STATE OF OREGON

POSITION DESCRIPTION

Agency Oregon Parks and Recreation Department
Region HQ Management Unit Human Resources Division
Position Description Status  ☑ New ☑ Revised

SECTION 1. POSITION INFORMATION

Employee Name Vacant
Supervisor Name Daniel Killam
Effective Date 07/1/1995
Classification Title Human Resource Analyst 2
Classification Number X1321
Work Location (Park) Salem Headquarters

Position Number 4771001
Budget Authorization Number 001213770
Agency Number 63400
Representation Code MMN
Position Revised Date 08/07/2017
Employee Review Date

POSITION ☑ Permanent ☑ Full-Time ☐ Limited Duration ☐ Academic Year
☐ Seasonal ☐ Part-Time ☐ Intermittent ☐ Job Share

FLSA ☑ Exempt ☑ Non-Exempt
IF EXEMPT:
☐ Executive ☐ Professional ☐ Administrative
ELIGIBLE FOR OVERTIME:
☐ Yes ☑ No

SECTION 2. PROGRAM AND POSITION INFORMATION

Describing the program in which this position exists. Include program purpose, who’s affected, size, and scope. Include relationship to agency mission.

Oregon Parks and Recreation Department (OPRD) fulfills its mission to “Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations” by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through its vision of “Taking the long view to protect Oregon’s special places and provide the greatest experience while creating stable future funding”. OPRD upholds its mission and vision through the following operating principles: Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being. The agency’s current approved budget information can be found at www.oregon.gov/oprd under Budget & Facts.

The Human Resources Division operates within the Director’s Office. It is a Department-wide program serving agency employees, managers, and applicants. The Division, consisting of 12 permanent positions, is responsible for providing agency management and employees with information, interpretation, and guidance regarding state and federal laws, state and department policies, procedures and rules, and collective bargaining contract provisions. The Section is further responsible for Department-wide recruitment and classification of employees; learning and development, safety and risk management, employee and position-related records; grievance management and resolution; progressive

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discipline action; labor relations; personnel-related leaves; criminal history checks and hearings, and department personnel policies and procedures.

b. Briefly describe (usually one or two sentences are sufficient) 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 professional human resource management to the agency in the areas of Job Analysis & Classification, and Recruitment. This position works independently to interpret and apply established policies and regulations primarily in the areas of Classification and Recruitment.

SECTION 3. POSITION DUTIES

List position’s major duties, stating percentage of time for each duty.

<table>
<thead>
<tr>
<th>% OF TIME</th>
<th>DUTIES</th>
<th>E / NE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>R</td>
<td>E</td>
<td>Classification and Compensation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Evaluate position descriptions, interview staff and analyze information to decide position classification. Perform desk audits for individual staff or for entire units and provide assistance to manager in the assessment of work distribution and impacts in classification.</td>
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<td>- Survey comparative classifications and positions.</td>
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<td>- Analyze information to decide classification level and forecast budget personnel costs.</td>
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<td>- Evaluate employee classification appeals for appropriate action.</td>
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<td>- Write position analysis reports. Explain classification decisions and financial impact to employees and managers.</td>
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<td>- Coordinate with budget and prepare packages to change positions.</td>
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<td>- Develop and revise position descriptions and other tools to collect job duties data.</td>
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<td>- Support higher-level analysts or legal counsel at administrative hearings or arbitration by explaining classification analyses.</td>
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<td>- Revise class specifications by collaborating with managers and employees and working with centralized State classification section. Represent the agency in statewide classification studies.</td>
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<td>- Maintain position inventory databases.</td>
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<td>- Review position descriptions for FLSA designation; monitor FLSA reports for accuracy.</td>
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<td>- Attend monthly State Classification Analyst meetings.</td>
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<td>- Provides formal and informal classification and compensation training.</td>
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</tbody>
</table>

