



# State of Oregon Position Description

**Company:** Oregon Department of Education  
**Organization:** Human Resources - ODE  
**Service Type:** Excludable Management Service - Managerial

## SECTION 1. POSITION INFORMATION

|                           |                                        |                        |              |
|---------------------------|----------------------------------------|------------------------|--------------|
| <b>Job Profile Title:</b> | Learning and Development Specialist 1  | <b>Job Profile ID:</b> | X1338        |
| <b>Business Title:</b>    | Recruitment Training Specialist        | <b>Position ID:</b>    | 000000185175 |
| <b>Employee Name:</b>     |                                        | <b>Company ID:</b>     | 58100        |
| <b>Representation:</b>    | MMN                                    | <b>Budget Auth No:</b> |              |
| <b>Location:</b>          | Salem   ODE   Public Service Building  |                        |              |
| <b>Supervisor:</b>        | Tricia Lea (Human Resources Manager 3) |                        |              |
| <b>Position:</b>          | Learning and Development Specialist 1  |                        |              |
| <b>Time Type:</b>         | Full Time                              |                        |              |
| <b>FLSA:</b>              | Non-Exempt                             |                        |              |
| <b>Exempt Reason:</b>     |                                        |                        |              |
| <b>Overtime Eligible:</b> | Yes                                    |                        |              |
| <b>Employee Type:</b>     | Limited Duration                       |                        |              |

## 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.**

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

This position is in the Office of the Director, which is the administrative head of the Department of Education. The Governor who is the Superintendent of Public Instruction has delegated to the Director of ODE the responsibility of performing all of the duties, functions and powers of the Superintendent. These include providing leadership and oversight to Oregon's prekindergarten to grade 12 education system. The Director of ODE is the chief executive officer for the State Board of Education and is responsible for interpreting and administering Board policies and rules. The Director also heads the Department of Education and provides direction for the School for the Deaf and Juvenile Corrections Education Programs. The Director's duties are further defined in ORS 326.310. Additionally the agency also the Youth Development Division. The agency mission is: The Oregon Department of Education (ODE) fosters equity and excellence for every learner through collaborations with educators, partners, and communities.

The Human Resources Unit ensures that planning, systems, structure and personnel are in place to support the Department's mission through efficient and effective employee services. This includes supporting the agency through consultation on grievances and disciplinary actions, recruitment and selection, personnel administration and collective bargaining, payroll and benefits administration, staff training and development, non-discrimination and affirmative action, cultural competency and diversity, facilities management, employee safety and wellness, and general agency support services

Human Resources is committed to supporting and promoting the agency's core values of integrity, accountability, excellence, and equity. This unit is committed to diversity, which reinforces respectful treatment of others in the workplace; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships; and promotes working effectively and appropriately with individuals or groups with diverse cultural beliefs, values, and behaviors.

This position is housed within the Human Resources unit of the Office of the Director at the Oregon Department of Education (ODE).

**Section 2b. 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 provides technical and analytical support to the agency's Training and Development program with a focus on recruitment-related training. Responsibilities include assisting in the development, coordination, delivery, and evaluation of training resources that support hiring managers and staff in conducting equitable, compliant, and effective recruitment processes. Work is performed within established policies, procedures, and frameworks, with guidance from the HR Director, Assistant HR Director and senior Human Resources staff.

## 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% - N/E - Training Development & Delivery Support**

- Assist in developing and updating standardized training materials related to recruitment processes, including job postings, screening, interviewing, and selection.
- Support the design of instructor-led, virtual, and self-paced training modules using established instructional design practices.
- Prepare training materials, presentations, job aids, and supporting documentation.
- Coordinate training logistics including scheduling, enrollment, tracking attendance, and preparing materials.
- Co-facilitate or deliver portions of training sessions under direction of Asst HR Director.
- Works collaboratively with the Training and Organizational Development Analyst on determining learning objectives and learning delivery methods. Ensures topics are in alignment and support all HR and agency program efforts.

