



State of Oregon Position Description

Company: Department of Administrative Services
Organization: Administrative Services
Service Type: Excludable Management Service - Supervisory

SECTION 1. POSITION INFORMATION

Job Profile Title:	Deputy/Chief 3	Job Profile ID:	Z7593
Business Title:	Chief Human Resources Officer	Position ID:	000000035066
Employee Name:		Company ID:	10700
Representation:	MESN	Budget Auth No:	640540
Location:	Salem DAS Executive Building		
Supervisor:	DAS Director		
Position:	Chief Human Resources Officer		
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Executive Employee Exemption		
Overtime Eligible:	No		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Administrative Services (DAS) is dedicated to enhancing the efficient and effective use of state resources. Our mission is to support government operations through the delivery of essential services and centralized infrastructure. DAS plays a critical role in helping state agencies and policymakers achieve their goals, benefiting Oregonians across the state. Together we:

- Provide centralized government infrastructure services such as purchasing, risk management, facilities management, surplus property, and motor fleet operations.
- Establish statewide policies, conduct performance reviews, and ensure agency compliance.
- Lead the implementation of statewide performance measurement programs to drive continuous

improvement.

- Support workforce development and training for state employees to foster a skilled, adaptable team.
- Manage personnel systems that encourage fair, responsive, and cost-effective human resource practices.
- Deliver objective, credible management information and analysis to policymakers for informed decision-making.
- Operate statewide financial and administrative systems to ensure accountability and transparency.

We strive to provide the foundation and leadership needed for effective government, partnering with agencies, partners and Oregonians to serve the people of Oregon.

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:

Direct and supervise all administrative and technical activities of the state's Chief Human Resource Office, maintaining a statewide roster of state employees, establishing and implementing statewide personnel rules and procedures, conducting investigations, labor relations, and overseeing staffing and training programs to improve the quality of state services. The Chief Human Resource Officer evaluates the effectiveness of personnel systems, prepares annual and special reports for the Director of the Department of Administrative Services, and ensures proper delegation of human resources authority to state agencies while conducting required post-audit reviews and elevating disputes to the DAS Director when necessary. This role provides statewide leadership for consistent, accountable, and effective human resource management across state government.

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.

30% NC E

Statewide Human Resource Policy Leadership

- Direct development, interpretation, and maintenance of statewide human resource policies, rules, systems, and classification/compensation plans.
- Ensure policies and systems support merit-based employment, nondiscrimination requirements, state workforce objectives, and diversity, equity and inclusion practices.
- Provide guidance to agency human resource offices to ensure consistent and compliant statewide application.
- Lead statewide workforce development strategies and programs.

25% NC E

Labor Relations & Collective Bargaining

- Direct statewide labor relations functions, including negotiation, administration, and interpretation of collective bargaining agreements.
- Promote stable labor-management relationships and ensure consistency with statewide policy and budget direction.
- Provide guidance and training to agency leadership on labor relations issues.

20% NC E

Agency Support, Consultation & Merit System Oversight

- Provide expert consultation to agency human resource offices on classification, compensation, recruitment, promotion, discipline, grievance handling, and workforce management.
- Ensure agency practices align with statewide rules.
- Oversee statewide compliance audits and corrective guidance related to human resource administration.
- Respond to complex or high-risk human resource issues requiring centralized expertise.

15% NC E

Strategic Workforce & Policy Coordination

- Collaborate with DAS Director, agency executives, Governor's office staff, and statewide committees to ensure human resource policies support enterprise-wide goals.
- Provide analysis and recommendations on statewide human resource trends, workforce needs, and policy impacts.
- Contribute expertise to legislative concept development related to human resource administration.
- Ensures agency performance is evaluated to verify adherence with policies, statutes, regulations and contracts that assure fair, responsible and cost-effective management of the state's human resources.

10% NC E

Leadership & Management

- Lead, supervise, and develop CHRO team members.
- Manage CHRO's budget, strategic plans, and operational priorities.
- Serve as a member of the agency leadership team.
- Promote affirmative action, diversity, equity, inclusion, and belonging initiatives across enterprise.

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.

Duties of this position are usually completed in an office environment. Requires occasional instate travel and infrequent out-of-state travel to attend meetings and conferences. Requires frequent overtime including evenings, weekends and some holidays.

