**CLASS SERIES CONCEPT AND ACCOUNTABILITIES**

The Human Resource Manager oversees and guides a state agency’s human resource unit or division. It is responsible for oversight and direction of the day-to-day functions of an agency’s Human Resource staff and practices to support efficient and effective operations and to mitigate risk to the agency.

**TYPICAL JOB DUTIES**

Provide direct supervision over agency human resource staff, managing either a specialized unit or a full-spectrum unit. Assign work activities and projects, manage programs, monitor work flow, and review and evaluate work products, methods, and procedures.

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.

Advise managers and staff on the proper administration of labor agreements and grievance procedures. Manage grievance processes on behalf of the agency. Facilitate support to labor management committees. Develop partnerships with labor unions in support of agency initiatives through committees and collective bargaining.

Manage the recruitment, testing, and selection activities to fill all agency positions. Develop and implement employee training and organizational development programs.

Manage or conduct investigations related to employee conduct and complaints. In support of DOJ counsel, represent the state in hearings with state and federal agencies and in employment litigation and provide advice to department directors on complex employee and labor relation issues.

Oversee and manage the Equal Employment and Affirmative Action programs. Manage the reporting of the Agency’s Affirmative Action and Equal Employment Opportunity plans. Manage the investigation and resolution of discrimination complaints. Plan and organize the diversity, equity, and inclusion program.

Manage the division's internal business functions, including the maintenance of employee records and the HRIS system.

Compile statistical reports and analyze data to identify trends, forecasting, and prepare staff reports and recommendations. Develop policy documents in support of organizational change and human resource initiatives.

Provide or coordinate agency-wide staff training and development programs, work with managers and employees to correct deficiencies, develop and implement discipline procedures in accordance with state policy and collective bargaining agreements.

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.

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**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.

Manager’s 1, 2, and 3 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.

Adopted: