



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:

Agency: Real Estate Agency

Facility: 530 Center St NE, Suite 100
Salem, OR 97070

☒ 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>HR Analyst 3</u>	b. Classification No: <u>X1322</u>
c. Effective Date: _____	d. Position No: <u>0005.125</u>
e. Working Title: <u>HR Consultant/Advisor</u>	f. Agency No: <u>91900</u>
g. Section Title: <u>Admin Services Division</u>	h. Budget Auth No: <u>TBD</u>
i. Employee Name: <u>Vacant</u>	j. Repr. Code: <u>MMC</u>
k. Work Location (City – County): <u>Salem - Marion</u>	
l. Supervisor Name: <u>Anna Higley - Deputy Commissioner</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 checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" 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 mission of the Oregon Real Estate Agency is to provide quality protection for Oregon consumers of real estate, escrow, and land development services, balanced with a professional environment conducive to a healthy real estate market.

The Real Estate Agency examines, licenses and regulates approximately 25,000 real estate and escrow licensees, campground registrants, condominium, subdivision and timeshare developers both in and out of the state of Oregon. The agency has a \$9.8 million budget and 29.00 FTE.

The Administrative Services Division (ASD) provides the agency with shared services related to the business and budget, technical, communication, and performance management operations.

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 provide a full range of HR services for managers and employees of the Oregon Real Estate Agency. Serves as resource on employee classification, recruitment and selection, personnel policies, labor or employee relations issues, contract interpretation,

and facilitating personnel transactions. Serves as Agency's Affirmative Action coordinator, leading efforts to establish priorities, monitor progress, and continually and actively engage management in activities leading toward the success of these goals. Acts as Agency Diversity, Equity & Inclusion (DEI) Coordinator by establishing, prioritizing, and promoting DEI initiatives, internally and externally, through strategic planning, goal setting, and performance measurement against targets.

This position is dedicated to driving stronger engagement and opening lines of communication with current and potential employees through development and execution of internal employee engagement activities and stakeholder engagement to strengthen the Agency's impact, representative of all Oregonians.

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 curser at end of a row (outside table) and hit "Enter".			
On-going			<p>The person in this position must:</p> <p>Demonstrate ethical standards and independent judgment at all times.</p> <p>Treat customers in a reasonable, fair, impartial, and positive manner. Provide prompt, correct, careful, and sensible service. Show respect, empathy, and common sense. Provide information in a consistent, reasonable manner with empathy and flexibility. Interactions with internal and external customers must also avoid an adversarial approach. Show initiative to offer assistance, offer an apology when appropriate, and use complaints as opportunities to improve the organization's service.</p> <p>Show the ability to demonstrate ethical standards and independent judgment at all times. Work collaboratively in a team setting, work together, and openly share information leading to team success. The person in this position must contribute to a positive, respectful, and productive work environment.</p> <p>Foster and promote the importance and value of a diverse workforce, free from discrimination and harassment. Solicit, respect, and value diversity of opinions, ideas, and cultural differences. Support outreach and diversity-related efforts to diversify the workplace. Recognize the value of individual and cultural differences. Create a work environment where individuals' differences are valued. Consistently treat customers, stakeholders/partners, and co-workers with dignity and respect.</p>
45%	R	E	<p>Human Resources Management Consultation:</p> <ul style="list-style-type: none"> Analyzing positions, compensation, and organizational structure to determine appropriate classification and equity alignment.

- Consult and advise managers regarding position classifications to ensure Agency and state-wide consistency in allocation and adherence to statewide classification system specifications.
- Conduct Pay Equity assessments ensuring compliance with Oregon's Pay Equity laws.
- Responsible for managing Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) and associated tracking. Provides guidance on FMLA/OFLA interpretation and advice to managers and employees regarding eligibility and qualifying conditions under federal/state laws.
- Serves as a subject matter expert on FMLA/OFLA and related processes in order to assist staff through these processes. May process approval/denials and send notifications to employees, managers, and Payroll.
- Coach managers and suggest effective communication methods in sensitive matters.
- Advises and counsels managers and employees on human resources issues in the application and interpretation of personnel laws, rules, policies and procedures, and collective bargaining agreement with AFSCME.
- Consults with managers to apply appropriate corrective actions to improve employee performance and supervision.

Discipline/Grievances/Discrimination Complaints:

- Investigates performance and/or behavior problems by reviewing documentation and discussions with supervisor, employee and other appropriate third parties.
- Recommends appropriate disciplinary action to Deputy Commissioner and Division Managers.
- Drafts corrective actions up to and including disciplinary letters for managers that are consistent with applicable policies, procedures and collective bargaining contracts.
- Drafts investigative questions and leads pre-disciplinary and pre-dismissal meetings in accordance with established policies and collective bargaining agreements.
- Conducts investigations into employee misconduct, prepares reports as necessary, and recommends appropriate personnel action.
- Consults with DOJ-Labor and Employment Section on all legal Human Resources matters for guidance.
- Investigates and prepares Agency response to grievances and respectful workplace/discrimination complaints, etc.
- Coordinates processes for arbitration and litigation and serves as Agency subject matter expert.
- Coaches and counsels managers on grievance matters and appropriate responses in accordance with collective bargaining agreements.
- Draft Agency position statement for complaints filed with BOLI and/or EEOC. Participates in fact-finding conferences with BOLI, complainant, and other interested third parties.
- Represents Agency in mediation and negotiates resolution within Agency guidelines.

			<ul style="list-style-type: none"> Represents the Agency at EEOC, BOLI, Workers' Compensation Board, Employee Relations Board hearings, arbitrations and/or in court proceedings. Provides training for staff on discrimination and sexual harassment prevention. Manages labor/employee relations and contract negotiation by assisting Division Manager with researching and compiling bargaining concepts. May represent division in collective bargaining negotiations. <p>Bargaining Sessions:</p> <ul style="list-style-type: none"> Assists in evaluating and developing collective bargaining and personnel policy concepts; develops new and revised REA policies to accommodate new/revised collective bargaining contract language and Federal & State laws. Member of the local bargaining table; takes notes, presents concepts, provides advise on human resource related issues.
15%	R	E	<p><u>Recruitment & Workforce Development:</u></p> <ul style="list-style-type: none"> Coordinates the recruitment process by drafting job postings and serving as expert in all recruitments and special recruitment-related projects. Advise and assist managers with recruitment and selection policies and procedures pursuant to State policy, Collective Bargaining Agreement(s), and Affirmative Action goals. Advise and assist in resolving issues arising from the recruitment and selection process. May serve on interview panels upon request or as otherwise appropriate. Collaborate with hiring managers to maintain and develop a recruitment outreach strategy using social media tools and stakeholder networking opportunities. Source candidates using social media platform tools and build a talent pipeline by creating and coordinating engaging content such as thought leadership articles, virtual training, and outreach events. Manage recruiting strategy for annual summer student worker program rooted in the Agency's Affirmative Action and DEI plans. Participate in planning of diversity recruiting methods and facilitate including these methods into overall recruiting practices. Conduct and participate in outreach and informational sessions via industry organization events, community organizations, and conferences, identifying future needs of specific industry groups. Develops internal and external recruitment announcements, templates, brochures, and advertisements.
30%	R	E	<p><u>Affirmative Action & Diversity, Equity & Inclusion-Stakeholder Engagement:</u></p> <ul style="list-style-type: none"> Draft, revise, maintain, and support DEI-focused engagement policies, programs, goals, and initiatives foundational to OREA's equity goals and culture change. Advise management on different policy options or operational systems to support policy direction.

			<ul style="list-style-type: none"> • Develop and implement strategies, policies, practices, program, and systems to achieve stakeholder engagement goals. • Evaluate Agency policy and design systems to support operations/policy development and direction, including the inclusion of community voices. Take into consideration the subjectiveness of issues and impact and value judgments on diverse workforce and communities. • Develop and communicate DEI-focused employee relations strategies and retention initiatives that foster and promote a culture of emotional, psychological, and physical safety for all employees. • Short/long range planning to improve program operations and to foster behavior that supports equity, inclusiveness, welcoming environments, and engagement with diverse communities. • Research trends in DEI and impact on Agency operations, formulate or recommend policies to support changes in Agency programs or operations. • Interpret and explain Agency DEI policies to staff, Agency managers, stakeholders, and the general public. • Supports the development of action plans centered on responses to the employee surveys. • Represent and participate in statewide and Governor's office Affirmative Action, DEI, and stakeholder partner committees and meetings. • Build an ongoing cumulative process for enabling strong community relationships and trust. • Identify community engagement and planning needs and makes recommendations to eliminate barriers to engagement.
10%	R	NE	<u>Other</u> <ul style="list-style-type: none"> • Special projects and research related to stakeholder engagement and employee relations.
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.

Normal office environment with telework option. Occasional in state and out-of-state travel, including overnight and weekend, may be required for seminars or meetings offered by the Agency. Must be able to lift 30 pounds.

Frequent sitting/typing at computer terminal for extended periods. Attention to detail required in all activities as errors can adversely impact the Agency or its employees. The position requires constant listening and speaking skills for interaction with diverse groups.

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.

