STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: 10.15.14

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

Agency: Oregon Parks and Recreation Department

Facility: Salem HQ – Human Resources Division

☐New ☒Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Support Specialist 1
b. Classification No: X0118
c. Effective Date: July 1, 1991
d. Position No: 4701141
e. Working Title: HR Division Administrative Support
f. Agency No: 63400
g. Section Title: Human Resources
h. Employee Name: Vacant
i. Work Location (City-County): Salem, Marion County
j. Supervisor Name (optional): Krista Fegley

k. Position: ☒ Permanent ☐ Seasonal ☐ Limited duration ☐ Academic Year
☒ Full Time ☐ Part Time ☐ Intermittent ☐ Job Share

l. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Professional ☐ Administrative
m. 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.

OPRD Mission: Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

OPRD operates a system of State Parks; operates special programs such as Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores programs; and provides assistance to local governments for recreation and heritage conservation. In addition, OPRD is responsible to manage the Oregon State Fair and Exposition Center. Oregon Parks and Recreation Department consists of about 487 full-time and 439 seasonal employees located in the Salem headquarters office, the Oregon State Fairgrounds and four operating regions statewide. OPRD serves more than 40 million visitors per year with a 2013-15 biennial budget of $209.9 million.

The Human Resource Division provides the Parks and Recreation Department with quality human resource support for personnel administration, recruitment procedures and outreach, contract negotiations, labor relations, advice and counsel to managers and employees, contract interpretation, policy/procedures development, related law/rule interpretation, classification review, personnel related training, investigation of complaints, response to grievances, preparation of disciplinary actions, safety and risk, and represents the agency in hearing and court actions. The section also administers the Department's Affirmative Action plan, School-to-Work program, processing of all personnel action forms, employee and position records management, new employee packets and orientations.

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 secretarial confidential support and assistance to the HR Division Manager and the Safety and Risk Program Manager as well as support to the Human Resources, Learning & Development and Safety & Risk programs staff. In addition, this position may perform and coordinate confidential

administrative work for upper level agency management positions.

This position assures that diverse activities are integrated and coordinated with each personnel staff's functions and that critical information flows smoothly within, through and from the unit throughout the department. This includes performing confidential duties in the coordination of legislative tracking, employee action proceedings, workers compensation claims, safety, training and gathering and coordinating information used for collective bargaining issues. The duties of this position include performing secretarial administrative support duties in the coordination of expenses and budget, meetings planning and calendaring of events, travel arrangements and itineraries, as well as file and records management. This position also provides administrative support to Agency Executive Team as needed.

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
55%	R	E	**HR Division Support** • Telephone coverage, filing, invoice review and payment processing, copying, mail processing and training support. This position also provides back up support to the Human Resource Assistant position. • Communicate HR Programs' goals and objectives to internal and external partners/clients**.** • Compile notebooks, make copies, and produce files, research, reports and requested. • Assist in Section Training delivery, prepare materials, schedule rooms or facilities, and support training coordinator as needed. • Draft correspondence, memos, and other documents. Review documents for clarity, format, and conformance with Agency standards for HR Manager's approval and signature. Review mail, sort, and dispose as appropriate. • Coordinate Human Resource Manager calendar, meeting preparation, and filing. Participate in HR Management Team meetings, develop minutes, disseminate and file as appropriate. Participate in development of Section annual program goals and objectives. • Schedules appointments for HR Division staff, makes travel, lodging and meeting arrangements, coordinates itineraries and agendas, and prepares expense claims. • Receive, sort, and review HR mail for special, timely routing, receive and sort time sensitive mail or prepare and mail over-night/certified mail for the Section. • Track staff assignments and follow up as necessary to ensure timely and completed staff work. • Anticipate supervisor's needs by furnishing information required for replies to correspondence. • Research and resolve billing discrepancies, process, review for accuracy and approve within authority purchase orders, contract releases orders, requisitions, payroll and other documents. • Prepare personnel record files for all new employees, temporaries, and returning seasonal employees. • Provide backup to Human Resource Assistant in Personnel Action processing, HR file system filing, maintenance, archiving, and purging. • Provides back-up to Training and Development Specialist in iLearn System data entry and record retrieval. • SRB Support includes: tracking committee business, maintaining records tracking and assisting with policy revisions and annual planning, schedule and facilitate Go-To-Meetings, track meeting expenses and project budget. • Provide support for safety training coordination. • Assist with developing safety related trainings as needed by setting up trainings, providing reports, preparing materials, mailing materials, maintaining training records, make logistical arrangements, schedule facilities, and other tasks as needed. • Coordinates statistical data and programs information to provide the field with statistical and safety summary and reports for their use in trainings, meetings and coaching sessions as needed. • Review documents for clarity, format, and conformance with department standards for manager's approval and signature.

