**CLASS SERIES CONCEPT AND ACCOUNTABILITIES**

The Human Resource Administrator sets the direction, goals, and objectives for a human resources unit of a large and complex agency (greater than 1,000 FTE) or the Chief Human Resource Office. They plan, direct, and coordinate full-spectrum human resources activities at the highest level of management with the help of subordinate managers.

**TYPICAL JOB DUTIES**

The Human Resource Administrator directs and organizes agency human resources activities and service programs, including classification and compensation; recruitment, testing, and selection; labor relations, grievance resolution and collective bargaining; equal opportunity employment and affirmative action; risk assessment, training needs analysis, and organizational development; policy development and implementation; employee relations; performance management and improvement; Human Resources Information Systems (HRIS) and records processing; employee benefit administration; employee wellness; and professional staff support to the Civil Service Commission.

Oversee the division budget development and forecast additional funds needed for staffing, equipment, materials, and supplies. Control amounts expended from the budget(s), allocate resources, and monitor performance against the division budget.

Receive, discuss, and resolve questions and problems presented by subordinate management regarding work processes, policies, organization, or methods.

Adapt resources and schedules to meet changing priorities of work objectives and state initiatives. Devise timetables, schedules or agendas to achieve work objectives, and completion of projects or development of changes in work processes.

Establish and maintain work standards, procedures, methods, and rules for a large and complex HR division.

Confer with agency executives, members of governing boards or commissions or advisory boards of agency regarding policy, planning, specific problems or cases or questions of agency management.

The accountabilities and job duties are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the accountabilities and job duties listed, as well as other related responsibilities.

**DISTINGUISHING FEATURES**

This is a three-level classification series.

Administrators are accountable for preparing long-term (three to five year) strategic objectives, and authorizing policies and plans covering an entire agency. Administrators determine strategic plans which outline the mission, vision, and high-level goals.

**Administrator 3**

Positions at this level are typically found only in the largest agencies and administer the largest, most impactful programs throughout the State of Oregon. At this level, employees work closely with the agency head, Governor’s Office, Legislature and other key agency stakeholders in the establishment of the agency’s overall policies, goals, and priorities.

**Administrator 2**

Positions at this level administer resources and operations and achieve outcomes through management of diverse mid-level managers. At this level, employees manage divisions or units that are diverse in function and represent a significant portion of the agency’s operations. Typically manage major programs for large to mid-sized agencies, or manage portions of major programs within the largest agencies.

**Administrator 1**

Positions at this level administer agency operations through the management of lower level managers or a team of mid to upper-level professionals. Typically manage divisions or units that are related in function and have considerable latitude to change the scope of operations and develops and implements policy changes. May report to a higher level administrator.

**EXPERIENCE AND EDUCATION**

**Administrator 3**

Nine years of management experience; OR six years of management experience and a Bachelor’s degree in a related field.

**Administrator 2**

Seven years of management experience; OR four years of management experience and a Bachelor’s degree in a related field.

**Administrator 1**

Five years of management experience; OR two years of management experience and a Bachelor’s degree in a related field.

**ENTERPRISE COMPETENCIES**

Oregon State Government has established a set of enterprise-wide values and competencies to inform what characteristics and behaviors to seek in managers.

Administrators 1-3 should have a proficiency of proficient- to advanced-level for the enterprise competencies below:

**•** Communication

• Innovation

• Intentional Engagement

• Mentoring and Developing People

• Stewardship

• Business Acumen

For more information on the enterprise competencies and proficiency levels visit https://www.oregon.gov/das/HR/Documents/mgr\_comp.pdf.

Adopted: