

Pay Equity HB2005



A QUARTERLY NEWSLETTER BROUGHT TO YOU BY THE
CHIEF HUMAN RESOURCES OFFICE

CHRO NEWS

On June 1st 2017, Governor Brown signed into law House Bill 2005, also known as the Pay Equity Bill, expanding pay equity protections to Oregonians and incentivizing employers to correct existing pay inequities between employees who perform work of a comparable character.

CHRO is aligning compensation policies and procedures to support both the letter and intent of this important public policy. Aspects of the “Pay Practices” and “Alternative Leave Provisions” policies are being changed, particularly as they relate to new hires to state government.

As of October 6, 2017, hiring agencies may not seek or rely upon the salary history of a candidate to set the candidate’s salary upon initial appointment to a state position. An assessment must

now be conducted by a hiring agency to set a new employee’s salary in an equitable manner relative to that of current workers.

Salary changes associated with the internal movement of employees by promotion, transfer or demotion will continue to be driven by the employee’s current rate of pay. However, equity considerations may also be applied in these situations if relying on the employee’s current rate of pay would result in inequitable pay.

CHRO will oversee a statewide pay equity analysis of the current executive branch workforce to determine where inequities exist and recommend corrective actions to state leadership. State government does not have complete

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Span of Control –HB2332

What does HB 2332 do?

The bill which becomes effective January 1, 2018, repeals the 1:11 supervisory ratio requirement.

Each state agency employing more than 100 employees, will be allowed, as part of their biennial budget process, to determine the state agency’s maximum supervisory

ratio for the biennium by starting from a baseline ratio of

one to 11 and adjusting the ratio based on some or all of the following factors:

- Safety of the public or of state agency employees;

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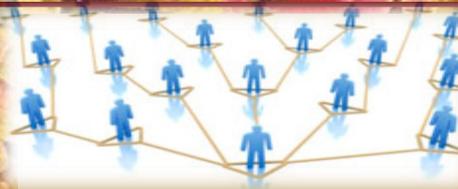
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- *Inclement weather policy*
- *2017 NCASG Conference*
- *New CHRO Staff*
- *Current HR Openings*

Span of Control –HB2332 ..Continued

- Geographic location of the agency's employees;
- Complexity of the agency's duties;
- Industry best practices and standards;
- Size and hours of operation of the agency;
- Unique personnel needs of the agency, including the agency's use of volunteers or seasonal or temporary employees, or the exercise of supervisory authority by agency supervisory employees over personnel who are not agency employees; and
- Financial scope and responsibility of



the agency.

The new law will require each subject state agency to report to the Joint Committee on Ways and Means the state agency's maximum supervisory ratio for the biennium as part of the development of the legislatively adopted budget.

Those same state agencies will be required to provide a copy of the report to all labor organizations representing employees of the state agency before submitting the report to the Committee on Ways and

Means.

After the agency's legislatively adopted budget becomes law and the agency's maximum supervisory ratio for the biennium is established, an agency will be able to hire supervisory positions so long as it does not exceed the approved maximum supervisory ratio.

If the agency's actual supervisory ratio is greater than the agency's approved maximum supervisory ratio, an agency will only be able to hire a new management supervisory position, with an exception from CHRO.

For additional information please see the DAS CHRO Span of control website <http://www.oregon.gov/das/HR/Pages/Span.aspx>

National Compensation Association of State Governments (NCASG) 2017 Conference

Oregon CHRO hosted the National Compensation Association of State Governments (NCASG) conference this year for the first time. The NCASG, through its member states, annually conducts nationwide salary, benefits and pay practice surveys of U.S. states. The conference was held at the Salem Convention Center from October 8th through the 11th with 69 participants representing 21 states. Eighteen Oregon state agency HR personnel were also in attendance. Topics included Lessons Learned from State Compensation Initiatives, Pay Equity Legislation in Oregon and the US, Medical/Recreational Marijuana and related workplace issues and Social Media/Free Speech. Keynote speakers included Tessa Sugahara, Attorney-in-Charge, DOJ Labor & Employment Section and Serena Stoudamire-Wesley, Director

of Diversity, Equity and Inclusion, Governor's Office. Each attending state provided an overview of compensation issues within their state and additionally, members reviewed the Association's 2017 Survey Reports. The entire CHRO Classification and Compensation Team worked on putting the conference together. A special thanks to Summer Warner, DAS CHRO Workforce Planning Strategist. Summer served as the Conference Coordinator and made the event a success!





Veterans' Preference in Employment - New State HR Policy



Why the new policy?

You may recall early this year that BOLI published [guidance](#) for public employers on the application of the Veterans' Preference law. The policy is in alignment with BOLI's guidance in applying Veterans' Preference in the hiring and promoting of qualified veterans and disabled veterans.

BOLI's guidance made a couple of key distinctions, one regarding when a veteran must be interviewed, and the other regarding application of veterans' preference in the selection process.

What does this mean for agencies?

