



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
12/8/2025

Agency: Oregon 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:	Business Operations Admin 2	b. Classification No:	7081
c. Working Title:	Paid Leave Division Director	d. PPDB No/WD ID:	1981301
e. Section Title:	Paid Leave Oregon	f. Agency No:	47100
g. Employee Name:		h. Budget Auth No:	1369620
i. Supervisor Name:	Karen Humelbaugh	j. Repr. Code:	MESN
k. Work Location (City – County):	Salem - Marion		

I. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent	<input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share	
m. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input checked="" type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer	n. Eligible for Overtime:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 Leave Oregon 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.

Paid Leave Oregon provides employees compensated time off from work to care for and bond with a child during the first year after the child's birth or arrival through adoption or foster care, to provide care for a family member who has a serious health condition, to recover from their own serious health condition and to take leave related to sexual assault, domestic violence, stalking or harassment.

**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 strategically lead and direct the Paid Leave Oregon. This position will lead the agency team responsible for designing, developing, and implementing the program. This will include developing of program organizational structures, identifying staffing needs, recruiting the core team, overseeing actuarial functions, budget management, risk and quality management, change management, communications, collaboration with external entities including the Paid Leave Oregon Advisory Committee, and management of contractors and vendors. This position will lead and direct the fully-operational Paid Leave Oregon Division. The position will lead and direct a program comprised of several hundred employees, serving the vast majority of Oregon businesses and workers. The Paid Leave Oregon Division Director has primary responsibility for the delivery of benefits, including claim adjudication and benefit award; compliance; appeals; procedures in alignment with statutes, rules, and policies; operating strategy and planning; personnel recruitment, training, and development; technology systems planning, development, and implementation; and continuous improvement for the operations of the division. This position will work closely with the part of the agency that will be doing Paid Leave Oregon and unemployment insurance tax filing and payment work, to build the Paid Leave Oregon contributions program so it will serve Oregon businesses and workers well.

The position will serve as the primary Paid Leave Oregon contact for communications and involvement with internal and external decision makers and stakeholders. This position is responsible for building and maintaining the relationships and processes that are essential for the success of the program.

This position provides a critical agency-wide leadership role as a member of the agency's Executive Team.

### **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>			
80%	N	E	<b>Lead and Direct the Paid Leave Oregon Program</b>

		<p>Provide strategic and operational leadership, guidance, coordination, and direction to the Employment Department's Paid Leave Oregon program, both in its development and formation phase and in its implemented and operational phase.</p>
		<p>Collaborate closely with other parts of the Employment Department to ensure the timely, effective creation and operation of the Paid Leave Oregon program. This will include, but is not limited to, the Modernization program that is providing key technology systems for Paid Leave Oregon, Unemployment Insurance that that operates programs serving many of the same workers and businesses that Paid Leave Oregon will serve, the shared services that provide key budget, accounting, HR ,IT and other support for the Employment Department, and the group being formed to administer the Paid Leave Oregon contributions work in conjunction with the similar unemployment insurance contributions work.</p>
		<p>Direct the development, design, and implementation of the Paid Leave Oregon program, from its implementation phase through full operational state.</p>
		<p>Direct the delivery of Paid Leave Oregon services to employees, businesses, and other stakeholders.</p>
		<p>Set short- and long-term direction and goals for the Paid Leave Oregon program. Set expectations for managers and employees in the Paid Leave Oregon program and across the Employment Department, as well as other stakeholders, to achieve those goals.</p>
		<p>Determine the priorities and focus of the Paid Leave Oregon program, based on the Employment Department's vision, mission, values, operating principles, strategic goals; the program's guiding principles; and available resources.</p>
		<p>Develop professional, collaborative working relationships with Employment Department director and deputy director, division directors, and other key employees.</p>
		<p>Develop and maintain professional working relationships and high credibility with key stakeholders, including, but not limited to, the Governor's Office, the Legislature, relevant policy makers and policy advocates, the Paid Leave Oregon Advisory Committee, state agency service delivery partners, the Office of the State Chief Information Officer (OSCIO), the Office of the Chief Financial Officer (CFO), and the Legislative Fiscal Office (LFO). Ensure, where appropriate, communication, collaboration, and compliance with Oregon stage gate and other IT project approval processes.</p>
		<p>Direct the preparation and presentation of the Paid Leave Oregon program's budget requests, adjusting staffing and assignments to meet the changing needs of the program and its implementation projects. Prepare testimony for and testify at legislative Joint Committee on Ways and Means, other legislative committees, and Emergency Board hearings.</p>
		<p>Direct the administration of the Paid Leave Oregon program, including all financial, budgetary, technology, and human resources aspects. Develop and implement performance measures to ensure progress toward stated goals.</p>

