOC 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 DOC 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 institutions/administration buildings/facilities that it owns, operates, or contracts with. 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/contractors/interns. 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 backgrounds 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
50%	R	E	**Leadership** Provides human resources leadership and direction through Human Resources Executive work team. Direct, develop, implement and evaluate Human Resources and Diversity & Inclusion program goals, objectives and priorities with concurrence of the HR Director. Develop, establish and implement strategic plans to address Human Resources and Diversity & Inclusion management challenges and opportunities. Interprets Human Resources policies. Recommends revisions to department policies, procedures and rules and assesses impact on program operations. Advises/consults with department executive management team on Human Resources program, policy and system issues. Participates and advises on the development and implementation of department human resources and diversity & inclusion policies and initiatives that cross over functional human resources lines. Assist in the preparation of budget requests based upon plans for future directions in employee relations and administers current budget. Monitors current budget projections and expenditures to ensure fiscal responsibility. Develops spending plans based on current fiscal environment. Develops, implements, and evaluates employee relations, for the Department, with concurrence of the HR Director. Assures timely progress in achieving the goals and reports progress regularly to the HR Director. Oversee the preparation of and approve all narrative and statistical reports on all matters pertaining to employee relations and all systems and processes to carry out employee relations functions. Establish

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

			performance indicators as part of a performance management process.
30%	R	E	**Supervisory** Supervise and lead Human Resources Manager team in building quality programs and performance management initiatives. Encourage team efforts to position HR as a business partner and cultural change agent for the department. Challenge team and individual members to act as trainers, employee advocates and managerial consultants. Develop Human Resources Managers and support staff into a dedicated, well trained, highly effective, widely respected and proactive team. Responsible for recommending hires, planning work, approving work assignments, assign/reassignment of work, coaching and mentoring staff, recommending salary adjustments, conducting performance evaluations, responding to grievances and initiating disciplinary actions.
20%	R	E	**HR Executive Team** Participate as a member of the Human Resources and Diversity & Inclusion Executive team to develop short-term and long-term goals, Division performance plans, objectives, strategies and programs in support of the Department's mission, strategic direction and goals. This position is expected to make recommendations and suggestions to improve agency-wide processes and procedures for Human Resources and Diversity & Inclusion. Recommend revisions to Department policies, procedures and rules by assessing their impact. Advise, consult, and problem solve with Department managers and employees by applying collective bargaining agreements, policies and procedures, personnel law/policy, and good management practices; works with staff to ensure consistent, yet flexible, application so the Department's operational needs can be met.
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.

Most work conducted by this position occurs in a standard office environment. Occasionally work may be performed in an adult correctional facility where interactions with inmates may occur. The inmates have the potential for becoming angry, hostile, abusive and aggressive, increasing the risk for employees of physical injury, death and/or being taken hostage. Incumbent of position is subject to callback in the event of an emergency or work stoppage and is subject to assignment in any area of an institution.

This position will be expected to share the mission, vision, and core values of the department. Require being a role-model of pro-social behavior and having an attitude that conveys dignity and respect in the

treatment of others. Ability to acknowledge everyone is capable of positive change. May encounter emotionally charged individuals. This position is responsible for managing multiple projects and priorities, handling demanding issues, and working with conflicting and/or short time frames. Occasional travel to conduct official business on behalf of the department. Occasional overnight travel is required.

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 Department of Corrections Mission, Rules and Procedures, Oregon Department of Administrative Services personnel rules and procedures, Oregon Employment Relations Board rules and procedures (ERB), Oregon Bureau of Labor and Industries rules and procedures (BOLI), Oregon Public Employees Retirement System law (PERS), Oregon Safety and Health Administration rules and procedures (OR-OSHA), Collective bargaining agreements, U.S. Fair Labor Standards Act (FLSA), Other pertinent state and federal employment statutes and regulations, American Correctional Association Standards.

b. How are these guidelines used?

Duties of this position require administration and interpretation of numerous rules, laws, policies, procedures, labor agreements, etc. Develop new and revising current agency policies, rules and procedures, systems, etc.

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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Director	Person/phone/email	Draft correspondence and policy direction	As needed
Assistant Directors	Person/phone/email	Policy and procedure direction	Daily
Prison Superintendents	Person/phone/email	Policy and procedure clarification	As needed
DAS HRSD & BAM	Person/phone/email	Policy and procedure clarification	As needed
DOJ	Person/phone/email	Legal advice	As needed
DOC Managers & Employees	Person/phone/email	Provide/receive information	Daily
Other State Agencies	Person/phone/email	Provide/receive information	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Long-term and strategic planning for Employee Relations Unit. Systems and process implementation decisions involving classifications, compensation, recruitment and selections, administration of collective bargaining agreements, benefits, performance management, grievance and disciplinary actions, affirmative action, EEO, Americans with Disabilities Act, Affordable Care Act, workplace diversity, harassment-free workplace, workers' compensation and tort claims, personnel records administration and other activities to provide a fair and equitable employee relations management program. Biennial budget planning and

accountability for expenditures relating to Human Resource Management functions. Supervisory decisions regarding subordinates' duties, performance, vacations and leaves, etc.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PE/M G	5000603	In person, phone, writing	As needed	Review of ongoing issues. Annual Performance Appraisal

Note: If additional rows of the below table are needed, place curser 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? 13

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:

The person in this position needs the ability to interpret and apply complex regulations; an ability to deal effectively and appropriately with staff, management, and the public, and ability to make decisions quickly to accomplish and manage a wide variety of tasks and rapidly changing priorities. Requires initiative and the ability to move forward and manage multiple simultaneous tasks and priorities. Consistent timeliness and follow-through on commitments is critical. The ability to provide leadership, develop a smooth working team atmosphere and command confidence of the professional staff in a rapidly changing environment is mandatory. Effective writing and presentation skills are critical. Occasional travel is required.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type
Human Resources and Diversity & Inclusion	$14 million	General Fund

Note: If additional rows of the below table are needed, place curser 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.

SECTION 12. SIGNATURES

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Appointing Authority Signature _____ Date _____