



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
December 5, 2025

Agency: Department of Administrative Services

Facility: Chief Human Resources Office

[ ] New [x] Revised

This position is:

- [ ] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc – Supervisory
[x] Mgmt Svc – Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Consultant Advisor 1
b. Classification
c. Effective Date:
d. Position No:
e. Working Title: State HR Investigations Advisor
f. Agency No: 10700
g. Section Title: Enterprise Policy, Investigations and Compliance
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: MMN
k. Work Location (City – County): Salem - Marion
l. Supervisor Name: Carol Williams
m. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [x] Exempt [ ] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [x] Administrative
o. Eligible for Overtime: [ ] Yes [x] 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, 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:**

The Consultant Advisor 1 serves as a senior-level advisor and subject matter expert in workplace investigation. This position is responsible for conducting comprehensive ongoing evaluations and maintenance of enterprise-wide HR investigation practices in alignment with the Chief Human Resources Officer, DAS Director and Governor initiatives. This position is responsible for overseeing complex and sensitive investigations involving allegations of misconduct, discrimination, harassment, and other workplace issues while maintaining confidentiality and integrity of investigative processes.

The role includes developing and delivering training programs, providing strategic consultation to agency leadership on highly complex workplace investigations, and ensuring compliance with applicable laws, policies, and best practices.

**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.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
Ongoing	R	E	<p><b>Customer Service</b></p> <p>Listen to customer request(s) remaining curious, in-order-to identify root cause issues.</p> <p>Center collaboration and partnership to apply deep knowledge and understanding of workplace investigations to a wide variety of routine and non-routine issues.</p> <p>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.</p>
Ongoing	R	E	<p><b>Core Values</b></p> <p>Promote and foster a diverse and qualified workforce and discrimination/harassment-free workplace.</p> <p>Recognizes the value of all individuals professional and lived experiences, regardless of their cultures, identities, and backgrounds.</p> <p>Creates a work environment where individuals feel welcomed, appreciated, and valued for all that they bring to the organization.</p> <p>Participates in professional development opportunities to engage in ongoing education of cultural awareness.</p>
30%	R	E	<p><b>Investigation Oversight and Execution</b></p>

			<ul style="list-style-type: none"> <li>Analyze incoming complaints and allegations with resulting investigations and work with HR partners to develop recommendations around how to refer or manage the volume of work with existing resources.</li> <li>Develop resource recommendations around how to contract or refer work that cannot be accomplished within existing DAS resources.</li> <li>Lead and oversee complex, high-risk, and politically sensitive workplace investigations.</li> <li>Assign, monitor, and review investigations conducted by internal or external investigators.</li> <li>Develop performance standards, and updates/reviews as necessary, for DAS employees and external partners/vendors about how long each type of investigation should take and implement processes to meet those standards.</li> <li>Review and edit investigation reports for clarity, legal sufficiency, and policy alignment.</li> <li>Develop monthly reports that demonstrate volume of work and outcomes for each complaint and/or investigations.</li> <li>Evaluates existing DAS investigatory practices as it relates to intake, tracking, evaluation, and reporting for consistency and sustainability of processes.</li> </ul>
20%	R	E	<b>Enterprise Workplace Investigation Operations</b>
			<ul style="list-style-type: none"> <li>Take a proactive approach to complete periodic reviews to ensure CHRO rules, policies, and systems are working to ensure an effective statewide HR system and practice specifically related to HR investigations</li> <li>Align statewide investigative practices with accountability expectations set by the Governor.</li> <li>Develop recommendations for continuous process improvement around existing statewide processes to improve how complaints and allegations are received, tracked, evaluated, investigated, and reported.</li> <li>Work with DAS leadership and the Governor’s office to implement recommendations. Meet with DAS customers (HR offices, agency directors and deputies) to inform about new practices and procedures.</li> <li>Independently identify statewide human resource management issues, concerns, and system development needs specifically related to personnel investigations and processes.</li> </ul>

