



State of Oregon Position Description

Company: Department of Administrative Services
Organization: CHRO Workforce Partners - DAS
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Human Resource Analyst 3	Job Profile ID:	1322
Business Title:	Investigator 1 (Unfilled)	Position ID:	000000156628
Employee Name:		Company ID:	10700
Representation:	MMN	Budget Auth No:	
Location:	Salem DAS Executive Building		
Supervisor:	Carol Williams (HR Consultant 2)		
Position:			
Time Type:	Part Time		
FLSA:	Exempt		
Exempt Reason:			
Overtime Eligible:			
Employee Type:	Temporary (Fixed Term)		

SECTION 2. JOB DESCRIPTION SUMMARY

A) Describe the program in which this position exists. Include program purpose, who is 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, efficient 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 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 providing 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, 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:

This role provides additional capacity to the unit by conducting complex, sensitive and high-risk investigations that involve various state government agencies. Investigations may be conducted at numerous state agencies and non-ORS 240 agencies and require application and interpretation of various CBA's, policies and agency specific rules. This position will be responsible to conduct counter complaint investigations made against agency management and/or HR staff and as a result, this position will review predicate investigatory work performed by agency HR staff. This position may be required to testify in arbitration or in hearings to defend investigative work/decisions and may work to negotiate agreements. In depth knowledge, experience and application of a wide variety of human resource principles is required for this position to conduct investigatory work at this level.

SECTION 3. JOB DESCRIPTION

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.

(60%) Complete workplace investigations involving complex human resource issues, conflict work that cannot be accomplished within existing resources or issues that involve sensitive or high levels of risk. Plan investigation processes, determine witnesses, gather physical information, conduct interviews, and write thorough investigation reports. Determine if violations of human resource policy occurred using analytical and sound judgement skills where outcomes may not be clear. Work independently, and under the general guidance of a higher-level human resource professional or manager, who typically reviews investigative work and gives advice or direction as needed. Testify in arbitration or hearings.

(15%) As a neutral investigator, exchange documents or information in person, writing, via telephone or by electronic transfer. Have regular interaction with agency managers and first-line supervisors to receive instructions, coordinate and schedule investigation activities, exchange or give confidential information, explain investigative procedures and policies or to help resolve complaints or disputes. Communicate with labor representatives and employees, ensuring appropriate collective bargaining agreement language is followed.

(10%) Regularly contact people outside state government to complete investigative duties. Identifies legal issues and works with DOJ Assistant Attorneys General to receive clarification and advice. Diplomatically responds to parties involved in personnel investigations processes, including complainants, subject witnesses, labor representatives, attorneys, and witnesses.

(10%) Consult with agency HR staff to identify investigative needs or review of prior investigations. Completes an assessment of incoming complaints and allegations with resulting investigations to determine next steps. Work with agency HR partners to develop recommendations around how to either assume or manage the identified volume of work with existing resources.

(5%) Serve as a consultant on the appropriate use of statewide investigation case management systems and processes.

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.

Typical office/home office environment. Long periods of sitting for phone and computer work. Work is solitary in nature with peer-to-peer interaction limited. Occasional telephone and/or email contact with upset or emotional individuals. Team meetings through MS Teams using cameras, headsets and/or cell phone. Communication with other members of the team is primarily done through MS Teams. This position is remote work environment. However occasional travel within Oregon may be required.

SECTION 5. GUIDELINES

List any established guidelines used in the 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

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	How	Purpose	How Often?
Agency Heads, personnel staff and other levels of agency management/staff	In Person, by mail, email or telephone	Advise, inform and consult on HR Issues	Daily
Attorney General's office	In Person, by mail, email or telephone	Consult and advise on HR rules and policies and receive direction	Monthly
General public	In Person, by mail, email or telephone	Give/receive information/resolve problems	Monthly
Interest and Advisory Groups	In Person, by mail, email or telephone	To give/receive info	As Needed
Other State's HR Professionals	In Person, by mail, email or telephone	Consult and advise on HR issues	As Needed

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: strategy for investigation; credibility determinations; what level of risk does a particular complaint present to the state; 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.

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 administrator; 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

Job Profile	Position ID	How	How Often	Purpose of Review
Human Resource Administrator 1	4545	Phone, Email, Teams	as needed	Regular check ins; Review of progress of work
Consultant Advisor 1	154468	Phone, Email, Teams	as needed	Review of progress of work.

SECTION 9. OVERSIGHT THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

What are the oversight activities for this position?

n/a

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

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

- Demonstrated experience in planning and conducting complex HR-related workplace investigations.
- In depth knowledge, experience, and application of a wide variety of human resource principles.

- Ability to work independently, prioritize workload, and follow up;
- Ability to communicate confidently and effectively, verbally and in writing
- Ability to maintain strict confidentiality.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee	Date
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Manager	Date
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Appointing Authority	Date
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