



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
December 28, 2017

This position is:

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

Agency: Oregon Department of Energy

Facility:

- New
Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Human Resource Analyst 2; b. Classification No: X1321; c. Effective Date: July 1, 2011; d. Position No: 1321001; e. Working Title: Human Resource Analyst; f. Agency No: 33000; g. Section Title: Director's Office; h. Budget Auth No: 001214590; i. Employee Name: Vacant; j. Repr. Code: MMN; k. Work Location: Salem-Marion; l. Supervisor Name; m. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, 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.

With its mission to lead Oregon to a safe, clean, and sustainable energy future, ODOE helps Oregonians improve the energy efficiency of their homes, provides policy expertise to prepare for Oregon's future energy needs, staffs the Energy Facility Siting Council, provides technical and financial assistance to encourage investments in energy efficiency and renewable energy resources, promotes and cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy related emergencies. ODOE employs approximately 97 employees and is funded with revenue from more than 40 sources, including \$35 million in other funds, \$2.5 million in federal funds, \$3 million in lottery funds debt service, and \$119 million in non-limited loan program and debt service funds.

The Director's Office supports the agency mission by providing leadership and policy direction to the five operating divisions of the agency; establishing statewide policy and departmental goals; providing leadership in planning for Oregon's energy needs; overseeing development and execution of legislation; maintaining regulatory integrity that gives the highest priority to public health and safety and environmental protection; and working closely with the Governor, legislative leaders, state and federal agency heads, and the Northwest Power Planning Council to ensure Oregon's interests are reflected in regional and national energy and nuclear waste policy

The Human Resources team is a strategic partner in supporting the agency’s mission and culture. The section provides exceptional service to ODOE employees and applicants, aligning services and policy with agency initiatives, values, and strategies. Through strategic partnerships and collaboration, the Human Resources team recruits and develops a high performing and diverse workforce and fosters a healthy, safe and productive work environment to maximize individual and organizational potential. The section is responsible for interpretation and application of personnel rules, policies and procedures, position classification, creation of agency policy, salary administration, employee performance management, workforce diversity, administration of the Americans with Disabilities Act, leave administration under the Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA), risk management and safety, training and development, employee wellness, recruitment and selection.

**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:**

Provide a wide range of professional Human Resource services to the agency managers, staff and the public with an internal focus on position management, classification, policy review and development. This position also serves as the agency’s ADA coordinator, Workers Compensation coordinator, and Affirmative Action representative. In addition this position provides guidance and advice to agency management and staff in recruitment and selection activities.

**SECTION 3. DESCRIPTION OF DUTIES**

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
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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”.*

25%	R	E	<p><b>Training and Wellness Plan and Delivery</b></p> <ul style="list-style-type: none"> <li>Formulate and deliver agency-wide training plan to assist the organization in achieving its strategic goals. Facilitate strategic planning meetings with agency-wide training committee. Collaborate with training committee members to identify needs, generate options, define objectives, select methods, and monitor effectiveness of selected training. Maintain records and write reports to monitor and evaluate training activities and program effectiveness.</li> <li>Develop and deliver training courses in the areas of Human Resources and Affirmative Action. Design training materials, handouts, lesson plans and audiovisual presentation materials. Deliver training and/or assist in the development of training materials for other trainers. Arrange training facilities and equipment for select training offerings.</li> <li>Formulate and update training procedures.</li> <li>Collaborate with subject matter experts to design courses. Work with procurement specialists to develop contract specifications or requests for proposals to obtain vendor trainers.</li> <li>Advise HR Manager on methods to bring change into effect, and recommend strategies to improve training program.</li> <li>Utilize i-Learn to maintain employee training records.</li> <li>Facilitate wellness activities for agency.</li> </ul>

20%	NC	E	<b>Position Management/Classification</b>
			<ul style="list-style-type: none"> <li>• Advise management on the development of position descriptions (PD'S). Write and/or edit PD's as needed, including developing PD's from position concepts. Review new and revised PD's from management for completeness, accuracy and to ensure essential functions are appropriately identified and classifications are appropriate.</li> <li>• Determine Fair Labor Standards Act (FLSA) status for overtime eligibility and appropriate service type as per statute.</li> <li>• Prior to recruitment, determine if changes in duties indicate a needed change in classification.</li> <li>• Respond to requests for reclassification, conduct desk audits, and other reviews to determine/recommend appropriate relationships and allocations. Evaluate position descriptions in relation to classification specifications and actual position responsibilities. Make classification determinations. Prepare written classification analyses and related documentation. Explain classification and position allocation analysis to managers, supervisors, individuals and groups of employees.</li> <li>• Respond to state-wide classification studies' requests and other position related projects.</li> <li>• Draft or assist with developing classification specifications for the agency specific classifications.</li> <li>• Coordinate with budget and fiscal staff in the development of reclassification packages and budget program option packages.</li> <li>• Ensure position changes are communicated for organization chart updates. Ensure all necessary documentation to support changes to positions and PDs is maintained in position history files.</li> <li>• Confer with the HR Manager on classification structure and classifications used by the agency to assure positions are classified correctly on an on-going basis.</li> <li>• Pull, maintain and analyze position reports.</li> </ul>
15%	R	E	<b>HR Consultation</b>
			<ul style="list-style-type: none"> <li>• Provide professional advice and assistance in the administration of human resources, in accordance with established laws, policies, rules and procedures and in support of the agency's business operations and outcomes.</li> <li>• Provide consultation to managers to resolve daily problems and longer term issues pertaining to employee performance, interpersonal relations, job assignments, training needs and remedial actions, as well as more routine matters or questions such as those related to personnel actions, transfers, classification, pay, status, and recruitment and selection procedures.</li> <li>• Provide information and respond to questions from employees regarding all aspects of human resources related programs and help employees understand the policies and procedures related to their own situations. Such counsel with both managers and employees helps raise and resolve issues at the lowest level to minimize work disruption, maintain positive morale and retain a diverse skilled and knowledgeable workforce. Responsibilities include career development counseling and conducting preliminary investigations</li> </ul>