### **20% - N/E Research & Content Development**

- Research best practices in recruitment, talent acquisition, and equitable hiring to inform training content.
- Draft and revise guidance documents, toolkits, and reference materials aligned with statewide policies and agency procedures.
- Review and update training materials to ensure compliance with current laws, rules, and collective bargaining agreements.

### **20% - N/E Program Support, Data Tracking & Evaluation**

- Collect, track, and maintain training participation data and completion records.
- Compile and analyze training evaluation data (e.g., surveys, feedback forms).

- Prepare summary reports and identify trends to support continuous improvement of training programs.
- Assist in maintaining training records in learning management or tracking systems.

#### **15% - N/E Consultation & Customer Support**

- Provide technical assistance to managers and staff regarding recruitment-related training resources, tools, and standard processes.
- Respond to routine inquiries and provide guidance within established procedures.
- Escalate complex or policy-related questions to senior HR staff.

#### **10%- N/E Equity, Compliance & Program Alignment**

- Support incorporation of equity, diversity, inclusion, and accessibility principles into recruitment training materials and delivery.
- Asst in ensuring training content reflects compliance with state and federal laws, including veterans' preference and equal employment opportunity requirements.
- Participate in internal workgroups or initiatives to improve recruitment practices and training accessibility.

#### **5% - N/NE – Other Duties as Assigned**

## **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.**

Normal office work environment. May require evening and/or weekend work. Work must often be accomplished within demanding time-sensitive constraints. Occasional travel in-state may be necessary and require sitting/driving for extended periods of time.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements. The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

## **SECTION 5. GUIDELINES**

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

SEIU/STEA labor agreements; Adult learning theory principles and practices; state and agency policies that are centered on learning and development or require training as part of their policy standard; Section 508 and related accessibility requirements and guidelines; ODE Equity Strategic Plan

**How are these guidelines used?**

Guidelines are used to determine most effective method of training; monitoring policy/law/rule to ensure employees are up-to-date on updates in training requirements; using content of policy/law/rule/collective bargaining agreement to inform training products; developing training materials that are equity-centered and accessible to all employees.

## 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 management | In Person, by mail, email or telephone | Consult with and recommend action; provide information about employee performance, compliance, and HR rules/policies. | As Needed  |
| State employees   | In Person, by mail, email or telephone | Inform, and train                                                                                                     | Daily      |

## SECTION 7. POSITION RELATED DECISION MAKING

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

Uses professional judgment to make decisions regarding design of learning activities, curriculum, and organizational development interventions. Recommends changes in HR policy to meet organization needs; recommends organization use significant resources to design, purchase, or commit agency employees to training and development initiatives.

## SECTION 8. REVIEW OF WORK

| Job Profile  | Position ID | How                                    | How Often | Purpose of Review                                        |
|--------------|-------------|----------------------------------------|-----------|----------------------------------------------------------|
| HR Manager 3 | 0000059     | In Person, by mail, email or telephone | As Needed | General guidance and broad direction on work assignments |

## 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:

Knowledge, skill, or training in:

- Adult learning principles;
- Accessibility principles and standards, such as Section 508 of the Rehabilitation Act Effective customer service skills;
- Ability to translate technical information to non-technical audience and provide technical assistance.

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

This position has been designated as sensitive in that the incumbent in this position has access to information, the disclosure of which is prohibited by state or federal laws, rules or regulations, or information that is defined as confidential under state or federal laws, rules or regulations; or, has payroll functions or responsibility for receiving, receipting, or depositing money or negotiable instruments, for billing, collections, or other financial transactions; or has mailroom duties as a primary duty or job function; or has responsibility for auditing the department; or has access to social security numbers, dates of birth or criminal background information of employees or members of the public; or has access to tax or financial information about individuals or business entities.

## SECTION 11. BUDGET AUTHORITY

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

Operating Area

Biennial Amount

Fund Type

## SECTION 12. ORGANIZATIONAL CHART

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

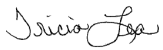
## SECTION 13. SIGNATURES

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date



Appointing Authority

5/1/2026

Date