



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
1/26/16

Agency: Oregon Department of Corrections

Facility: Human Resources and Diversity & Inclusion

New  Revised

This position is:

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

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Human Resources Analyst 2</u></p> <p>c. Effective Date: <u>July 1, 1991</u></p> <p>e. Working Title: <u>Human Resources Generalist</u></p> <p>g. Section Title: <u>Safety Program</u></p> <p>i. Employee Name: <u>Vacant</u></p> <p>k. Work Location (City – County): _____</p> <p>l. Supervisor Name: <u>Bob Adams</u></p>	<p>b. Classification No: <u>X1321</u></p> <p>d. Position No: <u>8919277</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: <u>000113230</u></p> <p>j. Repr. Code: <u>MMN</u></p>
<p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year</p> <p><input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p>	
<p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>
<p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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. Human Resources and Diversity & Inclusion is responsible for merit system law/rule interpretation and 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, other agencies and/or the general public 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. Human Resources and Diversity & Inclusion 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 provides professional level Human Resources support in the areas of Workers' Compensation, the American's with Disabilities Act, Affordable Care Act, and investigations to the Employee Relations Section.

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### **SECTION 3. DESCRIPTION OF DUTIES**

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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

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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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
35%	N	E	<p><b><u>Workers' Compensation Claim Management</u></b>            Receive and process DOC workers' compensation claims. Work with HR Managers to manage and track employee claims. Plan and implement early-return-to-work with supervisor (work-related only) to include EAIP reimbursements. Work with SAIF claims adjusters, vocational coordinator and other representatives as required.</p> <p>Assist HR Managers in preparation for contested claims hearing as employer representative by scheduling and conducting claim briefings to include functional unit management team, immediate supervisor, claims adjuster, SAIF attorney, vocational counselor, and DOC Employee Relations Administrator (for critical claims).</p> <p>Input all recordable injuries/illnesses and incidents into Compliance Suite software. Maintain OSHA 300 log.</p>
30%	N	E	<p><b><u>ADA Compliance</u></b>            Serve as the primary contact to respond to questions from staff and management regarding ADA compliance and accommodation requests. Partners with HR Managers to evaluate, research and administer employee requests for workplace accommodations.</p> <p>Facilitate and participate in the interactive process to identify and assess options for providing reasonable accommodations to eligible employees in accordance with the Americans with Disabilities Act and other disability laws.</p> <p>Maintain compliance records and prepare reports related to ADA.</p>

			Conduct research and maintain knowledge of changing trends in case law, applicable state and federal statutes and regulations related to ADA.
20%	N	E	<b>HR Investigations</b> Assist HR Managers with investigations by scheduling interviews, assisting in interviews with involved parties, and gathering documents to assist with the preparation and completion of investigative reports. Duties will include and are not limited to transcribing interviews, writing reports, coordination with Labor Relations, and ensuring investigations are conducted in a timely manner and in accordance with various collective bargaining agreements.
10%	N	E	<b>Employee Care Management</b> Serve as a single point of contact for an employee dealing with catastrophic loss, illness or injury. Provide assistance to ensure the employee has access to all resources and benefits afforded the employee and family.
5%	N	E	<b>Miscellaneous</b> Participate as a member of the HR work team to provide seamless HR services to all department facilities and functional units.  Research and prepare HR-related reports.  Other duties as assigned.

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#### SECTION 4. WORKING CONDITIONS

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**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Standard office environment. Occasional work will be performed in an adult correctional facility where interactions with inmates may occur. Possible encounters with abusive/hostile inmates pose the risk of personal injury. 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. Occasional travel to conduct official business on behalf of the department. Occasional overnight travel is required.

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#### SECTION 5. GUIDELINES

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

1. Oregon Department of Corrections Mission, Rules, and Procedures
2. Oregon Department of Administrative Services personnel rules and procedures
3. Oregon Employment Relations Board rules and procedures (ERB)
4. Oregon Bureau of Labor and Industries rules and procedures (BOLI)
5. Oregon Safety and Health Administration rules and procedures (OR-OSHA)
6. Collective Bargaining Agreements
7. U.S. Fair Labor Standards Act (FLSA)
8. Family Medical Leave Act/Oregon Family Leave Act (FMLA/OFLA)
9. Other pertinent state and federal employment statutes and regulations

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

Duties of this position require administration and interpretation of numerous Federal, State and Department of Correction rules, laws, policies, procedures and numerous labor agreements.

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**SECTION 6. WORK CONTACTS**

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**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>			
DOC Managers, Staff & Employees	Person/Phone/Email	To receive and disseminate information	Daily
DAS CHRO & LRU	Person/Phone/Email	General personnel administration	Weekly
SAIF Corporation	Person/Phone/Email	Workers' Compensation and Early Return-to-Work	Weekly

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**SECTION 7. POSITION RELATED DECISION MAKING**

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

The person in this position makes effective recommendations on human resources matters. Erroneous recommendations or decisions can affect the integrity of personnel management systems, create inequities, set precedent or practice, create morale problems, cause complaints or grievances, or result in expensive liability to the department. Decisions cross into other divisions and impact the practices, rules and policies of those programs statewide. Must use professional knowledge of human resources to decide on final solutions to issues where policy or rules is not clear and judgment is required. Poor or incorrect decisions and advice could result in formal grievances or lawsuits.

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**SECTION 8. REVIEW OF WORK**

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**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>				
PEME	8921001	In person, by phone and in emails	Ongoing/Annually	Review of ongoing issues / Performance Evaluation

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**SECTION 9. OVERSIGHT FUNCTIONS**

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

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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:

Proficient in the Microsoft suite of products, especially Access, Excel and Word.

Detail-oriented and excellent time management, interpersonal, communication, presentation, organization, decision-making, and planning skills

The person in this position must be able to interpret and apply complex regulations; deal effectively and appropriately with staff, management and the public; make decisions quickly to accomplish and manage a wide variety of tasks and rapidly changing priorities.

The individual in this position must have and maintain a valid driver's license as travel will be required, as needed.

**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 curser at end of a row (outside table) and hit "Enter".</i>		

**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**

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Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date