			<p>and responding to inquiries related to potential disciplinary actions and complaints of any kind.</p> <ul style="list-style-type: none"> <li>• Respond to routine questions and concerns.</li> <li>• Represent the agency at statewide HR meetings and on special work groups and committees.</li> </ul>
			<ul style="list-style-type: none"> <li>• Ensure compliance with federal and state wage and hour laws and statewide policies by providing advice and training to supervisors and staff on such issues as overtime, use of leaves, FLSA exemptions, work hours and schedules, required breaks, time reporting and use of leave with and without pay.</li> </ul>
15%	R	E	<p><b>ADA, Workers Compensation Claim Coordination, and Safety</b></p>
			<ul style="list-style-type: none"> <li>• Serve as the American's With Disabilities Act (ADA) Coordinator for the agency. Analyze and respond to requests for accommodation under the Americans with Disabilities Act. Compose letters to employees' medical providers to seek information regarding ADA reasonable accommodation requests. Consult with DOJ when necessary for guidance on ADA issues. Work with ODOE Purchasing Analyst to make appropriate purchases for workplace accommodations. Arrange for any office changes to meet staff needs. Follow up with staff to ensure needs were met.</li> </ul>
			<ul style="list-style-type: none"> <li>• Administer the workers compensation process by completing the necessary paperwork for SAIF. Investigate accident, injury and illness Workers' Compensation claims. Record, monitor and report on status of Workers' Compensation claims. Coordinate worker injury claims with SAIF. Administer the agency's Early Return-to-Work program by analyzing jobs and matching employees to the assignment. This includes counseling employees, working with employee's doctors and negotiating with Risk management staff and SAIF on options available to employees.</li> </ul>
			<ul style="list-style-type: none"> <li>• Participate as a member of the safety committee. Forward any employee complaints or suggestions pertaining to the buildings and parking areas to the appropriate party. Explain health and safety program guidelines and procedures. Maintain health and safety records and compile safety program data for inclusion in reports. Maintain annual OSHA injury log. Assist in support of wellness programs. Administer the incident response process by completing necessary documents, interviewing employees involved in or witness to incidents, filing required reports and retaining incident report records.</li> </ul>
10%	R	E	<p><b>Policy Development</b></p>
			<ul style="list-style-type: none"> <li>• Assess current policies or procedures and recommend improvements. Draft internal agency policies on human resource related topics ensuring alignment with federal and state laws, rules and policies.</li> </ul>
			<ul style="list-style-type: none"> <li>• Conduct research, review and analyze reports, provide written analysis and feedback and assist with the implementation of new or revised laws, rules and policies.</li> </ul>
			<ul style="list-style-type: none"> <li>• Research a variety of issues and records related to personnel, such as laws, rules, policies and records used in investigations. Collect and analyze data. Report findings, make recommendations, and prepare special reports, if necessary.</li> </ul>

			<ul style="list-style-type: none"> <li>Serve as bill manager for the Human Resource Section. Track legislation that has a state-wide HR impact and work with DAS analyst to determine what action is needed at the agency level. Work with ODOE budget officers in preparation of fiscal impact statements. Monitor assigned bill activities, including scheduled hearings, amendments, and floor debates and prepare a summary for the agency's legislative coordinator as requested.</li> </ul>
8%	NC	E	<p><b>Affirmative Action</b></p> <ul style="list-style-type: none"> <li>Develop and implement the agency's Affirmative Action Plan according to the requirements of the Governor's Affirmative Action Office. Serve as the agency's Affirmative Action Representative attending monthly workshops and networking with other agency representatives.</li> <li>Monitor effectiveness of the AA program, report results to Human Resource Manager.</li> <li>Recommend training/awareness activities to be in compliance with the AA Plan.</li> <li>Prepare and submit all required statistical reports and AA plan documentation. Ensure compliance with the AA Plan and actively engage management and staff to work towards achieving the agency's diversity and inclusion goals and objectives by providing training, encouraging staff attendance at diversity events and promoting the value of diversity and inclusion in the workplace.</li> <li>Participate in statewide Affirmative Action meetings, representing the agency and bringing forth any specific agency issues, if needed.</li> <li>Conduct and document fact-finding interviews on complaints of discrimination or harassment, or as part of investigations of potential disciplinary actions. Respond to routine grievances.</li> </ul>
5%	NC	E	<p><b>Recruitment and Selection</b></p> <ul style="list-style-type: none"> <li>Discuss options in filling vacancies with managers and provide advice on recruitment and selection plans including critical knowledge, skills and abilities needed for the positions.</li> <li>Provide guidance and advice to agency management and staff in the development of recruitment announcements, exams, selection criteria, and interview questions.</li> <li>Use the state's E-Recruit System to assign requisitions, create exam plans, develop the job postings and screening questions, move applicants through evaluation steps, filter eligible lists and create reports. Create and place advertisements for jobs in newspapers and on websites.</li> <li>Participate on interview panels and conduct reference checks as needed.</li> <li>Provide assistance to employees and the public on the use of the E-Recruit system and explain statewide recruitment rules, policies and procedures. Respond to disputes and complaints related to the rejection of an application and/or applicant.</li> </ul>
2%	NC	E	<ul style="list-style-type: none"> <li>Perform other assigned tasks or related work as required and assigned by the Human Resource Manager.</li> </ul>
On-going			<ul style="list-style-type: none"> <li>Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.</li> </ul>

			<ul style="list-style-type: none"> <li>• Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations.</li> <li>• Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner.</li> <li>• Demonstrate openness to constructive criticism and suggestions, in an effort to strengthen work performance.</li> <li>• Contribute to a positive, respectful and productive work atmosphere.</li> <li>• Regular attendance is required to meet the demands of this job and to provide necessary services.</li> <li>• Foster and promote the importance and value of a diverse, discrimination and harassment-free workplace.</li> <li>• Respect diversity of opinions, ideas and cultural differences.</li> <li>• Support outreach and diversity-related efforts in order to diversify the workforce.</li> </ul>
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**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.**

Office environment is an open landscape with cubicles and audible distractions. May include exposure to volatile or stressful situations and critical/hostile people. Requires long periods of sitting, standing and using a keyboard for word processing. Work requires lifting of up to 50 pounds, bending, crouching, use of arms above the shoulders and standing. Work environment includes use of electronic audio/visual/computer hardware equipment. These working conditions are experienced daily. Employee must be able to complete work tasks under these types of conditions in this type of environment. Must be available to work a regular 40 hour, Monday through Friday work schedule.

**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.**

Department of Administrative Services Personnel rules, policies and procedures; Oregon Administrative Rules; Federal and State BOLI wage and hour laws; ODOE policies and procedures; Oregon E-Recruit System Reference Guide; ADA, OFLA and FMLA regulations; and other various state and federal laws.

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

To research, interpret and apply knowledge of laws, rules, policies and procedures; and to advise or answer questions from management, employees, supervisors, applicants and the public. DAS and ODOE policies, rules, and procedures are used to govern workplace standards and conduct.

**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?
Public	In person, phone, writing	Advise on application processing, employment information	Frequently
ODOE Employees/Managers	In person, phone	Advise on laws, rules, policies, procedures, regulations	Daily
DAS Agency staff	In person, phone	To seek advice on rules, policies, procedures	Frequently
DOJ, BOLI	In person, phone, writing	Advise on wage and hour, FLSA, ADA issues.	Occasionally

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

## SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position must work independently with a full range of knowledge to deliver human resource related services. Decisions based on both State of Oregon Administrative rules and policies and ODOE policies and procedures concerning all aspects of state human resource and other administrative systems. Determines if information received is relative to all facets of personnel systems and processes; reviews information for accuracy and determines the appropriateness of actions to personnel rules, policies and procedures. Decisions impact all agency employees with regard to classification, career development affirmative action, OFLA and FMLA, Americans with Disabilities Act, wage and hour and grievance handling. Decisions impact the operation of the agency by helping to maintain or improve morale, attract and retain a skilled and knowledgeable staff. Decisions also impact the credibility and therefore trust of the Human Resources team.

Improper decisions create unnecessary disruption in the workplace and may subject the agency to unnecessary litigation, i.e., inappropriate advice may violate employee or applicant rights guaranteed under federal and state laws. Legal sanctions including monetary penalties may result. Incorrect interpretation of policies and rules may result in lowering employee morale, increasing the number of grievances, increasing costs due to inappropriate salary administration and creating inability to sustain personnel actions such as administering disciplinary actions. Improper decisions that erode trust and credibility impact the ability of the team to fulfill its function within the organization.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Exec. Manager E	0023.001	Through informal conversations and meetings	Periodically	Annual performance appraisal.

*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?

- 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:

- Must successfully pass criminal background check.

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>		

**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