- Establish and maintain retention/revision schedules for human resource related directives and policies to ensure compliance.
- Provide support to Agency Executive Team as needed.

45% R E

Administrative Support

- Provide confidential administrative support to HR Division Manager, HR Generalists, Safety Manager and Safety Specialist.
- Coordinate legislative tracking for Human Resources Division and ensure all bills requiring the input are assigned and responded to in designated time frame.
- Provide support to HR Manager establishing monitoring procedures for HR Division Programs financial data. Audit and reconcile with manager any inconsistencies in monthly and quarterly expenditure reports to ensure expenditures are within budget allowance.
- Collect, and manage data regarding safety, loss control, workers compensation, property and liability claims and visitor incidents. Coordinate collection of data with field staff. This may include the development of detailed reports for management.
- Manage multiple databases regarding safety data and forms.
- Handle confidential information (medical data in workers compensation documents, legal recordings in tort litigation, personal information on OPRD staff and managers) with professionalism to support Safety and Risk staff.
- Coordinate logistics of employee hearing tests for the Hearing Conservation Program, maintain database and all program documentation.
- Create the “Monthly Safety Topics” in coordination with the Safety/Risk Manager.
- Research and assemble HR information for Section Manager and HR Staff, within scope and expectations including summarizing the information and developing detailed reports.
- Research and provide information/material requested by supervisor. Provide confidential administrative support to the HR Manager and other HR staff. Assist the HR Manager in preparation for contract negotiations. Does independent research and summarizes information in support of the collective bargaining proposals. Compile data from multiple resources and develop detailed reports.
- Compile and organize data from multiple resources and develop detailed reports, correspondence, memos and other documents to support HR staff.
- Conduct, evaluate, and make eligibility determinations regarding criminal and protective service background checks on subject individuals for enrollment in the Agency’s Employee and Volunteer Criminal History Registry.
- Investigate circumstances, respond to questions, and resolves discrepancies during the licensing process.
- Conduct reviews through the use of specialized computer and non-computerized investigatory programs, tools, databases, materials and related informational resources which may include enforcement agencies, courts, parole and probation officers, while investigating, gathering, researching, and analyzing information of a criminal, judicial, and protective services abuse nature in an effort to determine eligibility of subject individuals pursuing enrollment in the Criminal History Registry.
- Determine whether information provided by applicant or other outside sources is complete, and address allegations, discrepancies, and inconsistencies.
- Review crimes committed in other states, make determination of type, rank, and status of substantial equivalent crime in accordance with Oregon Revised Statutes (ORS), and continue to process based on those interpretations.
- Conduct, compare to guidelines, and make determinations regarding criminal and protective service background checks on subject individuals for determination of suitability for employment with the Parks and Recreation Department.
- Approve, conditionally approve, or recommend negative actions, such as denial, suspension, or denial of driving duties for employment applicants based on established guidelines.
- Update/maintain information in the Criminal History Data base.

- Create a working environment that encourages all employees to achieve their full potential. This includes addressing career development opportunities, developing individual learning plans and by reviewing employee training and career plans to determine appropriate developmental assignments.

- Responsible for achieving the Department's Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.

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.

Work is primarily performed in an office setting. Sits or stands for long periods of time. Operates office equipment and computers requiring regular use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other locations for training and meetings. Overnight travel is required for Commission or Safety Review Board meetings. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs essential duties of position with or without reasonable accommodation and complies with the OPRD Workplace Expectations, Operating Principals and HR Division Expectations.

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.

DAS Parks and Recreation Department and Oregon State Police/CJIS/LEDS policies and procedures; HR manuals, laws, rules, policies, and procedures; collective bargaining agreements; desk manuals, and computer manuals. Federal and State regulations regarding safety, OPRD and DAS rules and policies, OPRD safety modules and enforcement guidelines, SAIF and OR-OSHA Policies and Procedures.

b. How are these guidelines used?

