

**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
June 5, 2025

This position is:

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

Agency: Oregon Department of Energy

Facility:

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Human Resource Analyst 1</u></p> <p>c. Effective Date: <u>July 1, 1991</u></p> <p>e. Working Title: <u>Human Resource Analyst</u></p> <p>g. Section Title: <u>Central Services Division</u></p> <p>h. Employee Name: <u>VACANT</u></p> <p>i. Work Location (City – County): <u>Salem - Marion</u></p> <p>j. Supervisor Name (optional): _____</p>	<p>b. Classification No: <u>X1320</u></p> <p>d. Position No: <u>0009002</u></p> <p>f. Agency No: <u>33000</u></p>
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k. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year
 ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

l. FLSA: ☐ Exempt If Exempt: ☐ Executive **m.** Eligible for Overtime: ☒ Yes
 ☒ Non-Exempt ☐ Professional ☐ No
 ☐ Administrative

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 Oregon Department of Energy's vision is to lead Oregon to a safe, equitable, clean, and sustainable future. ODOE helps Oregonians make informed decisions and maintain a resilient and affordable energy system. We advance solutions to shape an equitable clean energy transition, protect the environment and public health, and responsibly balance energy needs and impacts for current and future generations. ODOE helps Oregonians improve the energy efficiency of their homes, provides policy expertise to prepare for Oregon's future energy needs, staffs the Energy Facility Siting Council, provides technical and financial assistance to encourage investments in energy efficiency and renewable energy resources, represents Oregon's interests in the cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy related emergencies. ODOE employs approximately 93 employees and is funded with revenue from more than 40 sources, including \$74.4 million in general fund, \$78.8 million in other funds, \$3.1 million in federal funds, \$3 million in lottery funds debt service, and \$31.6 million in non-limited loan program and debt service funds.

The Central Services Division is responsible for the critical operations that ensure the agency functions effectively, and efficiently, in support of its mission and in compliance with state and federal requirements. This includes financial management such as budgeting, accounting, payroll, procurement, contracting, and federal grants administration, to ensure fiscal integrity and resource stewardship. The division also oversees information technology and database

management, providing secure, innovative, reliable systems that support agency operations. Facilities and records management, risk management, and employee safety functions ensure a safe, organized, and compliant workplace. Additionally, the division manages employee services, including strategic workforce planning, recruitment, classification and compensation, employee relations, leave administration, training, wellness programs, and personnel action processing.

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:

Provide a full range of human resources technical and administrative support services to employees and managers with an emphasis on recruitment. The position also processes personnel actions and provides advice and recommendations on human resource rules and policies, compensation, and FMLA/OFLA.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
55%	NC	E	Recruitment and Selection <ul style="list-style-type: none"> Coordinate and administer the agency’s recruitment process. In coordination with the HR Manager, provide guidance and advice to agency management on interviewing strategies, including the development of position announcements, selection criteria, and interview questions relevant to the requirements of the position. Utilize Workday to create and post position announcements, move applicants through the recruitment and hiring process, including the preparation of the offer letter. Create recruiting status and historical reports. Create and place advertisements for open positions on appropriate websites and those identified by the hiring manager for specific outreach opportunities. Develop a recruitment timeline to ensure a timely recruitment process. Ensure that work commitments are met to meet the timeline. Review applications to evaluate whether minimum qualifications are met, review and grade desired attributes, and identify applicants best suited to move forward in the recruitment process. Provide candidate information to the hiring manager and/or division assistant so they can coordinate and administer the interview process. Participate as an interview panel member. Provide guidance and assistance to employees and the public on the use of the Workday recruitment system and explain statewide recruitment rules, policies, and procedures. Respond to disputes and complaints related to the rejection of an application and/or applicant. Research and recommend agency participation in job fairs/recruiting events. Contact college placement coordinators to build partnerships in an effort to produce a well-developed internship program and to solicit interested students. Review current pay practices and conduct pay equity evaluations for new hires, promotions, demotions, and transfers.
20%	R	E	Human Resource Program Coordination <ul style="list-style-type: none"> Administer the agency’s criminal background check process. Adhere to record confidentiality and retention requirements mandated by statute. Notify the HR Manager of any adverse or inconsistencies in employee or candidate records. Administer the agency’s leave request and paid family leave process.

