



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
January 15, 2021

Agency: Department of Administrative Services

Division: Chief Human Resources 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: <u>Human Resource Analyst 2</u>	b. Classification No: <u>X1321</u>
c. Effective Date: <u>07/01/2021</u>	d. Position No: _____
e. Working Title: <u>Senior Recruiter</u>	f. Agency No: <u>10700</u>
g. Section Title: <u>Recruitment</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>MMN</u>
k. Work Location (City – County): <u>Salem</u>	
l. Supervisor Name (Optional): <u>Brian Light</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> 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 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.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer (“COO”), a central component of DAS, unites statewide solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

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 Workforce Development, Executive Recruitment, Classification and Compensation, Human Resource Policy Management and other related policies associated with human resource administration and development.

The CHRO is also dedicated to provide point of contact support for client agency human resource needs. This service comprises the critical services of employee relations, to include employee counseling, addressing compliance issues, handling employee complaints, conducting investigations, addressing issues of health and safety, coordinating performance reviews, etc. Additional support functions include: resourcing and recruiting, giving advice about organizational issues, structure and strategy, providing support in implementation of HR policies and processes, partnering to develop and manage service level agreements (SLA's), learning and development, FMLA/OFLA, and employee retention.

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 Senior Recruiter leads agency recruitment efforts and consults with human resources staff and hiring managers to strategically hire top talent and helps set the strategic direction for recruitment at DAS and within other state agencies that request recruitment assistance from DAS. The Senior Recruiter provides guidance on best practices in advertising and outreach, creates a candidate experience that promotes equity and inclusion throughout the recruitment process. Examples of equitable best practices are recommending and conducting effective screening and interviewing practices, building relationships with prospective applicants, creating a diverse applicant pipeline, and ensuring compliance with applicable laws, rules, policies, and collective bargaining agreements.

The Senior Recruiter is responsible for setting strategic long term and short term goals, advising and mentoring recruitment analysts in industry and public sector best practices.

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 curser at end of a row (outside table) and hit "Enter".</i>			
30%	R	E	Manager Consultation and Training <ul style="list-style-type: none"> Partner with hiring manager throughout the selections process. Initiate and lead recruitment in take meetings to develop a recruitment plan and ensure agreement to established guidelines. Assist hiring managers with identifying critical attributes needed for a successful recruitment and hire. Guide the development of screening and interview methods and questions. Recommend evaluation methods and stages for the selection process, ensuring alignment with innovative industry practices.

			<ul style="list-style-type: none"> ▪ Work with hiring managers to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria. ▪ Conduct regular follow-ups with hiring managers to determine the effectiveness of recruitment plan. ▪ Educate and train managers on: <ul style="list-style-type: none"> ○ job analysis to identify the knowledge skills and attributes needed for success on the job ○ best practices in equitable candidate screening and interviewing to hire top performers ○ innovative and predictive selection methods ○ conducting reference checks ○ performing an equity analysis and making job offers ○ documenting the selection process ○ policies, laws, rules, and collective bargaining agreements that apply to recruitment and selection ▪ Provide feedback to manager on interview and selection process as gathered from the candidates. ▪ Make recommendations for improvement in efficiencies as well as the candidate experience.
25%	R	E	<p>Outreach and Sourcing candidates</p> <ul style="list-style-type: none"> • Determine innovative sourcing, outreach methodologies and strategies for open positions and future vacancies to recruit diverse talent <ul style="list-style-type: none"> ○ Create outreach and advertising plans. Research and recommend sources for attracting active and passive candidates. ○ Create a targeted, applicant focused job postings in alignment with new standards created and adopted by DAS Recruitment ○ Develop marketing plan to create the largest and most diverse candidate pools as possible. ○ Contact candidates and invite to apply • Conduct ongoing outreach by promoting the agency and networking with underserved communities <ul style="list-style-type: none"> ○ Network through industry contacts, association memberships, trade groups, social media, colleges, community based organizations and employees ○ Establish a marketing plan for DAS Recruitment, DAS, and the state of Oregon, that positions Oregon state government as an employer of choice ○ Act as brand ambassador for DAS and state of Oregon in recruiting the best candidates to apply for state of Oregon and DAS jobs

			<ul style="list-style-type: none"> • Develop a talent pipeline for hard to fill positions <ul style="list-style-type: none"> ○ Identify prospects and develop relationships, and maintain regular contact. ○ Support through the selection process by informing candidates fully about the job, the team, management styles, and the agency culture. Brief and debrief candidates before and after interviews.
20%	R	E	Candidate screening and evaluation <ul style="list-style-type: none"> • Develop a qualified applicant pool <ul style="list-style-type: none"> ○ Determine applicant qualifications through screening, analyzing application materials, and comparing qualifications to job requirements ○ Identify applicants who match the critical attributes needed for success on the job ○ Conduct prescreening interviews including telephone and video interviews to provide the manager a short-list of candidates ○ Participate and facilitate interviews and assessing candidates as requested ○ Conducting reference checks as requested
15%	R	E	Agency Recruitment Metrics and Workforce Analysis <ul style="list-style-type: none"> • Lead agency efforts in determine recruitment metrics, tracking and using measurable facets of the recruiting and hiring process to improve efficiencies and ensure resources are used effectively • Analyze data pertaining to recruitment, turnover, separation, staffing patterns, labor markets, and demographics. Present findings to agency leadership and management teams. Consult on implications of data and make recommendations as to course of action. • Work in tandem with Senior Recruitment Consultant, Senior Recruitment Policy Consultant and Senior Researcher on desired metrics, establishing new metrics and any necessary changes to existing metrics.
5%			Professional Development <ul style="list-style-type: none"> ○ Keep current with sourcing strategies and industry trends ○ Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.

			<ul style="list-style-type: none"> ○ Continue developing understanding of the agency and the impact of the agency's work through job shadowing, talking with current employees and participating in leadership meetings.
5%			<u>Other duties as assigned</u>
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.

Work is conducted primarily in an open office environment with constant interruptions and conversations occurring near work station. Job requires using a personal computer. Work requires dealing with numerous interruptions due to telephone and walk-in inquires and management of multiple priorities.

May require occasional work beyond normal working hours to meet short timelines and heavy workload. Occasional travel to division locations may be required.

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, multiple collective bargaining agreements, Statewide Policies And Procedures, Statewide Recruiter Guidelines, DAS's Internal Policies, and E-Recruitment Guidelines.

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 assure that the agency stays within its legal limits when conducting business and when providing information. Manuals are used as a reference to conduct business and provide direction to other division and department staff, and the public.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
DAS management and staff	In person, by telephone, fax, e-mail and in writing	To communicate personnel-related information.	Daily
DAS Employee Services	In person, by telephone, fax, e-mail and in writing	To communicate personnel-related information.	Daily
Outside Agency HR staff	In person, by telephone, fax, e-mail and in writing	To provide personnel-related information as requested	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made about the appropriate course of action based on research, questions and division requirements. The decisions surround personnel and recruitment issues. The effect of those decisions impact the quality and efficiency of customer service and; legal and ethical liability of DAS.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM G	1870061	In person- one on one meetings In writing , by phone	As needed Yearly	To ensure the objectives are met as well as the accuracy and timeliness of work Annul performance evaluation

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? N/A
 How many employees are supervised through a subordinate supervisor? _____
- 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.

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

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