			Recruit and retain qualified managers and employees, evaluate performance of both, ensure that all staff have relevant training opportunities, and adjust and distribute resources as needed to meet division goals.
			Lead efforts to identify and select vendors/contractors to perform components of the implementation or operation of Paid Leave Oregon program. Ensure that vendors/contractors meet the requirements of their contracts and commitments.
			Provide clear written and oral communication on technical, non-technical, and policy issues relating to Paid Leave Oregon program. Communicate with core staff, other Employment Department employees, and external stakeholders.
			Ensure that the business practices of the program result in successful provision of Employment Department services while complying with state and federal law.
			Respond to and resolve employee grievances. Promote safety and training in performance of all work activities.
			Carry out the agency's affirmative action, diversity, equity, and inclusion goals and responsibilities. Maintain a professional attitude and inclusive work environment free of harassment and other forms of discrimination. Model the agency's diversity, equity, and inclusion goals and ensure those are built into the formation and operation of the Paid Leave Oregon program.
15%	N	E	<b>Share in Leadership and Direction for the Employment Department</b>
			Serve on the Employment Department's Executive Team. Contribute to decision-making and make recommendations on agency vision, mission, values, operating principles, strategic goals, resources, policies, and priorities.
			Model communication, decision-making, and accountability consistent with the Department's vision, mission, values, and operating principles.
			Take leadership roles in agency-wide priority initiatives.
			Represent the Employment Department and the State of Oregon at public meetings as both a speaker and a participant. Communicate with key players in Oregon's workforce system, including state and local workforce boards and other state agencies. Represent the Employment Department in national meetings and conferences.
5%	N	E	Other duties as assigned.

#### 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.**

This position:

- functions in a pleasant and safe office working environment, using computers and other standard office equipment on a daily basis; may also work from home on occasion or in a combination of at home and in the office situations;

- requires some travel, within Oregon and across the nation;
- involves heavy workload, where work must often be completed under tight timelines and with high expectations of quality, resulting in non-standard and sometimes long work hours, particularly during legislative sessions;
- represents the Employment Department at meetings with the Governor, legislators and legislative staff, other state agencies, federal officials, private sector businesses and associations, and others; the incumbent will give legislative testimony; and
- requires extensive coordination and communication with the Director and other Executive Team members.

## 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 statutes, rules, policies and contracts
- Employment Department policies and practices
- Information and project management techniques, theories, processes
- Employment Department Affirmative Action Plan

**b. How are these guidelines used?**

Federal statutes define some of the responsibilities of the Employment Department and the sources of federal funding. Federal contracts determine specific deliverables essential to continued receipt of federal funding for program and modernization efforts. Knowledge of these is used to ensure compliance with federal requirements and in negotiations of additional resources from the federal government.

State statutes define the responsibilities of the Paid Leave Oregon Division. State and agency policies guide decisions relating to human resources, budget and funding issues, contracts and procurement, and more.

Guidelines are used as a source to inform and guide policy, performance, project and operational work. Also, as a source to ensure alignment of operations with federal and state guidance and law.

Knowledge of these guidelines is used for decision making purposes to achieve the Oregon Employment Department vision, mission, effective and efficient operations, compliance, and to maintain a workplace environment of fairness, equity, and inclusion.

