



State of Oregon Position Description

Company: Dept. of Administrative
Organization: Services
Service Type: Enterprise Goods & Services -
Excludable Unclassified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Human Resources Administrator 1	Job Profile ID:	Z7342
Business Title:	DAS HR Director	Position ID:	000000008423
Employee Name:		Company ID:	10700
Representation:	MESN	Budget Auth No:	4140
Location:	Salem DAS Executive Building		
Supervisor:	Satish Upadhyay (Deputy/Chief 3)		
Position:	Human Resources Administrator 1		
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:

This position is responsible for developing and executing human resource and business strategies necessary to support the HR Client Agency program for twenty-nine (29) client agencies, including the Department of Administrative Services (DAS). The program provides core support in recruitment, classification, labor relations, workforce management, and enables smaller agencies to access human resources services. This structure supports efficient operations and helps client agencies carry out their missions effectively. This position is responsible for directing, managing and overseeing human resource services for DAS, serving in the role of human resources director for the agency.

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.

50%-N-E

DAS HUMAN RESOURCE MANAGEMENT

- Direct and administer a statewide comprehensive Human Resources Management Program consistent with agency mission, values, goals, and objectives. Serve as Sr. HR Policy Advisor to executive management and program managers and administrators on HR strategic planning, policy direction and workforce management issues. As executive management, participate in short- and long-range strategic plans, initiatives, performance measures, goals and objectives.
- Evaluate quality and operational effectiveness of HR administration, services and practices. Serve as Appointing Authority for agency HR management decisions and actions.
- Evaluate, develop and implement HR policies and practices. Counsel management and HR staff on discipline and discharge; grievance administration; interpretation and application of laws, rules, regulations, policies and procedures.
- Advise and recommend policy direction and action on federal and state laws, rules, and policies; labor relations and collective bargaining; classification and compensation; recruitment, hiring; organization development, training, and employee relations; safety, health and risk management; Affirmative Action and diversity outreach; business continuity planning; and employee assistance programs.

- Develop Affirmative Action goals in partnership with the Office of Cultural Change. Resolve cross-divisional and programmatic issues through coordination and facilitation of program administrators, managers, employees, labor representatives, and Human Resources staff.
- Coordinate with the Department of Justice and Department of Administrative Services to resolve workforce management issues and address agency operational needs and requirements. Represent the department, to include testifying, at hearings and arbitrations (BOLI, TORT, Workers' Compensation, etc.).

20%-N-E

HR CLIENT AGENCY PROGRAM

- Manage and coordinate the HR Client Agency program to provide human resource services for small state agencies, boards, and commissions. This includes services in the biennial price list and coordination of interagency agreements for services.
- Advise and recommend policy direction and action on federal and state laws, rules, and policies; labor relations and collective bargaining; classification and compensation; recruitment, hiring; organization development, training, and employee relations; safety, health and risk management; Affirmative Action and diversity outreach; business continuity planning; and employee assistance programs.
- Counsel management and HR staff on discipline and discharge; grievance administration; interpretation and application of laws, rules, regulations, policies and procedures.
- Advise and recommend policy direction and action on federal and state laws, rules, and policies; labor relations and collective bargaining; classification and compensation; recruitment, hiring; organization development, training, and employee relations; safety, health and risk management; Affirmative Action and diversity outreach; business continuity planning; and employee assistance programs.
- Resolve cross-divisional and programmatic issues through coordination and facilitation of program administrators, managers, employees, labor representatives, and Human Resources staff.
- Directly or through Client Agency HR Managers, coordinate with the Department of Justice and Department of Administrative Services to resolve workforce management issues and address agency operational needs and requirements. Represent the department, to include testifying, at hearings and arbitrations (BOLI, TORT, Workers' Compensation, etc.).

