



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 1, 2025

Agency: Department of Administrative Services

Facility:

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:	HR Consultant 2			b. Classification	X1327	
c. Effective Date:				d. Position No:		
e. Working Title:	Senior State HR Management Consultant			f. Agency No:	10700	
g. Section Title:	Enterprise Policy, Investigations and Compliance			h. Budget Auth No:		
i. Employee Name:				j. Repr. Code:	MMC	
k. Work Location (City – County):	Salem - Marion					
l. Supervisor Name: Carol Williams						
m. 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		
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative	o. 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 Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

The Chief Human Resources Office (CHRO) provides enterprise-wide policy leadership necessary to maintain a reliable and qualified workforce for the state of Oregon. The Office's centralized policy functions enable executive branch agencies to share resources and expertise with which to manage their human resource assets and capital in a cost-effective way. Specific policy functions are within Labor Relations, Statewide

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:

This position is a leading human resource expert in all areas of workforce management and human resource management principles and practices. The position provides comprehensive advice, guidance, and assistance to State HR professionals on highly complex areas involving human resource management in state government. This position promulgates and advises on CHRO's laws, rules, policies and systems and ensures rules and policies comply with federal and state laws and regulations. The HRC 2 leads complex enterprise initiatives and projects, in the field of Human Resources directly correlating to the Governor's Office key priorities and state of Oregon statutory responsibilities. This position serves as a vital conduit by providing expert consultation to all levels of leadership and Human Resources Staff with agencies across the state.

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>			
Ongoing	R	E	Customer Service Listen to customer request(s) remaining curious, in-order-to identify root cause issues. Center collaboration and partnership to apply deep knowledge and understanding of classification and compensation principles to a wide variety of routine and non-routine issues. In alignment with DAS and CHRO expectations, ensure prompt, timely and accurate responses to all inquiries and requests. Respond to partners or resolve requests by referring customers to the appropriate resource or personnel for their request.
Ongoing	R	E	Core Values Promote and foster a diverse and qualified workforce and discrimination/harassment-free workplace. Recognizes the value of all individuals professional and lived experiences, regardless of their cultures, identities, and backgrounds. Creates a work environment where individuals feel welcomed, appreciated, and valued for all that they bring to the organization. Participates in professional development opportunities to engage in ongoing education of cultural awareness.
35%	R	E	Workforce Policy Consultation

			<p>Provide technical advice to State agency HR professionals on various HR issues which often include research into complex areas, with a focus on workplace investigations. May provide management direction for new Boards and Commissions or small agencies until permanent staff is hired.</p> <p>Plan, organize, and research complex human resource issues that involve major areas of uncertainty in approach, methodology, or interpretation to identify appropriate courses of action. Identify legal issues and work with the Attorney General's office to receive clarification and advice.</p> <p>Proactively formulate and conceptualize needed changes in legislation, effectively recommend and draft new or revised statutory language and implement new legislation that impacts workforce management in the state.</p>
45%	R	E	<p>Workforce Management Policy</p> <p>Identify, develop, implement, maintain, and monitor CHRO rules and policies which cover unclassified, management service and classified unrepresented employees in all areas of human resources management.</p> <p>Evaluate CHRO rules, policies, and systems to ensure effective and efficient statewide HR systems and practices.</p> <p>Analyze CHRO administrative rules, policies, and systems to ensure they align with federal and state laws and regulations and do not cause disparate impact on collective bargaining agreements.</p> <p>Propose and effectively recommend new, or changes to existing, policies and OARs to ensure CHRO administrative rules, policies, systems and practices align with federal and state laws and regulations.</p> <p>Design, develop, and train diverse audiences on interpretation and application of statewide rules and policy and implementation of new laws and regulations. Develop outreach campaigns to help employees understand policy changes and policy implications. Work collaboratively with other entities in designing and delivering training.</p> <p>Identify legal issues and work with DOJ Assistant Attorneys General to receive clarification and advice.</p>
15%	R	E	<p>Project Management</p> <p>Lead enterprise-wide policy changes and initiatives to success, duties include but are not limited to:</p> <ul style="list-style-type: none"> • Research, develop and implement state agency communication strategies highlighting key aspects and requirements. • Facilitate meetings with key partners, ensuring state agencies provide meaningful feedback regarding project status and challenges for end stage deliverables.

