



State of Oregon Position Description

Company: Department of Administrative Services
Organization: Employee Relations - DAS
Service Type: Excludable Management Service - Managerial

SECTION 1. POSITION INFORMATION

Job Profile Title:	HR Consultant 1	Job Profile ID:	X1326
Business Title:	Client Agency HR Manager	Position ID:	000000143783
Employee Name:		Company ID:	10700
Representation:	MMN	Budget Auth No:	1409312
Location:	Salem DAS Executive Building		
Supervisor:	Satish Upadhyay (Deputy/Chief 3)		
Position:	HR Consultant 1		
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Administrative Exemption		
Overtime Eligible:	No		
Employee Type:	Permanent		

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 and efficient use of state government’s financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, finance, 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 can meet current and future challenges.

HR Client Agency Services is 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, advice on policy and collective bargaining agreements, handling employee complaints, conducting investigations, addressing issues of health and safety, coordinating performance reviews, etc. The HR Client Agency team will gain in-depth knowledge and familiarity with the unique inner workings and needs of client agencies. Additional support functions include sourcing 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.

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.

This position serves as HR Manager for multiple agencies, boards and commissions who contract with the Chief Human Resources Office for HR Client Agency Services. Provide consultation to state agencies in all areas of HR-related laws, rules, policies and systems, review agency human resource practices and conduct special projects and studies.

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.

70% - R - E

- Consult with agency management in all areas of personnel administration to include collective bargaining agreements and personnel rules interpretation and labor employment law application. Monitors personnel management practices of the Department. Interacts with management staff and union stewards to develop and communicate personnel philosophy. Identify opportunities to improve personnel management practices and intercede to change or correct inappropriate personnel management practices.
- Discipline/Grievance. Advise supervisors on appropriate disciplinary measures; confer with union representatives to negotiate resolutions to grievances; mediate with supervisor, union representatives and employee to resolve; conduct pre-dismissal hearings and make recommendation; write formal disciplinary actions for others signature; research laws, rules, bargaining contracts, and precedents and prepare responses to grievances; represent agency and testify at arbitration and ERB hearings; commit agency to a course of action in resolving grievances.
- Coordinate and conduct investigations regarding workforce management issues and concerns, e.g. employee misconduct, policy violations, employee grievances, or other related workforce issues. Investigate allegations of discrimination, harassment or other unlawful employment practices. Investigate third party complaints or employment discrimination, e.g. BOLI and EEOC complaints. Prepare position responses to charges and Notices of Tort. Testify at hearings/arbitration as necessary and represent employer during third party employment investigations or arbitrations.
- Provide a full range of HR and personnel services to managers and employees, advise, guide, coach and

assist division administrators, managers and employees in all personnel related subject matter.

20% - NC - E

- Coordinate the provision of specific HR services including recruitment, job allocation, health and safety, and training provided by HR specialists. Ensure the timely and effective customer service to meet the needs of client agencies.
- Work with client agencies to develop systems, policies and procedures to foster effective personnel management. Write agency policies and institute procedures for effective and valid personnel operating practices. Participate as a subject matter expert in policy development and direction for client agencies. Evaluate issues and proposals and provides input to the decision making process on issues confronting the Department.

10% - R - E

- Participate in a variety of special projects and studies; depending on size and scope of project, serve as a team leader, a team member, or works independently; perform research and analysis; assembles a committee if appropriate to provide input and/or recommendations; represents the Division on task forces and committees; analyzes issues having statewide impact, and prepares written analysis including alternatives for action and recommendation for resolution.
- Creates and directs project plan for implementation. Includes coordination and direction of related policy and rule revisions; collaboration with the Attorney General's Office and other state agency HR Managers; as well as changes to the statewide personnel system, recruitment tracking system. Develops and executes training to impacted agencies.
- Provides assistance and advice to state agencies, other states and the public regarding interpretation and application of statutes, rules and policies that govern unclassified, management and unrepresented employees which includes the areas of a) classification, b) compensation, c) grievances, discipline and appeal processes, d) recruitment and selection practices, e) reduction in workforce and employee restoration and reemployment, f) provisions for working hours and paid and unpaid leave, and g) employee performance review. Reviews, analyzes and assists agencies in the development of layoff plans and other workforce management strategies. Analyzes requests for exceptions to rule and/or policy and prepare a recommendation or a letter for the appropriate signature.

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 are typically performed in cubicle office design resulting in on-going audible distractions. Requires extended time working at a computer terminal with frequent use of common office technology, including phones, computers, printers, copy machines, fax machines, etc. Requires the ability to sit or stand for extended time times. Frequently attends and leads meeting in varied settings which requires travel to client agency locations.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Federal and State employment laws
- BOLI/EEOC Regulations
- SEIU/OPEU Contract
- CHRO statewide policies and procedures
- DAS Internal policies and processes
- Articles from various HR periodicals

How are these guidelines used?

Relevant portions and interpretations identified from various sources, interpreted and applied to a wide variety of factually different circumstances in determining the Department's position and/or assisting its representatives to determine options available and appropriate course(s) of action in all facets of HR management.

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?
Client Agency-management and staff	In Person, by mail, email or telephone	To communicate personnel-related information, decisions and recommendations.	Daily
DAS management and staff	In Person, by mail, email or telephone	To communicate personnel-related information. Consult, advise, inform, direct	Daily
DOJ Attorneys	In Person, by mail, email or telephone	Obtain advice and opinions regarding potential employment disputes	As Needed
Other DAS Divisions	In Person, by mail, email or telephone	To communicate personnel-related information, advocate for clients	Daily
Outside Agency HR staff	In Person, by mail, email or telephone	To provide personnel-related information as requested. General communications in the course of resolving issues.	As Needed
Union representatives	In Person, by mail, email or telephone	General communications in the course of resolving issues.	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions affect agency operations using a variety of laws, rules, policies and procedures and sets precedents based on a particular set of facts/circumstances. Decisions must further the effectiveness of the client while maintaining validity of processes. Decisions affect the work environment for employees and managers, agency productivity and morale. Decisions are made on handling individual personnel matters in a short timeframe and can have long-lasting legal and financial consequences.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Human Resource Manager 3	0700013	In Person, by mail, email or telephone	Regularly	Ensure consistency, project impacts, joint problem solving.
Deputy/Chief 3	3070161	In Person, by mail, email or telephone	As needed	Ensure consistency, and oversight guidance.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

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. 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.

Additional skills, abilities and requirements:

- Employee is required to possess and maintain a current, unrestricted, valid Oregon driver's license or provide an acceptable alternate mode of transportation.
- Ability to develop written materials and presentations to communicate statewide policy issues or changes, and administrative rule changes to agency directors and human resource staff.
- Broad knowledge and experience in HR to include application of; federal and state labor laws, collective bargaining agreements, performance management and conducting investigations.
- Demonstrated skill advising or consulting management on employee performance issues.
- Demonstrated ability managing multiple high priority projects at the same time

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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