**CLASS CONCEPT AND RESPONSIBILITIES**

The Human Resource Information Systems Manager plans, organizes, and manages human resource software system operations and maintenance. Positions supervise a human resource information systems team within the Chief Human Resource Office.

**ESSENTIAL JOB DUTIES**

Execute the policies and goals through the management of operations, people, and their work. Provide direct supervision and management over agency staff, lower-level managers, and/or supervisors. Organize and assign work activities and projects, manage programs, monitor workflow, and review and evaluate work products, methods, and procedures. Participate in strategic planning.

Evaluate current business processes and systems, implement procedures and systems to maximize operating efficiency and to establish and maintain controls. Stays familiar with rapid changes in the information technology environment and tailors those technologies to the needs of the state.

May assist in the preparation of the division budget and participate in forecasting additional funds needed for staffing, equipment, materials, and supplies. Implement and monitor work plans and the budget to achieve division/program goals and performance measures. Monitor performance against the division/program budget.

Analyze legislation and new regulations to determine effect on HR programs and services and its use of technology. Ensure accurate data and efficient operation of processes in alignment with state policies, collective bargaining agreements, and federal and state statues, rules, and regulations.

Partner with technology services, Human Resource managers and staff, and other customers to identify and recommend process solutions or alternate methods capable of addressing and resolving business needs.

In addition to the above duties, the senior level will: develop and design long-term information technology environments to plan for future acquisitions and technologies and recommend technology strategy to the Chief Information Officer and Deputy Chief Information Officer.

The accountabilities and job duties are characteristic of the type and level of work associated with these classes. 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.

Managers make recommendations and execute strategic objectives and plans set forth by administrators and agency leadership. Managers are accountable for the operational planning and preparation of short-term (one- to three-year) plans specific to a division or group of related divisions. Managers develop operational plans of what will be focused on and how to reach the objective. Managers make recommendations to administrators with regard to the strategic plans or policy development.

**Manager 3**

Positions at this level manage resources and operations and achieve outcomes through the management of mid to lower-level managers, supervisors, or a team of mid to upper-level professionals to ensure the delivery of services internally or externally. Typically manages a unit that represents a considerable part of the agency’s total operations. Typically manages a broad, diverse group of functions. Operations are defined by statute, grant, and agency policy. At this level, incumbents have latitude to change the scope of operations and recommend changes to policies and procedures.

**Manager 2**

Positions at this level manage resources and operations and achieve outcomes through the management of lower-level managers, supervisors, or a team of mid-level professionals to ensure delivery of services. Managers at this level generally supervise one related function within the agency but may supervise multiple. The units supervised may perform separate functions but are generally related and in a similar job family. Typically manages a unit that represents a moderate part of the agency’s total operations. Operates within objectives that are set by clearly defined policy, and the incumbent has moderate latitude to change the scope of operations.

**Manager 1**

Positions at this level transition from the primary function of day-to-day supervision of staff and have the added accountability of program management. Positions at this level manage resources and the work of first-line supervisors, technical, paraprofessional, and lower-level professional employees to ensure the delivery of services. Positions operate within variable but defined procedures and/or clearly defined policies**.**

**EXPERIENCE AND EDUCATION**

**Manager 3**

Seven years of supervision, management, or progressively related experience; OR four years of related experience and a bachelor’s degree in a related field.

**Manager 2**

Six years of supervision, management, or progressively related experience; OR three years of related experience and a bachelor’s degree in a related field.

**Manager 1**

Five years of lead work, supervision, or progressively related experience; OR two years of related 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.

Managers should have a proficiency of proficient-level 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.

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