State/Federal laws including but not limited to:

State Personnel Law -- ORS Chapter 240

AFSCME Collective Bargaining Agreement

Department of Administrative Services Personnel Rules, Policies, and Procedures

OREA Policies, Procedures, and Rules

Bureau of Labor and Industries (BOLI) Rules,

FLSA, PECBA, ERB Rules Federal and State (FMLA/OFLA) Family/Medical Leave Acts

Federal and State Labor and Civil Rights Laws Americans with Disabilities Act (ADA), Rules, and Procedures

Merit System Law PEBB and PERS Rules HR Records Guide

b. How are these guidelines used?

Federal & State laws, rules and policies, and Collective Bargaining Agreements are interpreted and applied to personnel issues to assist REA managers and employees for appropriate and effective workforce management administration and problem-solving.

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".			
Real Estate Licensees	In person, phone, email	Education and training	As Needed
DAS CHRO	In person, phone, email	HR Directors Meeting, Class and Comp consultation, General Policy Interpretation, Guidance	As Needed
Other Government Agencies (Fed. & State)	In person, phone, email	Discuss cases where there is overlap and integrated boundaries. Gather additional information.	As Needed
General Public	In person, phone, email	Education and training	As Needed
Oregon DOJ	In person, phone, email	Obtain Legal Opinions/Consultation	As Needed
Managers and Supervisors	In person, phone, email	Provide information and answer questions	Daily
Union and Stewards	In person, phone, email	Provide information and answer questions	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 decisions regarding a full range of HR, personnel administration, employment issues. Decisions impacting OREA staff and must comply with applicable laws, rules, policies, and collective bargaining agreements and be fairly and consistently applied. Decisions affect integrity of the State, OREA, and the Management/Executive Team. Errors could result in lawsuits and financial penalties for the Agency. Additionally, this position interprets and applies personnel-related rules and regulations, policies and procedures and collective bargaining agreement in the areas of personnel records, recruitment, classification, and leave laws. Incorrect decisions could result in unexpected delays; unlawful practices leading to potential litigation; loss of confidence in the Agency management; inequitable

treatment of employees; grievances; morale problems; and potential financial liability to the Agency. It is essential that the position appropriately prioritize assignments; errors may result in missing critical time frames and subsequent errors in compensation for employees. It will require determining action and processing requirements for complex personnel actions, medical leave activities, and recruitments. This position has to exercise discretion in dealing with sensitive and confidential information and records, including collective bargaining concepts.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

		In person and in writing	Ongoing	General supervision and consultation
Deputy Director	5003	In person, writing, videoconference, telephone	ongoing	General supervision

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:

The employee in this position must deal with a heavy workload and strict timelines. The employee must be highly organized and capable of working independently. Excellent communication and writing skills needed. Requires thoughtfulness and effective customer service skills in dealing with sensitive employee relations issues, e.g., discipline, grievances, conflict resolution. Must have excellent verbal and written communication skills. Excellent computer skills in database management, spreadsheet applications, and word processing. This position requires extensive knowledge/experience in human resources programs. Needs extensive hands-on knowledge and demonstrated competency of the State of Oregon HRIS System and be capable of training staff on the procedures and controls. Employee must have demonstrated experience in the interpretation of complex legal documents and guidelines, etc.

This position has been designated as sensitive in that the incumbent in this position has personnel or human resources functions as one of the position's primary responsibilities. The successful candidate will

be subject to a criminal history background check with fingerprinting and will be subject to annual checks during employment.

This position has been designated to have authorized access to FBI CJIS systems or unrestricted access to a terminal that has LEDS capability, and/or to have direct responsibility to configure and maintain computer systems and networks with direct access to FBI CJIS systems, and/or to have direct responsibility to review, and/or be provided with a copy of a CHC print-out. To verify identification, the successful candidate shall be subject to a CJIS fingerprint-based record check within 30 days following initial employment or assignment to this position. Basic security awareness training is required within six months of initial assignment, or when a position has been identified as needing CJIS Clearance. The security awareness training is administered every two years for all personnel who have access to Criminal Justice Information System (CJIS) information.

Employee occasionally may be required to use state vehicle to conduct official business of the agency. Therefore, this position requires a valid driver license and an acceptable driving record.

Preference may be given to applicants that have experience utilizing Workday and experience with federal or state leave laws, evaluating and applying laws, rules, policies and/or collective bargaining agreements for personnel related matters.

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".		

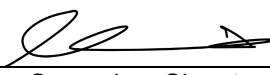
SECTION 11. ORGANIZATIONAL CHART

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

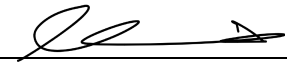
Date



Supervisor Signature

08/03/2023

Date



Appointing Authority Signature

08/03/2023

Date