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 (state personnel relations)
 ORS Chapter 243 (public sector collective bargaining)
 Collective Bargaining Agreements
 Oregon Administrative Rules
 BOLI regulations
 Federal employment laws and regulations Governor Executive Orders
 Attorney General Opinions
 Employment Relations Board Rules and decisions
 Legislative Approved Budgets
 DAS delegation orders, policies, procedures, desk guides
 Class specifications and compensation plans

How are these guidelines used?

To ensure statewide consistency and compliance with statewide human resource administration.

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, Division or Department Managers	In Person, email or telephone	Consult and inform regarding human resource and labor relations issues	Regularly
DAS Director	In Person, email or telephone	Consult and inform regarding human resource and labor relations issues	Daily
DAS Leadership Team	In Person, email or telephone	Consult and inform regarding human resource and labor relations issues	Weekly
General public and interested groups	In Person, email or telephone	Consult and inform regarding human resource and labor relations issues	As needed
Governor's office	In Person, email or telephone	Consult and inform regarding human resource and labor relations issues	Regularly
Legislators/legislative staff	In Person, email or telephone	Consult and inform regarding human resource and labor relations issues	As needed
Union leaders	In Person, email or telephone	Consult and inform regarding human resource and labor relations issues	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions that affect statewide HR policies, classification and compensation systems, rule interpretations, labor relations strategies, and workforce development programs. Because these decisions establish statewide standards and guidance for agency human resource practices under ORS Chapter 240, accuracy and consistency are critical. Errors could result in statewide misapplication of rules, grievances, legal exposure, or inconsistent personnel administration.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
DAS Director	0110001	Meetings, email or telephone	Weekly	Answer questions, feedback, coaching, guidance

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

Plans Work	Coordinates schedules
Assigns Work	Hires and discharges
Approves Work	Recommends hiring
Responds to grievances	Gives input for performance evaluations
Disciplines and rewards	Prepares & signs performance evaluations

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:

This position is subject to a criminal records check, which may require fingerprints. Also, you will be required to pass State Police CJIS Certification. 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.

This position is 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.

This position meets the unclassified service criteria in ORS 240.205(4) and is a principal assistant that manages the agency's Employee Relations team which serves the HR Client Agency program for DAS and multiple client agencies and therefore is considered a major agency organizational component. The position reports directly to the DAS Deputy Director, a Deputy as defined under ORS 240.205(4), which is an executive of the agency. As such, pursuant to ORS 240.205(4), this position has the approval of the Director of Department of Administrative Services to be placed in unclassified service (DAS CHRO Policy 30.000.01) and serves at the pleasure of the agency appointing authority. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

This position meets the unclassified service criteria in ORS 240.205(4) and is a Deputy that manages the agency's Chief Human Resources Office which serves the state's executive branch and therefore is considered a major agency organizational component. The position reports directly to the DAS Director, an Agency Head, as defined under ORS 240.205(2), which is an executive of the agency. As such, pursuant to ORS 240.205(4), this position has the approval of the Director of Department of Administrative Services to be placed in unclassified service (DAS CHRO Policy 30.000.01) and serves at the pleasure of the agency appointing authority. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

This position requires demonstrated ability in the following areas:

- Subject to a criminal records check; employment is contingent upon successful completion.
- Expert-level knowledge of human resource practices, principles, and regulations.
- Ability to communicate effectively and confidently with senior management and leadership across all branches of state government.
- Excellent writing and editing skills with the ability to convey complex information clearly.
- High degree of collaboration and demonstrated ability to build effective relationships across diverse teams.
- Strong systems thinking capabilities, with the ability to understand interdependencies across programs and enterprise operations.
- Demonstrated skill in process improvement, including evaluating workflows and implementing enhancements to increase efficiency and effectiveness.
- High ethical standards and sound judgment, with the ability to make decisions aligned with laws, rules and policies.
- Good knowledge of Oregon state government agencies, their missions, functions, and operational constraints.
- Ability to contribute to and advance enterprise-wide human resources strategy while providing steady leadership and direction.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
CHRO		Other

SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

_____ Employee	_____ Date
_____ Manager	_____ Date
_____ Appointing Authority	_____ Date