20%-N-E

ADMINISTRATION

- Develop and manage the HR Client Agency budget; monitor expenditures throughout the biennium. As executive management participate in agency-wide budget and legislative analysis and preparation, policy/option packages, program enhancements reductions, and agency performance measures planning and development.
- Assist executive leadership, program administrators and managers in analyzing organization and staffing structures. Evaluate, analyze and formulate strategies and recommendations for changes to meet program operating needs and requirements.
- Identify operational problem areas and practices and implement statewide operational, policy, rule and legislative changes to address operational and HR related matters and issues.

- Participate on various advisory groups comprised of agency staff and outside agency partners to address operation, policy, and procedural changes.
- Represent the agency in HR management areas to other state agencies, public jurisdictions, the legislature and/or its administrative units and the public. Represent the agency in a variety of HR related areas such as grievance resolution hearings, civil rights issues, tort claims, and other professional groups to develop and maintain cooperative working relationships.

10%-N-E

DAS LABOR RELATIONS MANAGEMENT

- Serve as member of SEIU and AFSCME labor management committees to provide information and cooperative problem-solving of issues before the committee
- Manage and participate in the grievance resolution process with agency management, employees, union stewards and labor representatives.
- Administer the progressive disciplinary process; investigate and respond to BOLI, EEOC, and tort claims on behalf of the agency.

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.

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.

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, equity, inclusion, and belonging.. 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

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

Oregon Revised Statutes and other state employment regulations, Federal Employment Laws, rules and regulations; Public Employees Collective Bargaining Act (PECBA) protocols, multiple collective bargaining contracts, Attorney General opinions, Employment Relations Board rules, statutes, case law, arbitration, CHRO rules and policies, and DAS and agencies' administrative rules.

How are these guidelines used?

Used to assure accurate interpretation and application to a variety of labor relations and human resource management situations; used to promote consistent application of law, contract language rule and policy in agencies.

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?
AG's Staff	In Person, by mail, email or telephone	Consult and inform	As Needed
Agency staff	In Person, by mail, email or telephone	Consult and inform	Daily
CHRO Administrator	In Person, by mail, email or telephone	Consult and inform	Daily
CHRO Staff	In Person, by mail, email or telephone	Give/receive information/solve problems	Daily

Who	How	Purpose	How Often?
Governor's Office Staff	In Person, by mail, email or telephone	Consult and inform	As Needed
News Media	In Person, by mail, email or telephone	Consult and inform	As Needed
Other State Agencies	In Person, by mail, email or telephone	Consult and inform	Regularly
Public	In Person, by mail, email or telephone	Consult and inform	As Needed
Union Management	In Person, by mail, email or telephone	Consult and inform	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

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

As an agency Appointing Authority for human resources decisions, the position determines whether agency managers and staff have correctly followed applicable state and federal laws, Oregon Administrative Rules, state and agency policies and procedures, and collective bargaining agreements. If the statutes, rules, policies, or procedures have not been followed correctly, the incumbent identifies and implements a course of action to correct the situation.

The position develops strategy, short-term and long-term work plans, collective bargaining concepts, and budgets for the HR Client Agency program in collaboration with unit staff. The position participates on statewide policy teams, including serving as a member of management teams in the collective bargaining process.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
DAS Deputy Director	3070161 / 000000007268	In Person, by mail, email or telephone	As Needed	Regular check ins; Review and progress of work

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

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 requires demonstrated ability in the following areas:

- Leadership and Communication
- Ability to work across functional program lines to bring together human resource assets to achieve success to the enterprise-wide initiatives, and all agencies specific mission critical services.
- Ability to communicate effectively in various forms
- Ability to lead and manage human resource programs and activities to support enterprise initiatives and to help move issues forward to successful solution and completion.
- Highly effective critical thinking skills and alternative approaches to human resource programs and labor relations.
- Ability to administer labor relations and human resource programs, projects, services, systems, strategies, goals and objectives.
- Assures timely resolution to issues union and non-union related.

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

SECTION 13. SIGNATURES

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

Employee

Date

Manager

Date

Appointing Authority

Date