

LETTER OF AGREEMENT
Article 45 – Filling of Vacancies
Office Specialist 1
Pilot

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) and SEIU Local 503, OPEU (Union).

The purpose of this agreement is to create a centralized applicant pool for Office Specialist 1 (OS1) positions where agencies may access to fill their vacancies. The OS1 classification has one of the highest vacancy rates across the enterprise. Creating a centrally managed applicant pool for this job classification will enable agencies to hire from these pools swiftly so that vacancies can be filled more readily allowing recruiting efforts and resources to be utilized elsewhere with job classifications that are more difficult to fill.

The Parties agree to the following:

1. DAS Chief Human Resources Office (CHRO) will “pilot” (create) a centralized Office Specialist 1 (OS1) applicant pool where agencies may access a list of candidates to fill their OS1 vacancies.
2. The “pilot” shall be effective upon the date of the last signature on this LOA.
3. Individual agencies will not be posting these vacancies in accordance with their standard process in the collective bargaining agreement. Each Agency that participates in the pilot will send out one email notification that the agency has an opening as part of this recruitment, such notification shall include a link to the posting. Postings for these vacancies will also be posted through a centralized process using Workday and other outlets as deemed appropriate.
4. All other provisions for current employees under 45.1- 45.5, Filling of Vacancies, shall apply.
5. DAS will provide the Union with a report summarizing the outcomes following the conclusion of the pilot program.

This Letter of Agreement will expire on February 28, 2025, unless extended by mutual agreement by both Parties.

FOR THE EMPLOYER:



10/24/2024

FOR THE UNION:



10-24-24