Referenced daily for guidelines on how to perform duties, process information, respond to inquiries, and explains laws, rules, and procedures for obtaining division services; receives and reviews documents and applications submitted in request of employment, determines if applicant meets or continues to meet criteria for and approves or denies employment suitability status; investigates circumstances, responds to questions and resolves discrepancies regarding approval or denial of employment suitability status; tracks legislative bills by reading proposed legislation, maintaining calendars for hearings and/or work sessions; researches, collects data and prepares reports outlining the impacts of legislation or changes in procedures on agency programs and funding and updating status of each bill; compiles statistical information related to program or operation measuring success rate and/or performance to be used by others to make decisions related to the program.

The guidelines require consistent policy application and practices within the department, to ensure correct data collection, reporting and archiving.

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?
OPRD Staff	Phone/in person/fax/email	Provide and receive information, answer questions about CRC, and explain laws rules and policies Provide, receive information regarding HR Programs, recruitments, and	Daily

		procedures	
State and other government agencies, task forces, committees	Phone/in person/fax/email	Give and receive information, seek guidance, coordinate work	Daily
General public/applicants	Phone/in person/fax/email	Provide, receive information regarding program, CRC/DMV,	Daily
Law Enforcement (LEDS) other agencies	Phone/in person/fax/email	Request information, provide information, and conduct research	Weekly
Court Representatives	Phone/in person/fax/email	Provide and receive information, conduct research	Monthly
Volunteers/Hosts/Program Representatives	Phone/in person/fax email	Provide and receive information, answer questions about CRC, and explain laws rules and policies	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position requires strict adherence to all confidentiality rules and regulations, policies and procedures, written and assumed, by agreement or understanding, at all times and in all circumstances. Confidential information obtained through the course of employment shall be used only for carrying out the duties of this position, and shall never be used for personal reasons. Confidential information shall not be released except when specifically authorized by agency policy or by Human Resource Management. Any question regarding confidentiality must be immediately referred to Division management staff. If HR Manager or Safety/Risk Manager is not available, information is not to be released.

This position is involved in development, review, and handling of confidential documents, processes, Human Resources and government business processes. This position conducts criminal background and DMV record checks on subject individuals and determine suitability for employment and hosting with the Oregon Parks and Recreation Department in accordance with established guidelines. This involves the investigation and decisions to determine what additional information must be acquired to assist in determining suitability and recommend denial, revocation, suspension of applicants for placement into the Criminal History Registry in accordance with policy, procedures, rule and state law. Process, review, research, and analyze criminal histories through LEDS, OJIN, FBI, and written/oral contact with judicial and law enforcement agencies. Responsible for reviewing specific city/municipal/state/federal crimes, some of which may not fit into any routine category of conviction, to determine the substantial equivalent with any of the designated Oregon criminal codes pertaining to the OPRD (i.e. organized crimes, protection orders, etc.); this may require consulting with Licensing Manager, Oregon State Police and Department of Justice when necessary.

The employee in this position works independently, prioritizes workload with seasonal deadlines, identifies system problems and initiates solutions. Decisions impact accuracy of employee records, employee pay, interruption of employee benefits and legal/appropriate documentation.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM/E and lead PEM D	4701125 & 4771026	Observation, in-person, review assignments,	monthly meetings, annual performance evaluation	Completed staff work, assist in decision making, accuracy and timeliness

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position?
How many employees are supervised through a subordinate supervisor?

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, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

- Good verbal and written communication skills; skill in managing multiple competing priorities with tight time frames; skill in working with employees, applicants or members of the public who are angry, upset, or hostile;
- A proven track record in serving and working effectively with internal and external organizations, staff, and labor organizations;
- Cooperative and productive team focused on customer service and outcomes;
- An understanding of the importance and value of diversity and multi-cultural in the workplace;
- Success in marketing and recruitment of a diverse work force;
- Effective problem solving skills combined with a directness of communication;
- Strong oral and written communication skills;
- Ability to work frequent extended hours, particularly during the Summer Park and State Fair season;
- Ability to travel instate to meetings and park locations on a regular basis;
- Acceptable Criminal History Check;
- Valid driver's license and a good driving record, or an acceptable method of transportation.

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

_____

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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. (Classification specification and salary information can be found at http://www.oregon.gov/cgi-bin/ccrt.cgi?pg=ccrt.)

SECTION 12. SIGNATURES

Employee Signature	Date	Supervisor Signature	Date

Appointing Authority Signature	Date