

Job Number: OPRD14-0055
Closes: April 20, 2014

**Human Resources Analyst 3
(Senior HR Generalist)**



Nature
HISTORY
Discovery

Human *resources*

THE PRIMARY PURPOSE OF THIS POSITION IS TO...

Provide quality Human Resource Management services to the Parks and Recreation Department managers and employees statewide, including providing leadership and direction in all areas of employee and labor relations. This position solves difficult human resource issues having broad potential impact on the Agency's ability to successfully conduct its mission. The position utilizes extensive knowledge and experience of personnel laws, rules, policies and practices to solve highly complex and sensitive personnel issues.



Position Duties

Employee and Labor Relations

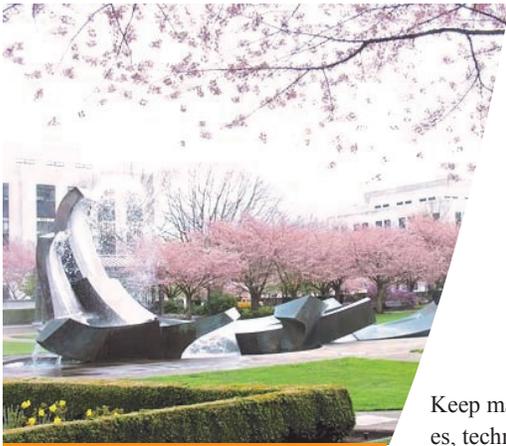
Advise, consult and problem solve with Department managers and employees using the application of collective bargaining agreements, policies and procedures, law/policy and sound management practices. Work with staff to ensure consistent yet flexible application so that the Department's operational needs can be met. Advise supervisors on developing and communicating performance expectations and on appropriate course of action when employees fail to meet performance expectations. Develop formal disciplinary actions for appointing authority signature. Conduct pre-disciplinary and pre-dismissal meetings. Conduct fair, timely, thorough, and legally-defensible investigations on work related issues, performance and disciplinary issues, complaints and grievances, interviewing witnesses, preparing reports of finds, and recommending appropriate actions.

Mediate with supervisors, union representatives and employees to resolve or respond to grievances including formal Settlement Agreements. Confer with union representatives to negotiate resolution to grievances. Commit agency to course of action to resolving grievances. Represent agency and testify at arbitrations, Employee Relations Board (ERB) hearings, unemployment hearings and trials.

Collective Bargaining

Participate as a member of the management negotiation team, providing input and recommendations on the formulation of management's proposals during contract negotiations for the SEIU – ODOT Coalition and Association of Engineering Employees (AEE); attends management team meetings; reviews contract articles prior to negotiations; assists with strike coordination prior to and during union strike; assists in determining essential services in the agency and may work in essential field locations during a union strike.

Investigate complaints on discrimination, including those received through BOLI and EEOC, prepare Departments response to formal or informal complaints; represent the Department at mediation, hearings and in court.



HOW TO APPLY

If you are interested in applying visit our website for details (see link below).

In order to apply you **must:**

- Be a **current** State of Oregon employee; **and**
- Complete the on-line application.

Qualified applicants whose responses most closely match the requirements of the position will be invited to interview.

OPRD IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO A DIVERSE WORK PLACE. WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY!

Organizational/Policy Development, Facilitation, Training and Special Projects

Conduct organizational development assessments, assess team development, training needs, develop and deliver training to managers and employees in all aspects of Human Resource management and policies. Conduct organizational development individual and team facilitation as appropriate.

Keep management informed on new policies, procedures, practices, techniques and developments in the area of Labor Relations; develop and recommend revisions to agency policies and procedures as appropriate. Conduct special projects related to Human Resources and training.

Affirmative Action and American's with Disability Act (ADA)

Analyzes quarterly Affirmative Action (AA) information, presents AA trends and information to Executive and Leadership Teams, and advocates diversity initiatives.

Agency liaison for American's with Disability Act (ADA) reasonable accommodation requests.

Additional Requirements

Excellent verbal and written communication skills; 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 broad knowledge of the best practices and principles of human resource management and the skills necessary to apply HR services in an organization experiencing continual change; Successful leadership and management HR programs including a management style that encourages open communication, participation and trust; Demonstrated ability to manage organizational change and conflict; A proven track record in serving and working effectively with internal and external organizations, staff, and labor organizations; An ability to develop a cooperative and productive team focused on customer service and outcomes; An understanding of the importance and value of diversity in the workforce; 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 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.

WORKING CONDITIONS: Based on position requirements

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.