



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
May 21, 2025

Agency: Department of Administrative Services

Facility: 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:	Human Resources Consultant 1			b. Classification	X1326	
c. Effective Date:	10/1/2025			d. Position No:	2700079	
e. Working Title:	Class Study Consultant			f. Agency No:	10700	
g. Section Title:	CHRO Classification and Compensation			h. Budget Auth No:		
i. Employee Name:				j. Repr. Code:	MMN	
k. Work Location (City – County):	Salem - Marion					
l. Supervisor Name: Kyle Weraky						
m. Position:	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input checked="" 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 Workforce Development, Executive Recruitment, Classification and Compensation, Human Resource Policy Management, HR Client Agency program, and other related policies associated with human resource administration and development.

**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:**

Lead the research and cultivation of information regarding the legislative report for SB494. Survey surrounding states to gain information on Wildland Fire position classifications, conduct market analysis to establish salary bands for proposed classifications and finalize a project report to submit for legislative oversight and review on behalf of DAS CHRO. In partnership with the Senior Classification Study Consultant, establish new classifications or revise existing classifications to ensure Oregon State Enterprise is reflecting a modern workforce. Research and analyze information received from classification studies to ensure formal recommendations are developed through a data informed framework.

### **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.**

The following are general requirements for performance of the duties listed below:

- Maintains regular and punctual attendance.
- Contributes to a positive and productive work environment.
- Establishes and maintains professional and collaborative working relationships with all contacts.

Be a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.

<b>% of Time</b>	<b>N/R/NC</b>	<b>E/NE</b>	<b>DUTIES</b>
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
At All Times	N	E	<b>Customer Service</b> <ul style="list-style-type: none"><li>• Listen to customer request(s) remaining curious, in-order-to identify root cause issues.</li><li>• 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.</li><li>• 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.</li></ul>

At All Times	N	E	<b>Core Values</b>
			<ul style="list-style-type: none"> <li>• Promote and foster a diverse and qualified workforce and discrimination/harassment-free workplace.</li> <li>• Recognizes the value of all individuals professional and lived experiences, regardless of their cultures, identities, and backgrounds.</li> </ul>
50%	N	E	<b>SB494 Research and Reporting</b>
			<ul style="list-style-type: none"> <li>• Research surrounding states, local jurisdictions and other jobs within the market for Wildland Fire Classifications.</li> <li>• Research Wildland Fire job families to establish appropriate levels of responsibility and delegation to establish a new occupation family.</li> <li>• Develop example classification specifications that capture typical responsibilities for Wildland Fire Positions in accordance with Senate Bill 494.</li> <li>• Utilize research and findings to conduct market analysis to propose appropriate salary bands for each job family.</li> <li>• Draft final report based on research and findings to be provided to the Oregon Legislature no later than September 2026.</li> </ul>
25%	N	E	<b>Class Studies</b>
			<ul style="list-style-type: none"> <li>• In accordance with established practices and in partnership with the Senior Classification Study Consultant, lead statewide classification studies from initial request through job evaluation stage.</li> <li>• Identify and cultivate statewide classification study project teams to complete agency specific and enterprise-wide studies.</li> <li>• Lead and facilitate class study subject matter expert (SME) meetings to include, but will not be limited to the following: <ul style="list-style-type: none"> <li>○ Review scope of study</li> <li>○ Collect information supporting primary roles</li> <li>○ Analyze and study results of SME group</li> <li>○ Draft Class Specifications</li> </ul> </li> <li>• Facilitate the implementation of class study results in partnership with Oregon state agencies to ensure union review and comment.</li> <li>• Lead changes to statewide classifications requested for Oregon State agencies, or identified gaps from the DAS CHRO. Process changes will include but not limited to the following: <ul style="list-style-type: none"> <li>○ Conducting and analyzing background research</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Evaluating position descriptions</li> <li>○ Facilitating SME meetings and analyze information provided</li> </ul>
20%	N	E	<b>Data Coordination</b>
			<ul style="list-style-type: none"> <li>● In partnership with the Enterprise Classification and Compensation Data Team and the Enterprise Recruitment, Classification and Compensation Administrator, evaluate data collection tools and systems to ensure Classification Team meets performance targets and established timelines.</li> <li>● Establish processes for on-going monitoring and auditing of data and key performance indicators (KPI's).</li> <li>● Identify and manage Classification Team projects and implement changes necessary for improved team workflow(s).</li> <li>● Work in conjunction with Enterprise Recruitment, Classification and Compensation Senior Data Analyst and Data Analyst to establish cadence for reporting to specifically track essential data points to ensure positive progress towards DAS CHRO goals for reducing cycle times between Class Study phases.</li> </ul>
5%	N	E	<b>Professional Development</b>
			<ul style="list-style-type: none"> <li>● Actively seek out training, education, and community partner events to elevate the practice of equity and inclusion as it relates to the mission of the DAS and Oregon State Enterprise.</li> <li>● Update job knowledge by participating in educational and professional development opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.</li> </ul>

## 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 business 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 tools.

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.**

- Oregon Revised Statutes (ORS 240, 243 and BOLI) and Oregon Administrative Rules
- State HR Policies
- State of Oregon Class Specifications & Classification Guide
- Research on the topics of job analysis, organizational theory and design
- Standard Occupational Classifications
- Collective Bargaining Agreements

- Statewide Policies and Procedures

## b. How are these guidelines used?

User manuals are to aid in the compilation of data into reports. Research articles to apply theory to conceptualize solutions to the organization of state work. State classification guide is used to assist in writing job classification specifications. State of Oregon rules and policies are used to give consultative advice and decide personnel actions that comply with policy. Collective Bargaining Agreements are used to apply the contract language in classification design and grievance situations.

## 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>			
Peers, State Agency Mgrs, Employees, Other Professionals	In writing, telephone, virtually, in person	Exchange information, give advice, consult on problems, explain requirements & procedures	Daily
Agency leadership (directors, deputy directors, leadership teams)	In writing, telephone, virtually, in person	Exchange information, give advice, consult on problems	Occasionally

## SECTION 7. POSITION RELATED DECISION MAKING

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

Compensation recommendations and decisions impact State Compensation Plan and how individual employees are paid. Level of accuracy and presentation can affect outcome of negotiations bargaining and interest arbitrations.

Accurate and timely implementation of class studies impact morale statewide and impact the state's ability to recruit and retain employees.

Accuracy, functionality and timeliness of compensation labor market information impacts quality and effectiveness of compensation analyses and recommendations for virtually every position within the state and the state's ability to competitively recruit and retain key employees. The ability to influence agency staff in compensation issues impact the quality, consistency and accuracy of the state enterprise-wide classification and compensation system.

## 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".*

Admin 1	000000066820	In person, virtually, phone, e-mail	Weekly or as needed.	Regular check ins; Review the progress of work.
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## **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.

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

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## 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
	8/25/2025		
Appointing Authority Signature	Date		