Recruitment and Retention

- Provides professional advice and guidance to managers on recruitment and selection procedures and in identifying, developing and recommending recruitment/selection strategies and processes. |
- Develops recruitment strategies for position vacancies providing advice and counsel to managers in the process of filling vacant represented permanent and seasonal positions and management and executive service positions; this includes analyzing statistics and researching practices and help forecasting staffing needs. Creates recruitment plans for unique or hard to fill positions, including agency executive team positions. Provides direction and advice on recruitment options in order to obtain the most viable applicant pool for the agency. Creates creative outreach plans in alignment with the agency Affirmative Action plan. Reviews agency demographics and provides staffing projections. Serves as an agency School-to-Work coordinator; acts as liaison between area schools and supervisors to help arrange job shadow or volunteer opportunities. Establishes and maintains business partnerships with area high schools. Attends local, regional and national career fairs. Assist in developing biennial recruitment strategies for succession management for the agency. |
- Works closely with managers to strategically develop recruitment announcements, brochures and advertisements; develop advertising strategies; develop and reviews...
<table>
<thead>
<tr>
<th>% OF TIME</th>
<th>DUTIES N / R / NC</th>
<th>E / NE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>scoring criteria and supplemental screening tools; develops, reviews, and recommends interview questions.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- Screens applications for minimum qualifications; reviews supplemental exam information, responds to applicants requesting review of their score or rejection of their application. Responds to inquiries from employees, applicants and the general public requesting information on recruitment/selection processes.</td>
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<tr>
<td></td>
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<td></td>
<td>- Provides formal and informal recruitment training to managers. Educates managers regarding BOLI/EEOC rules and regulations as they pertain to recruitment.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- Ensures recruitment documentation is created in accordance with DAS records retention policy. Tracks vacancies on spreadsheet and maintains historical recruitment data. Attends monthly statewide recruitment representatives meetings and shares information with HR staff. Participates in New Employee and Managers trainings and provides information about agency processes on recruitment and selection and career development opportunities. Assists the agency Affirmative Action Officer by compiling information on recruitment statistics for inclusion in the biennial Affirmative Action plan, and also provides this information to the HR Director for succession management planning.</td>
</tr>
</tbody>
</table>

**Criminal Background Check.**

- 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, evaluate, 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.
- Update/maintain information in the Criminal History Data based.

**5 Training & Policy**

- Develops and delivers training to managers and employees in the areas of Recruitment and Classification.
- Interprets and keeps management informed on new policies, procedures, practices, techniques and developments in the area of Recruitment and Classification.
- Develops and recommends revisions to policies and procedures as appropriate.
- Implements classification and recruitment policies, regulations and operating procedures.
- Investigates and resolves employee matters resulting from a classification or recruitment process.

<table>
<thead>
<tr>
<th>5</th>
<th>NC</th>
<th>N</th>
<th>Other duties as assigned.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>100%</strong></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
SECTION 4. WORKING CONDITIONS

Based on position requirements, include the appropriate working conditions section from the selections below and add any working conditions unique to the position.

WORKING CONDITIONS – OFFICE POSITIONS
Work is primarily performed in an office setting. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive 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 parks, headquarters, or other agencies for training and meetings. Overnight travel may be required. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. 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 duties of position with or without reasonable accommodation.

SECTION 5. GUIDELINES

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

State and Federal laws and regulations regarding labor, safety and civil rights. State Personnel Rules and Policy; SEIU and AEE Collective Bargaining Agreements; Court, Arbitration and Employee Relations Board rulings; Attorney General opinions; agency policy. BOLI books and workshop material.

b. How are these guidelines used?

These guidelines are researched for precedence and analyzed for application to diverse and complex issues, then used to make and support decision or negotiate resolution to human resource management issues. They are referred to for providing guidance and assistance to agency managers, supervisors, and employees. The agency policies developed by the Human Resources Division provide guidance and direction to the agency.

SECTION 6. WORK CONTACTS

Excluding co-workers, list the people an employee in this position regularly contacts.

