



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/14/2026

Agency: Employment Department

Facility: Salem Central Office

☒ New ☐ Revised

This position is:

- ☐ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☒ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Human Resource Analyst 2 b. Classification No: X1321
c. Working Title: ADA Coordinator d. PPDB No/WD ID: 0000772
e. Section Title: Employee Services f. Agency No: 47100
g. Employee Name: Vacant h. Budget Auth No: 265320
i. Supervisor Name: Jason Baurer j. Repr. Code: MMN
k. Work Location (City – County): Salem-Marion

I. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

m. FLSA: ☒ Exempt ☐ Non-Exempt If Exempt: ☐ Executive/Supervisory ☒ Administrative ☐ Professional ☐ Computer
n. Eligible for Overtime: ☐ Yes ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Employment Department is a large state agency with a mission to Support Business and Promote Employment. We accomplish this by accurately administering the unemployment insurance (UI) benefits program; recruiting and referring applicants to job openings and assisting job seekers in their employment searches (Workforce Operations); developing and distributing workforce and economic information (Communications and Research); creating and administering a paid family and medical leave insurance program for Oregon workers and businesses; and providing administrative services to the Office of Administrative Hearings, which adjudicates citizen and business disputes with agencies.

The Oregon Employment Department fosters fairness, equity, and inclusion to maintain a workplace environment where everyone is treated with respect and dignity regardless of race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking. This policy applies to every aspect

of our employment practices, including recruitment, hiring, retention, promotion, and training. A goal of the Oregon Employment Department is to become an employer of choice for individuals of all backgrounds and promote an inclusive workplace culture that encourages diversity and allows employees to excel.

Employee Services serves as a strategic partner to agency leadership, management, and its customers, providing proactive, comprehensive human resources services, in alignment with our vision, mission and strategic goals to help ensure OED has the right talent for now and what is next. Employee Services provides consultative services and works closely with internal customers on workforce and organizational development strategies that cultivate a workplace where all employees thrive, succeed, and look forward to coming to work each day. This is a workplace where individual strengths are recognized and appreciated and all employees are encouraged to contribute.

Employee Services also serves as liaison between the Employment Department and the Department of Administrative Services (DAS) in responding to Chief Human Resources Office (CHRO) and Labor Relations Unit (LRU) on a variety of topics; and to the Department of Justice (DOJ) on employment matters. Human Resources also supports the OED statewide and regional Labor Management Committees, and the OED Equity & Inclusion Council with advice and staff work.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to manage and process Americans with Disabilities Act (ADA) accommodation requests from employees. This role serves as an Employee Services generalist, providing professional and technical guidance to managers, employees, and senior Employee Services business partners. In addition to ADA work, the position supports leave partners with FMLA/OFLA, other protected leaves, and non-disciplinary separations when ADA accommodations are not feasible.

This position administers and coordinates the Department’s ADA process and assists with complex protected leave cases, and absence management issues. It provides direct support to managers by helping them plan for, communicate with, and assist employees in ways that are both supportive and compliant with state personnel rules, policies, and collective bargaining agreements around the ADA process. The role also provides guidance, coaching, and delivering clear explanations of Employee Services practices.

A key responsibility of this position is working closely with employees, healthcare providers, and managers to identify and evaluate workplace accommodations that enable employees to perform the essential functions of their jobs. This includes full lifecycle management of ADA accommodations: intake of accommodation requests, review of medical documentation, clarification of essential job functions, facilitation of the interactive process, collaboration with DAS and DOJ, evaluation of return-to-work options, issuance of accommodation decisions, follow-up to ensure success, ongoing communication, and accurate tracking and reporting.

This position supports the agency’s affirmative action, diversity, equity, and inclusion goals.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
50%	R	E	<u>ADA Accommodation Administration</u> Evaluate, review, and process employee requests for workplace accommodations under the Americans with Disabilities Act (ADA).

