



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
August 1, 2026

**This position is:**

- ☐ Classified  
☐ Unclassified  
☐ Exempt Service  
☐ Mgmt. Svc – Supervisory  
☒ Mgmt. Svc – Managerial  
☐ Mgmt. Svc - Confidential

**Agency:** Department of Administrative Services

**Facility:** Executive Building

☐ New ☒ Revised

**SECTION 1. POSITION INFORMATION**

a. Classification Title: Human Resource Consultant 2 b. Classification No: X1327  
c. Working Title: Executive Recruiter d. PPDB No/WD ID: 2100052/70225  
e. Section Title: Enterprise Recruitment f. Agency No: 10700  
g. Employee Name: Vacant h. Budget Auth No: 1318500  
i. Supervisor Name: Katie Curtis j. Repr. Code: MMN  
k. Work Location (City – County): Salem - Marion

l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year  
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share  
m. FLSA: ☒ Exempt ☐ Non-Exempt If Exempt: ☐ Executive/Supervisory ☒ Administrative ☐ Professional ☐ Computer  
n. Eligible for Overtime: ☐ Yes ☒ 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 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.

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 and manage executive-level recruitment processes and strategies. This includes developing and implementing statewide sourcing strategies, guiding managers at agencies, boards and commissions through legal and policy requirements, and overseeing full-cycle recruitment of the executive hiring process.

This position provides subject-matter expertise on recruitment policies and procedures, delivers policy-informed guidance in public and executive settings, and contributes to enterprise projects and training that strengthen and improve statewide recruitment systems.

### 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.

| % of Time    | N/R/NC | E/NE | DUTIES                                                                                                                                                 |
|--------------|--------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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</li> </ul> |

|     |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|---|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |   |   | <p>cause issues.</p> <ul style="list-style-type: none"> <li>• Center collaboration and partnership to apply deep knowledge and understanding of Recruitment 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 60% | N | E | <p>Executive Recruitment</p> <ul style="list-style-type: none"> <li>• Direct, lead, and develop recruitment, selection and appointment processes, including the development of nationwide and specialized recruitment sourcing strategies to identify and attract excellent candidates for executive management and agency director positions.</li> <li>• Work directly with hiring managers and boards to explain legal and policy requirements (including public meeting law).</li> <li>• Provide Executive Recruitment service throughout the entirety of the candidate and hiring lifecycle. These duties are to include but not limited to: <ul style="list-style-type: none"> <li>○ Conduct intake meetings with hiring managers and boards where the following are addressed: <ul style="list-style-type: none"> <li>▪ Creation of job announcement</li> <li>▪ Identify qualifications and desired attributes</li> <li>▪ Identification of key dates for job announcement</li> <li>▪ Track candidates for senior and executive level positions</li> <li>▪ Track costs of recruitment activities</li> </ul> </li> <li>○ Collaborate with agency staff to ensure a seamless transition during the onboarding process for newly hired executive leadership.</li> <li>○ Develop recruitment plans for adoption by hiring teams, managers, and boards</li> <li>○ Select a diverse array of panel members</li> <li>○ Establish key partner meetings to provide a regular cadence of information to hiring teams</li> <li>○ Develop interview questions and prepare for adoption</li> <li>○ Conduct reference checks on candidates and present findings to hiring teams, managers and boards</li> <li>○ Composing offer letters</li> </ul> </li> <li>• Support candidates through post-hire and onboarding process to ensure the State of Oregon is implementing a supportive and inclusive hiring experience. This includes collaborating with the hiring agency and other DAS Partners to ensure a seamless onboarding.</li> <li>• Partner where appropriate with the Enterprise Workforce Development Administrator for the inclusion in statewide learning and development cohorts.</li> </ul> |