			<ul style="list-style-type: none"> <li>Prepare effective recommendations, solutions, and options for a course of action for the Division Administrator, DAS Director and Governor's Office when applicable. In many instances, recommendations influence the nature and scope of statewide workforce management and human resource functions and practices and has legal ramifications if handled incorrectly.</li> </ul>
35%	R	E	<p><b>Strategic Consultation &amp; Partnership</b></p> <ul style="list-style-type: none"> <li>Serve as a trusted advisor to elected officials, agency directors, attorneys, and HR leaders.</li> <li>Provide expert consultation to top level agency management and HR professionals on complex personnel matters and risk mitigation strategies.</li> <li>Represent the agency in interagency workgroups, legal proceedings, or legislative hearings as needed.</li> <li>Monitor personnel investigations involving complex human resource issues or issues that involve sensitive or high levels of risk.</li> <li>Identify legal issues and work with DOJ Assistant Attorneys General to receive clarification and advice.</li> <li>Diplomatically respond to parties involved in personnel investigations processes, including complainants, subject witnesses, Labor representatives, attorneys, and witnesses.</li> </ul>
10%	R	E	<p><b>Training Development and Delivery</b></p> <ul style="list-style-type: none"> <li>Design, develop, and train diverse audiences on interpretation and application of statewide rules and policy and implementation of new laws and regulations specifically related to HR investigations.</li> <li>Work with DAS communications to develop an outreach campaign to help employees understand when to report to agency HR, when to elevate to DAS, and what they can expect when they report to DAS. Works collaboratively with other entities in designing and delivering training.</li> </ul>
5%	R	NE	<p><b>Other Duties as Assigned</b></p> <ul style="list-style-type: none"> <li>Take a lead role on behalf of the CHRO on a variety of special studies and projects, provides leadership and direction on highly complex policy and program issues and make recommendations to top-level decision makers including DAS Director and Governor's Office. These studies and projects may be completed independently depending on the sensitivity of the issue.</li> </ul>

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## SECTION 4. WORKING CONDITIONS

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**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 partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. 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.

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## SECTION 5. GUIDELINES

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

- ORS Chapter 240 & 243
- Human Resource Services Division Policies and Administrative Rules
- All applicable state and federal laws, regulations, policies, and administrative rules
- Federal Guidelines and federal and state court decisions
- ERB rulings
- AG Opinions

b. How are these guidelines used?

Guidelines affect and support workforce management for the State of Oregon.

## 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>			
Agency Heads, personnel staff and other levels of agency management/staff	In person/phone and writing	Advise, inform and consult on HR Issues	Daily
Advise, inform and consult on HR Issues	In person/phone and writing	Consult and inform on HR Issues	Daily
Attorney General's office	In person/phone and writing	Consult and advise on HR rules and policies and receive direction	Monthly
General public	In person/phone and writing	Give/receive information/resolve problems	As Needed
Governor's office	In person/phone and writing	Provide assistance & information	
Interest and Advisory Groups	In person/phone and writing	To give/receive info	As Needed
All staff levels of DAS	In person/phone and writing	Consult and inform on HR Issues	As Needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions impact the future of the State's workforce management efforts, and the legality and effectiveness of CHRO's law, rules, policies and systems, and agency personnel practices, activities, and operations.

Some examples of decisions made by this position are to determine: strategy for investigation; credibility determinations; whether a HR investigation should be delegated to an agency; what level of risk does a particular complaint present to the state and what is the appropriate organization to conduct the investigation; the level of political sensitivity of an issue and how best to handle it to ensure that all parties involved are considered and all needs addressed; and if rules or policies need to be written or revised based on federal or state law changes or court cases.

Inaccurate decisions will place the state in jeopardy of being held legally liable, will keep the state from achieving the goals and objectives necessary for effective management of the State's workforce; put state agencies at risk both legally and politically; and cause credibility issues with all state agencies and the legislature for the DAS Director and the administrator. If extremely sensitive investigations are not handled correctly, it will have political ramifications.

Incorrect decisions will have a harmful and significant impact on the administration of the statewide human resource structure, the effectiveness of CHRO rules, policies and systems, and agency personnel practices, activities, and operations. Incorrect decisions can also set precedence which can open the door for additional inappropriate practices, and cause agencies to be subject to litigation, and fines and penalties as a result of non-compliance with federal regulations.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
HR Administrator 1	000000004545	In person, virtually, phone, e-mail	Weekly or Quarterly; as needed.	Regular check ins; Performance Evaluation; Review and progress of work

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

## 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 must 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 decisions making and cooperative interactions among staff and management. Be aware of Affirmative Action and the department’s diversity, equity, and inclusion strategies and goals.

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.

The consultant in the position is subject to changes in laws and program direction plus the needs of agencies, therefore, must adjust to such conditions to meet statutory requirements and agency needs. The consultant must have extensive knowledge regarding all facets of the State's Human Resource management system and must be flexible, able to organize and prioritize work and manage work-demand and possess excellent written and oral communication skills to present complex issues to agency heads and legislators.

The consultant in this position must possess the knowledge and skill to deal appropriately, effectively, and independently with issues involving political sensitivity which may have the potential for far-reaching ramifications; to review and analyze complex issues to determine potential for legal liability; and to plan and conduct organizational and issue-specific studies of state agencies for the purpose of identification and resolution of major and/or complex issues involving but not limited to the field of HR management and organization.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".*


**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**

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Employee Signature

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Date

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Supervisor Signature

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Date

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Appointing Authority Signature

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Date