			<ul style="list-style-type: none"> • Develop feedback loops between CHRO leadership and state agency HR leadership to ensure key details and status' are provided. • Develop and implement project framework to ensure all stages of projects are delivered. • Develop and implement tracking tools to ensure project is delivered through data informed framework. • Facilitate post project listening sessions and incorporate feedback from project debrief with key partners and CHRO Leadership to ensure lessons learned are incorporated in next cycle planning efforts.
5%	R	E	Special Studies
			<p>Take a lead role on behalf of the CHRO on a variety of special studies and projects, provide leadership and direction on highly complex policy and program issues and make recommendations to top-level decision makers including DAS Director and Governor's Office.</p> <p>Studies and projects may be completed independently depending on the sensitivity of the issue.</p>
10%	R	E	Personnel Investigations
			<p>Monitor personnel investigations involving complex human resource issues or issues that involve sensitive or high levels of risk. Complete a capacity analysis of incoming complaints and allegations with resulting investigations and work with HR partners to develop recommendations around how to refer or manage the volume of work with existing resources. Develop resource recommendations around how to contract or refer work that cannot be accomplished within existing DAS resources.</p> <p>Diplomatically responds to parties involved in personnel investigations processes, including complainants, subject witnesses, Labor representatives, attorneys, and witnesses.</p>

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 involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available each week during established work hours, as determined by the business need.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

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.

- ORS Chapter 240 & 243
- Human Resource Services Division Policies and Administrative Rules
- All applicable state and federal laws, regulations, policies, and administrative rules
- Federal Guidelines and federal and state court decisions
- ERB rulings
- AG Opinions

b. How are these guidelines used?

Guidelines affect and support workforce management for the State of Oregon.

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>			
All staff levels of DAS	In person/phone and writing	Consult and inform on HR Issues	Daily
Agency Heads, personnel staff and other levels of agency management/staff	In person/phone and writing	Advise, inform and consult on HR Issues	Daily
Attorney General's office	By phone/writing	Consult and advise on HR rules and policies and receive direction	Monthly
Governor's office	By phone/writing	Provide assistance & information	As Needed
Interest and Advisory Groups	In person/phone and writing	To give/receive info	As Needed
Other State's HR Professionals	By phone/writing	Consult and advise on HR issues	As Needed
General public	In person/phone and writing	Give/receive information/resolve problems	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions impact the future of the State's workforce management efforts, and the legality and effectiveness of CHRO's law, rules, policies and systems, and agency personnel practices, activities, and operations.

Some examples of decisions made by this position are to determine: the priorities and direction of the state's workforce; if a new direction in workforce management is best for the State; whether a HR investigation should be delegated to an agency; what level of risk does a particular complaint present to the state and what is the appropriate organization to conduct the investigation; the level of political sensitivity of an issue and how best to handle it to ensure that all parties involved are considered and all needs addressed; and if rules or policies need to be written or revised based on federal or state law changes or court cases; if a change in statute is needed to allow CHRO to administer workforce management in a more effective way to meet the state's workforce needs; the level of political sensitivity of an issue and how best to handle it to ensure that all parties involved are considered and all needs addressed; and if rules or policies need to be written or revised based on federal or state law changes or court cases.

Inaccurate decisions will place the state in jeopardy of being held legally liable, will keep the state from achieving the goals and objectives necessary for effective management of the State's workforce; put state agencies at risk both legally and politically; if we don't advise an agency on the appropriate organizational structure for their agency it will keep them from successfully meeting the program goals set for them by the legislature; cause credibility issues with all state agencies and the legislature for the DAS Director and the Chief HR Officer; if we mishandle an extremely sensitive issue it will have political ramifications.

Incorrect decisions will have a harmful and significant impact on the administration of the statewide human resource structure, the effectiveness of CHRO rules, policies and systems, and agency personnel practices, activities, and operations. Incorrect decisions can also set precedence which can open the door for additional

inappropriate practices, and also cause agencies to be subject to litigation, and fines and penalties as a result of non-compliance with federal regulations.

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>				
HR Administrator 1	0004545	In person, virtually, phone, e-mail	Weekly or Quarterly; as needed.	Regular check ins; Review and progress of work

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?

<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"/> 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:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements:

- Extensive knowledge regarding all facets of Human Resource management.
- Ability to plan and conduct organizational and issue-specific studies to identify and recommend resolutions verbally or in writing.
- Ability to review and analyze complex issues to determine potential for legal liability.
- Ability to deal appropriately, effectively, and independently with issues involving political sensitivity which may have the potential for far-reaching ramification.
- Ability to manage multiple, competing priorities in stressful times.
- Self-motivated as a representative of DAS, completing assigned tasks and as assigned, assisting and supporting others as needed demonstrating pride in quality of work and work product.
- Ability to speak well in public, to groups both large and small, from variety of backgrounds and sophistication.
- Employee is required to possess and maintain a current, unrestricted, valid Oregon driver's license or provide an acceptable alternate mode of transportation.

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

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