- Veterans who meet all minimum and special qualifications and who specified skills or attributes listed in the job posting must be interviewed regardless of their ranking in comparison to the other applicants.
- Veterans' preference must be applied by adding 5 points to veterans' and 10 points to disabled veterans' scores at each stage of the selection process. If an unscored process is used, a veteran applicant is elevated one level and a disabled veteran is elevated two levels in the evaluation process.

The policy also clarifies what a stage in the selection process is and when to apply veterans' preference on reference checks.

- A stage in the process occurs when two or more applicants are compared and one or more applicants are rejected for the position.
- Veterans' preference is applied on reference checks used as a tie-breaker or to distinguish between candidates. Veterans' preference does not apply when reference checks are conducted only on a top candidate to ensure suitability.

Agencies still have the ability to define desired attributes, determine the appropriate candidate evaluation methods and criteria, and decide on the necessary stages in the selection process for each position.

A toolkit has also been published that includes a [Veteran's Preference Guide](#) and sample [evaluations forms](#) for evaluating applicants and documenting the selection process.



If you have any questions in applying veterans' preference, please contact Jill Woods, Recruitment Policy Consultant at jill.woods@oregon.gov.



DAS LRU—Collective Bargaining update



Since December 2016 LRU has put almost all of its focus on bargaining the 32 agreements that are under the executive branch of government. Since September we successfully bargained the agreements covering larger bargaining units including SEIU, AFSCME Central Table, OSPOA as well as smaller agreements such as Oregon Nurses Association. Those tables where we have reached tentative agreement are in the process of being ratified by the Union membership. Although we have been successful at many tables, we are still in bargaining with AFSCME Security, Security Plus, adult parole officers, teachers, Department of Justice criminal investigators, Department of Justice attorneys, Association of Oregon Corrections Employees and firefighters at PANG. We are at different stages in the bargaining process from ongoing bargaining to mediation.

In addition to bargaining, we continue to investigate and settle grievances, address emergent labor relations issues, engage interim bargaining and provide training. LRU continues to provide support and expertise to statewide initiatives and committees whose work impact labor and intersects with state policy and legislation.

WINTER IS COMING.....

It's that time of year when we need to worry about the weather.

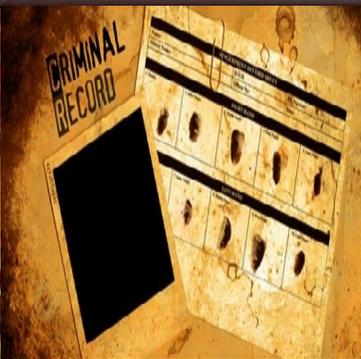
The central [Building Closure Notices / State Offices](#) web page provides the following information:

- Current building closure announcements
- An employee's ability to receive text messages or emails about certain building closures
- Resources which include sample posters an agency may customize for printing and posting in the worksite, and a link to the Temporary Interruption of Work policy

You can review our [Temporary Interruption of Employment policy](#) and [Leave Guide](#) on our website. If you have additional questions you can contact CHRO policy unit via [email](#) for policy questions and your [DAS Labor Relations Manager](#) for Collective Bargaining Agreement questions.

Inclement Weather Policy

DAS available to do criminal records checks for agencies



During the recent legislative session Senate Bill 86 was passed and signed into law by Governor Kate Brown. This legislation authorizes DAS CHRO, effective January 1, 2018, to perform fingerprint based criminal background checks on behalf of "qualified entities" that contract with or is a party to an intergovernmental agreement with DAS for the propose of receiving human resource services.



**EQUAL WORK
DESERVES
EQUAL PAY**

Pay Equity... Continued from page 1

and up-to-date data regarding each employee's job related experience, education and training necessary to do a thorough and accurate equal pay analysis. The CHRO will survey the current state workforce to obtain this information.

The statewide pay equity analysis project will ensure that differences in compensation levels of employees performing work of comparable character are based only on pay equity considerations as outlined in the law. This work will be conducted during 2018 with projected implementation expected by January 1, 2019.

We have updated the Pay Equity Analysis Project [webpage](#) with new tools and resources for the internal assessment including a [Pay Equity Dashboard](#) and [FAQs for HR Professionals](#). As we continue to receive more questions, these documents will be updated on the webpage.

Training on how to conduct an internal assessment will be open for enrollment on [iLearn](#) beginning Monday, October 9th. We have scheduled four training sessions in the Salem area this fall for the moment. You can access the course [here](#).

The HRIS has been chosen... Workday Project presses onward!

The Workday Project (formerly the "HRIS Project") is currently in the Architect & Design phase of implementing Workday, Oregon state government's upcoming human resource information system (HRIS). With only eight months to go until Workday goes live, all four team units are diligently preparing for the replacement of state government's legacy HR systems: PICS, PPDB, and NEOGOV. Alongside the project team's partners, IBM and Workday, many pairs of dedicated hands are working toward satisfying state government's enterprise-wide HR data management needs with the HRIS industry's leading software solution. Use the project's new and improved website, workday.oregon.gov, as a launch pad for the project's [implementation schedule](#), [monthly newsletter](#), social media outlets ([Twitter feed](#) and [blog](#)), a personalized "Why Workday?" [video](#), team contact information, and more!