			<ul style="list-style-type: none"> • Explain family medical leave laws to employees upon request of FMLA/OFLA leave and notify employees of medical leave entitlements. • Coordinate efforts with employees to obtain necessary medical certification documents in order to determine eligibility, approve/ deny FMLA/OFLA requests, and notify employees of the determination. • Work with payroll to monitor and track FMLA/OFLA hours used and the continuation of employee health benefits. • Administer internal hardship leave program. • Review statewide requests for hardship leave to determine whether ODOE employees can donate leave. • Explain the hardship leave policy to eligible employees and collect required documentation.
			<ul style="list-style-type: none"> • Explain personnel procedures and program guidelines to supervisors and employees regarding internal procedures, personnel laws, rules, and regulations.
			<ul style="list-style-type: none"> • Coordinate the agency's Department of Justice bill by receiving invoices, redacting confidential information related to HR issues, assigning appropriate PCAs for HR-related matters, and forwarding to accounting for timely payment.
			<ul style="list-style-type: none"> • Maintain and update supervisory org structure within Workday. • Administer employee actions within Workday, understanding the nuances between separations, transfers, promotions, demotions, removals, etc. • Coordinate employee actions with payroll staff to ensure timely and accurate payroll for employees. • Attend statewide recruiter meetings and Workday user group meetings to gain and exchange personnel-related information that may impact the department. • Request and terminate employee keycards. Track and maintain inventory of visitor badges.
15%	R	E	Employee Records and Reporting
			<ul style="list-style-type: none"> • Coordinate, process, and monitor a variety of personnel actions and processes that include both digital and physical employment records, such as, but not limited to, new-hire/separation documentation, temporary employment contracts, performance evaluations, pay changes, and other documentation. • Recommend, develop, and implement procedural changes regarding record-keeping and processing systems. • Maintain confidential files and file employee position and HR-related documents in a timely manner. • Create Work Schedule Request Forms and other documents for electronic signature. • Maintain up-to-date work schedule records. • Monitor status and prepare documentation for temporary employments, limited duration appointments, work out of class, and leadwork.
			<ul style="list-style-type: none"> • Input, update, and retrieve data on employee records and files. • Compile and process documents and data records in accordance with personnel policies and procedures. • Pull data and create reports from Workday. • Obtain and maintain accurate data for records processing, including updating agency organizational charts as changes occur, and submit revised copies to the HR Manager.
			<ul style="list-style-type: none"> • Complete unemployment forms for previous agency employees for the Employment Department according to their deadlines. • Respond to requests for employment verification for current and past employees.
			<ul style="list-style-type: none"> • Draft HR-related letters for the Human Resources Manager signature, taking into account state and agency policies and procedures, e.g., notification of layoff, relocation, trial service removal, etc. • Serve as Human Resource Records Coordinator, maintaining files in compliance with the records retention schedule.
10%	R	E	Analytical Support
			<ul style="list-style-type: none"> • Review and monitor Department of Administrative Services, Chief Human Resources Office rules and policies for content and take initiative to identify changes

			that have an impact on internal policies to the supervisor in order to ensure compliance.
			<ul style="list-style-type: none"> Research a variety of issues and records related to personnel, such as laws, rules, policies, and records used in investigations. Collect and analyze data, report findings, make recommendations, and prepare special reports, if necessary.
			<ul style="list-style-type: none"> Actively participate in discussions related to laws, rules, and policy changes that affect agency operations. Conduct research, review and analyze reports, provide written analysis and feedback, and assist with the implementation of new or revised laws, rules, and policies.
			<ul style="list-style-type: none"> Ensure all necessary position/employee changes are entered in Workday. Relay information regarding all personnel transactions affecting the budget to fiscal staff and payroll.
			<ul style="list-style-type: none"> Continually analyze HR administrative processes and generate ideas to increase efficiency and effectiveness; negotiate and problem solve with HR staff and department staff to develop and implement process improvement solutions.
On-going	NC	E	<ul style="list-style-type: none"> Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in team participation and collaboration through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and collaborating to resolve problems in a constructive manner. Demonstrate openness to constructive criticism and suggestions to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere. Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace. Respect diversity of opinions, ideas, and cultural differences. Other duties as assigned Regular attendance is required to meet the demands of this job and to provide necessary services.

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 office environment is an open landscape with cubicles and audible distractions. This position requires long periods of sitting, standing, using a keyboard and other computer operations, and the use of a cell phone. Work requires lifting and carrying objects of up to 50 pounds, bending, crouching, use of arms above the shoulders, and transporting oneself throughout the office and to remote work locations. The work environment includes the use of electronic, audio-visual, and computer equipment. These working conditions are experienced daily. The employee must be able to complete work tasks under these types of conditions in this type of environment. An employee in this position must be available to work Monday through Friday with a regular 40-hour work schedule. The position may experience exposure to volatile or stressful situations and critical/hostile people.

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.

Internal ODOE personnel document processing procedures; Department of Administrative Services rules, policies, and procedures; Oregon Administrative Rules; Workday; and various state and federal laws.

b. How are these guidelines used?

Respond to routine and non-routine inquiries from the public, agency employees and managers on the interpretation and application of personnel policies and procedures, internal policies, and on a wide variety of personnel topics.

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?
Agency employees	In person, phone, email, virtual	Exchange information, provide guidance	Daily
DAS Agency staff	In person, phone, email, virtual	Receive information and consult with and receive advice on policies and procedures	As needed
Public	In person, phone, email	Advise on application processing, and provide employment information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position needs to determine how and/or if information received is relative to all facets of personnel systems and processes, and follow through with any necessary actions based on knowledge and/or judgment; review information for accuracy and determine the appropriateness of actions to personnel rules, policies, and procedures. Errors in decision-making could be significant; e.g., an invalid examination or appointment process could result in legal challenge; errors made in personnel processes could result in incorrect pay to employees and/or grievances; errors in internal processing or not communicating personnel/position changes to fiscal staff could result in incorrect budget forecasting.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Human Resource Manager 2	0023001	Through formal and informal conversations and meetings, and quarterly performance evaluations.	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate effectiveness

SECTION 9. OVERSIGHT FUNCTIONS

- 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?

- | | |
|--|--|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepare & sign 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

- Must successfully pass criminal background check.

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

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

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