<table>
<thead>
<tr>
<th>WHO CONTACTED</th>
<th>HOW</th>
<th>PURPOSE</th>
<th>HOW OFTEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPRD employees</td>
<td>In person, phone or email</td>
<td>Provide advice, counsel, respond to questions</td>
<td>Daily</td>
</tr>
<tr>
<td>DAS</td>
<td>In person, phone or email</td>
<td>To discuss various classification and recruitment issues</td>
<td>Daily, weekly</td>
</tr>
<tr>
<td>General Public</td>
<td>In person, or by phone</td>
<td>To respond to inquiries</td>
<td>Daily, weekly</td>
</tr>
<tr>
<td>Other State Agencies</td>
<td>In person, phone or email</td>
<td>Technical assistance/information</td>
<td>Daily, weekly</td>
</tr>
</tbody>
</table>
SECTION 7. POSITION-RELATED DECISION MAKING

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

Interpretation of rules, policies, and collective bargaining agreements related to recruitment and classification. Determine, based on analytical study and interpretation, the best classification representation positions’ duties, make sound classification determinations that will stand alone and validate the agency’s position, interpret CBA’s and policies to decide proper personnel actions that derived from reclassifications or classification studies, determine minimum qualifications against individual applications to accept or reject applicants, support position vacancy strategy decision, determine best recruitment strategies, determine agency recruitment and outreach needs. Decisions taken by this position including those based off CBA’s may impact liability of the Department. Liability exposure includes adherence to CBA’s, state policy and state and federal employment law.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE</th>
<th>POSITION NUMBER</th>
<th>HOW</th>
<th>HOW OFTEN</th>
<th>PURPOSE OF REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEM E/HR Director</td>
<td>4701125</td>
<td>Verbally and in writing.</td>
<td>As needed, ongoing, regular meetings and annually.</td>
<td>Provide guidance, expectation setting</td>
</tr>
</tbody>
</table>

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

b. Which of the following activities does this position do?

- [ ] Plans work
- [ ] Assigns work
- [ ] Approves work
- [ ] Responds to grievances
- [ ] Disciplines and rewards
- [ ] Coordinates schedules
- [ ] Hires and discharges
- [ ] Recommends hiring
- [ ] Gives input for performance evaluations
- [ ] Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: Based on position requirements, include the appropriate special requirements below (delete any NOT required) and add any knowledge, skills, certificates, and licenses needed at time of hire that are not contained in the current classification specifications.

SPECIAL REQUIREMENTS – OFFICE POSITIONS

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria
- comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies
- Regular attendance is crucial to meeting operational needs.

The person in this position must have:

- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally-charged situations.
- Skill in the use of a personal computer.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Skill in leading individuals or a small group in accomplishing basic tasks.
- Regular attendance.
- Ability to develop and sustain good rapport with coworkers and customers.
BUDGET AUTHORITY: If position has authority to commit agency operating money, provide the following: None

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.)

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Agency Director
PEM H, Z7014, SR40
Pos#4701001

Human Resource Director
PEM E, Z7008, SR33
Pos#4701125

Human Resource Generalist
HRA3, X1322, SR29
Pos#4701005

Human Resource Generalist
HRA3, X1322, SR29
Pos#4701026

Human Resource Generalist
HRA3, X1322, SR29
Pos#4701199

Classification & Recruitment Analyst
HRA2, X1321, SR26
Pos#4771001

Recruitment & FMLA/OFLA Analyst
HRA1, X1320, SR23
Pos#6220119

Human Resource Assistant
HRA, X1319, SR18
Pos#4701025

Safety & Risk Manager
PEM C, X7004, SR 28
Pos#4771026

Administrative Support
AS1, X0107, SR17
Pos#4701141

Employee Learning & Development Specialist
TDS2, X1339, SR27
Pos#4701106

Safety and Risk Specialist
SS2, X1346, SR27,
Pos#4701095

Safety and Risk Specialist
SS2, X1346, SR27,
Pos#4701013

SECTION 12. SIGNATURES

_____________________________  _____________________
Employee Signature           Date

_____________________________  _____________________
Supervisor Signature         Date

_____________________________  _____________________
Appointing Authority Signature   Date
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