Employee resources and state workforce

Workday Project newsletter now out!
Read now

Newsletter | Blog | Twitter

Welcome to Oregon state government's Workday Project
Contact us at chro.hr@oregon.gov

Project details

- [Functionality overview](#)
- [Informational handouts](#)
- [Foundational documents](#)
- [Implementation schedule](#)
- [Frequently asked questions \(FAQ\)](#)

Workday training

- [Workday training overview](#)
- [Workday training sample](#)
- [Learn access for project materials \(log-in\)](#)

Communication outlets

- [Newsletter](#)
- [Blog](#)
- [Twitter](#)
- [In the news](#)
- [Team directory](#)

Project vision: to provide a Human Resource Information System (HRIS) that meets the business needs of users by delivering comprehensive functionality, valuable reporting, increased efficiency, and improved risk management while remaining relevant with a robust self-service function.

Project overview: Oregon state government's HR systems rely on outdated processes and shadow systems that hinder enterprise-wide cohesion and the ability to harness reporting capabilities for critical decision-making. The long-term HRIS solution, Workday, addresses current system deficiencies and provides an overdue user-friendly integration of human resource processes. Refer to the informational handouts and foundational documents above for details pertaining to the project, including the project's six goals and respective objectives.

Partnership with **workday** and **IBM**

To find out more please visit our website workday.oregon.gov

New CHRO Staff Faces



Rebecca Avila – She began a six month job rotation into CHRO policy from CHRO Class/Comp on May 1. We are happy to be able to leverage her unique skill set to enhance the Policy Team. Rebecca has extensive experience in Oregon state government and a rich generalist experience that will serve CHRO customers well.

Erin West – LRU is very pleased to have Erin working with us on a six month job rotation. She is on rotation from Oregon Youth Authority where she has been a Senior Human Resources Analyst for seven years. Before working for OYA she worked for the State of Alaska for ten years in a variety of roles including Human Resource Specialist in a lead capacity and as a Human Resource Technician where she supervised payroll staff for the Alaska Marine Highway System.



Heath Lawson – He comes to us, or rather back to us, most recently from the Oregon Department of Corrections. Heath has also served in HR at the Oregon Health Authority. Prior to his roles in HR Heath also worked at DCBS and the Office of Administrative Hearings. Heath will bring to us a rich background in state government HR, a JD from Willamette University, and commitment to public service which began for Heath in his days on a submarine in the US Navy.

Jill Woods – She has been on rotation in CHRO as the Recruitment Policy Consultant since last October, has accepted a permanent position with us. Jill came to us most recently from DOJ where she was the Senior Recruiter and was actively engaged in college recruiting for law clerks and was their go to for all things recruitment. Since joining CHRO, Jill has been instrumental in developing a statewide Veterans' Preference policy, developing training for recruiters, leading the effort to simplify IT MQs and recruitment and introducing innovative recruitment strategies for hard to fill positions and approaches at the Statewide Recruiter meetings. Looking ahead, Jill is playing a critical role in the development of pay equity tools in recruitment, improving our social media presence, supporting college recruitment and continuing to support innovative recruitment strategies across the enterprise.



More New CHRO Staff Faces....



We are pleased to announce **Amber Ingram** in her new role as DAS and client agency recruiter beginning on October 23. Amber leaves very big shoes to fill, but we are so happy to see her progress to the next phase of her career in HR.

Jennifer VanDyke, - She is currently working at DHS in administrative support will be joining the recruitment team on rotation beginning October 30. Jennifer comes to us with just over a year of state service and an accomplished retail background including managing multiple high end stores in a district. We will finally have a full recruitment team again. Since the thaw of the hiring freeze, our recruitments have been flowing through the door.



We are very excited to announce the return of a CHRO veteran, **Susan Hoeye**. Susan needs no introduction as her reputation speaks for itself. Susan will be re-joining us on rotation from ODOT on October 30 (yes, that does mean she will be here at CHRO for Halloween – always a treat!). We are very fortunate to have Susan back with us on the Policy team. She will bring her wealth of knowledge, expertise and wisdom for policy along with her recent experience at ODOT assisting with Succession Management. As most of you know, CHRO has a lot of work to do to enhance tools and resources for agencies in succession planning. In our response to the recent Secretary of State audit on the topic we highlighted our plan to have a position in CHRO to champion succession management and facilitate the use of best practices – this will be Susan's top priority in collaboration with the Workforce Development group.



CURRENT HR OPENINGS

Open competitive

Department of Energy

Human Resource Analyst 1 (Human Resource Analyst)
– 10/29/17

Department of Fish and Wildlife

Human Resource Analyst 3 (Human Resource Analyst) – 10/30/17

Human Resources Assistant (HR Records Technician) 10/26/17

Department of Revenue

Human Resources Assistant – 10/24/17

Department of Transportation

Senior HR Analyst (Human Resource Analyst 3) – 10/30/17