|      |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |   |   | <ul style="list-style-type: none"> <li>• Present information in public meetings both in public and executive sessions.</li> <li>• Act as subject matter expert in all aspects of recruitment policies and procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 30%  | R | E | <b>Community Outreach and Engagement</b> <ul style="list-style-type: none"> <li>• Create outreach and sourcing strategies for senior management and executive level positions including identifying high-level talent candidate pools.</li> <li>• Develop and source candidates internally and externally to state government.</li> <li>• Develop talent pools to ensure the state of Oregon has a list of candidates who will qualify for upcoming executive placements.</li> <li>• Identify key gaps in enterprise talent pathways. Prepare formal recommendations to the Enterprise Recruitment, Classification and Compensation Administrator for adoption and implementation.</li> <li>• Develop and maintain a network through which potential leads and candidates can be sourced; develop network and resources through local and professional associations and organizations.</li> <li>• Work in conjunction with CHRO Recruitment partners to assist in the design of special programs to develop qualified applicant pools across the enterprise.</li> <li>• In partnership with the Enterprise Recruitment, Classification and Compensation Administrator and the Senior Recruitment Consultant, collaboratively analyze and evaluate data from statewide affirmative action reports and develop recruitment strategies to help recruit and retain a workforce that is representative of the communities we serve.</li> <li>• Work collaboratively with the DAS Chief Culture Change Office and the Governor's Affirmative Action Office to ensure executive recruitment processes are led through DEIB best practices.</li> </ul> |
| 10%  | R | E | <b>Policies, Projects and Trainings</b> <ul style="list-style-type: none"> <li>• Collaborate with recruitment partners on a variety of projects broad in scope and intensity that aid in the development and implementation of improved recruitment systems across Oregon State Enterprise.</li> <li>• Provide insight and expertise on highly complex policy and program issues ensuring recommendations to DAS executive leadership supports alignment with the Governor's expectations on hiring.</li> <li>• Participate in the development and implementation of trainings specific to Recruitment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 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. 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 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?   |
|----------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------|
| Peers, State Agency<br>Mgrs, Employees,<br>Other Professionals             | In writing, telephone,<br>virtually, in person | Exchange information, give advice,<br>consult on problems, explain<br>requirements & procedures | Daily        |
| Agency leadership<br>(directors, deputy<br>directors, leadership<br>teams) | In writing, telephone,<br>virtually, in person | Exchange information, give advice,<br>consult on problems                                       | Occasionally |
| Governor's Office,<br>Boards, Councils,<br>Commissions                     | In writing, telephone,<br>virtually, in person | Exchange information, give advice,<br>consult on problems, explain<br>requirements & procedures | Daily        |

## SECTION 7. POSITION RELATED DECISION MAKING

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

The incumbent will act independently on routine matters and will respond to major issues after consultation with the Recruitment, Classification and Compensation Administrator. The incumbent will identify and evaluate alternative courses of action to achieve project goals.

Decisions relating to the development, direction, and impact of the state's diversity outreach program, initiatives and objectives. The direction and development of agency head and executive level recruitment, including position specific advertisement strategies, selection, and appointment.

The incumbent has wide authority to make day-to-day decisions regarding the operation of the project. The incumbent informs the Recruitment, Classification and Compensation Administrator verbally, or by e-mail, of work plans, work in progress and results.

This position will act within the parameters of personnel law, rules department policy and practices, collective bargaining agreements and data privacy issues. The incumbent will partner in developing

strategies, plans and specifications to achieve agreed-upon outcomes. Once plans and goals are established, position will have considerable freedom to act.

Creative approaches to problem solving and planning are necessary to achieve the objectives of this position. The incumbent must recognize problem areas, make decisions on their relative importance, and develop a course of action to resolve them.

Decision-making is often performed in partnership with the Recruitment, Classification and Compensation Administrator, DAS Agency Leadership, the Governor's Office staff, Board/Commission leadership, agency HR staff, staffing teams and other interested parties to resolve issues, generate ideas, anticipate needs, and develop plans.

Decisions impact the effectiveness and timeliness of recruitment and selection policy and practice in the State of Oregon, primarily in the executive branch.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

| Classification Title | Position Number | How                                 | How Often            | Purpose of Review                               |
|----------------------|-----------------|-------------------------------------|----------------------|-------------------------------------------------|
| HR Admin 1           | 00000066820     | In person, virtually, phone, e-mail | Weekly or as needed. | Regular check ins; Review the progress of work. |

## 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:

| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|----------------|------------------------------|-----------|
|                |                              |           |
|                |                              |           |

## 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

\_\_\_\_\_  
Appointing Authority  
Signature

\_\_\_\_\_  
Date