			Maintain and manage an active caseload of accommodation requests, ensuring timely follow up and resolution. Lead and document the interactive process, engaging employees, medical providers, managers, Employee Services Business Partners, and other interested parties to identify effective and reasonable accommodation solutions. Request and interpret medical documentation when necessary, ensuring clarity, accuracy, and relevance to the employee's functional limitations and workplace needs. Draft and issue specialized correspondence to obtain additional information, clarify requests, communicate determinations, or outline approved accommodations. Document the employees' request for accommodation and facilitate the interactive process to determine the most effective accommodation. As needed, engage with medical providers to clarify and validate the request for accommodation. Prepare non-standard letters to clarify or obtain information needed to make decisions regarding accommodation requests or to identify reasonable accommodations. Conduct job analyses to determine essential functions and evaluate potential accommodation options. Coordinate employee return to work plans by aligning functional abilities with appropriate assignments and suitable workplace adjustments. Collaborate with Employee Services, Safety, Facilities, IT, Equity and Inclusion Office, other agency departments, and other state agencies, when applicable, to implement workplace modifications/accommodations or procure assistive technologies. Partner with the Job Accommodation Network (JAN) and other external resources to identify innovative and effective accommodation strategies.
15%	R	E	<u>Compliance, Investigation, and Reporting</u> Assist Employee Services Business Partners by investigating complaints or concerns related to ADA noncompliance, discrimination, failure to accommodate, or protected leave concerns, providing data and recommendations. Ensure organizational compliance with federal and state disability laws, regulations, and guidelines. Maintain accurate, timely, and comprehensive records of all accommodation actions and decisions. Prepare reports and metrics regarding accommodation trends, case volumes, timeliness, and risk areas for leadership review. Advise managers and others in the interpretation and application of rules, policies and collective bargaining agreements.

			Assist with drafting non-disciplinary documents related to medical separations. Analyze incoming ADA correspondence and directives to determine intent and action required. Compose correspondence, applying knowledge of agency, state and federal procedures, rules and laws, with special attention to confidentiality rules. Protect all personal health information (PHI) in accordance with HIPAA and organizational privacy standards. Ensure all accommodation documentation, medical information, and employee records are stored and accessed securely. Maintain the highest standards of confidentiality, discretion, and professionalism.
15%	R	E	<u>Training, Consultation, and Program Support</u> Provide guidance and consultation to managers, supervisors, Employee Services staff, and employees regarding rights, responsibilities, and best practices under the ADA. Develop and deliver ADA related training, educational materials, and communications for the organization. Serve as a subject matter expert by monitoring legislative updates, regulatory changes, and emerging ADA best practices. Assist in policy development and updates related to ADA accommodations, medical documentation, and return to work procedures. Identify opportunities to improve accommodation processes and enhance the employee experience. Monitor workplace trends and proactively identify needs for preventive accommodations or ergonomic adjustments. Support initiatives promoting workplace accessibility, inclusivity, and universal design principles. Participate in audits, risk assessments, and organizational initiatives related to accessibility and disability compliance. Serve as a resource for employees navigating disability related benefits, leave programs, and related workplace processes.
15%	R	NE	<u>Back-up to Leave Team and Classification Analyst Team</u> Assist with Protected Leave Program Administration Support administration of protected leave programs (FMLA, OFLA, Paid Leave Oregon, Workers' Compensation) as needed and help ensure compliance with laws and Collective Bargaining Agreement.

			Assist with collecting, reviewing, and tracking documentation, leave usage, eligibility, and entitlements. Help review, as needed, employee and medical information to support protected leave determinations and communicate outcomes to employees, managers, and payroll. Provide guidance on protected leave processes and assist in delivering related training and materials. Help verify return-to-work documentation and integrate updates from new laws, policies, and Collective Bargaining Agreement changes. Attend protected leave forums as needed. Support processing of leave requests, monitoring LWOP usage, and coordinating medical certification needs. Position Description Reviewer Examine Position Descriptions to determine essential functions to evaluate potential accommodation options. Review Position Descriptions for completeness and accuracy. Evaluate information to determine most suitable classification in response to reclassification or position establishment requests. The review will ensure accurate allocation of the position in alignment with DAS classification specifications. Provide feedback to managers to finalize Position Descriptions prior to submitting class review to DAS CHRO. Collaborate with Classification Analysts as necessary to obtain the DAS Pre-Approval Memos for inclusion in budget packages.
5%	R	NE	Other duties and one-time special projects, as assigned.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The duties assigned to this position are performed through a hybrid work model. The work involves regular use of computers, software applications, and various audio/visual equipment. Assignments often require quick turnaround times and strict adherence to deadlines. Some travel may be required using state-owned vehicles.