## 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Director, Deputy Director, Executive Team	In person, email, phone, writing	Direction, decision making, collaboration, coordination, support.	Daily

Other Department managers and employees	In person, email, phone, writing	Provide leadership, direction, and guidance.	Daily
Governor's office, legislators and staff, CFO, LFO, OSCIO	In person, email, phone	Communicate and collaborate, provide information and expertise, respond to requests for information.	Daily
Oregon businesses, Oregon employees, general public, others	In person, email, phone	Provide information and updates regarding modernization project.	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position is responsible for major decisions relating to directing, planning, organizing, analyzing, evaluating, and reviewing work to ensure the successful implementation and operation of the Paid Leave Oregon program. These decisions impact the success of this major Governor's Office and legislative priority. The decisions have direct impact on almost all Oregon workers and businesses, Oregon's self-employed, and the tribal governments in Oregon.

The position makes and contributes to decisions impacting the budgetary and stage gate approval of the Paid Leave Oregon projects, working collaboratively with the Governor's Office, the Legislature, policy advocates, EIS, CFO, and LFO.

The position also makes major contributions to decisions regarding the priorities and operations of the Employment Department. These decisions impact all Department programs, and therefore, all Department customers and partners, in the context of vision, mission, values, budget, contracting, human resources, IT, and program operation.

Creates the culture for the Paid Leave Oregon division, ensuring it advances the agency's mission, vision, and operating principles, and ensuring the division works well with all other parts of the agency, and with partners in other state agencies, and partners that are not part of the state executive branch of government.

The person in this position has a high level of independent decision-making authority, with minimal review by the Director or Deputy Director.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Agency Director	0002358	In-person and virtual	Bi-monthly	Progress updates

**SECTION 9. OVERSIGHT FUNCTIONS****THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position?	11
How many employees are supervised through a subordinate supervisor?	<u>479</u>
b. Which of the following activities does this position do?	
<input checked="" type="checkbox"/> Plan work	<input checked="" type="checkbox"/> Coordinates schedules
<input checked="" type="checkbox"/> Assigns work	<input checked="" type="checkbox"/> Hires and discharges
<input checked="" type="checkbox"/> Approves work	<input checked="" type="checkbox"/> Recommends hiring
<input checked="" type="checkbox"/> Responds to grievances	<input checked="" type="checkbox"/> Gives input for performance evaluations
<input checked="" type="checkbox"/> Disciplines and rewards	<input checked="" type="checkbox"/> 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:

Unclassified Service Principal Assistant (ORS 240.205 (4)): This position meets the unclassified service criteria in ORS 240.205 (4) and is a principal assistant that manages a major agency organizational component. The position reports directly to an executive or administrative officer. As such, pursuant to ORS 240.205(4), this position has the approval of the Director of Department of Administrative Services to be placed in unclassified service (DAS CHRO Policy 30.000.01) and serves at the pleasure of the agency appointing authority. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

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

In addition to leading the employees involved in the Employment Department's Paid Leave Oregon program, this employee will also provide leadership to the vendors working on related projects.

The person in this position must have excellent leadership skills, with knowledge of human resource management, organizational development, change management, people management, and employee relations.

The person in this position must have excellent administrative management skills, including the areas of budgeting, decision-making, planning, financial reporting, contracting.

The person in this position must be an excellent communicator, both orally and in writing, to a wide range of audiences. The person in this position must have excellent public speaking/presentation skills.

The person in this position must have knowledge of project management, change management, and IT systems, and the ability to communicate on these topics with a wide range of individuals who may not have knowledge of these topics.

The person in this position must model behaviors that support the entire Employment Department being a welcoming, friendly, positive workplace. They must treat co-workers, partners, and

customers with courtesy, respect, and enthusiasm. They must contribute to the workplace being a fun and pleasant environment.

The person must support and promote the Employment Department's commitment to valuing diversity. They must seek to understand the value of differences in age, culture, race, religion, gender, and beliefs within the workplace through open communication and willingness to receive feedback; by reviewing policies, posters, and other materials; by attending diversity awareness training as available and appropriate; and through the daily performance of assigned duties.

The incumbent must review, understand, and support the agency's affirmative action goals and objectives.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
Paid Leave Oregon Program	Approximately \$40 million	Paid Leave Oregon Fund

## 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 \_\_\_\_\_