This position follows a professional workweek, and flexibility in scheduling is considered a condition of employment. Work hours may vary from day to day and week to week based on business needs. The work is highly visible and involves a significant workload with rapidly shifting priorities, short timelines, strict deadlines, and the need to balance competing demands.

The incumbent must be able to work and make decisions independently within established guidelines, while also collaborating effectively as part of a team.

Remote Work: Management will make the final determination regarding eligibility for remote work. For further guidance, please refer to DAS Policy 50.050.01, Working Remotely. If the position is approved for any remote work arrangement, the employee and manager will be required to complete a remote work agreement.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Federal and state employment laws; ADA regulations; FMLA/OFLA regulations; BOLI/EEOC regulations; State Personnel Relations Law (ORS 240) Public Employees Collective Bargaining Act (ORS 243), applicable Collective Bargaining Agreements, DAS Human Resources Services Division policies, Employment Department Policies and Procedures; Applicable ORS & OARs; Workday Guidelines; Affirmative Action Plan; Desk Manual

- b. How are these guidelines used?

These guidelines establish criteria and provide guidance for carrying out business with the most economic and efficient use of resources. Statutes, rules and laws are referenced to ensure that the Department stays compliant when conducting business and when providing information. Manuals are used as a reference to conduct business and provide direction for Department staff. They are researched and considered to establish legal parameters for proposing a course of action. Guidelines are followed to set a framework in making recommendations, decisions for appropriate personnel actions.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Agency Managers	Phone/e-mail, meetings, correspondence	Discuss human resource management issues, provide advice, interpretation	Daily
Agency Staff	Phone/e-mail, meetings, correspondence	Discuss human resource management issues, obtain or provide information, communicate decisions	Daily
Union Representatives	Phone/e-mail, meetings, correspondence	Discuss grievances, contract interpretation, and other personnel issues	As Needed
DAS Staff	Phone/e-mail, meetings, correspondence	Obtain advice, provide information, communicate Department business/ operational needs	As Needed
Insurance Carriers, Vendors, Physicians	Phone/e-mail, meetings, correspondence	Obtain or provide information to resolve issues or inform decisions	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position operates independently when making decisions related to ADA administration and determines when collaboration with DAS, DOJ, or Employee Services management is necessary. The role requires identifying applicable labor laws, rules, policies, and contract language, and recommending appropriate courses of action.

It involves reviewing and evaluating documentation submitted for ADA accommodation requests, approving or denying requests based on eligibility, medical information, and all relevant laws and rules. The position also determines when additional information is needed and independently prepares strategies for obtaining it. Recommendations are provided to Employee Services leadership.

The position evaluates LWOP usage for legal and contractual compliance and advises Employee Services staff and managers on appropriate next steps.

Success in this role requires a thorough understanding of the agency and its programs, as well as the ability to provide prompt and efficient responses to customers, who are typically decision-makers within the Employment Department and other agencies. Maintaining the agency's credibility is essential.

Poor decisions in this role can result in unfair treatment of employees, reduced organizational efficiency, strained employee-management relations, and potential legal challenges that may be costly to resolve.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

HR Manager 3 Employee Services Director	0000085	Meetings, Review of Work product	Weekly	Agency consistency and compliance
HR Manager 2 Employee Services Deputy Director	0001819	Meetings, Review of Work product	Weekly	Agency consistency and compliance
HR Manager 1 Employee Services Recruitment and Operations Manager	2110528	Meetings, Review of Work product	Weekly	Agency consistency and compliance

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0

- b. Which of the following activities does this position do?

- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Knowledge and skill in application of state and federal laws, policies and procedures related to ADA and Leaves. Ability to develop written materials and presentations to communicate policies, procedures and practices. Must be highly organized and demonstrate ability to manage conflicting priorities. Skills in facilitating meetings and in making oral presentations to groups. Ability to travel to other OED offices around the state to conduct duties as assigned.

This position requires excellent written and verbal communication skills. Professional Workplace behavior is expected at all times. Accurate use of grammar, research skills, public relations skills, good judgment and discretion during decision-making processes.

This position requires successfully passing a criminal background check as a condition of employment. This position will have access to Criminal Justice Information Services, which requires fingerprint-based background checks.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date