



# State of Oregon Position Description

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

## SECTION 1. POSITION INFORMATION

<b>Job Profile Title:</b>	Human Resource Analyst 2	<b>Job Profile ID:</b>	1321
<b>Business Title:</b>	Hr Generalist (Unfilled)	<b>Position ID:</b>	000000127247
<b>Employee Name:</b>		<b>Company ID:</b>	58100
<b>Representation:</b>	MMN	<b>Budget Auth No:</b>	1385817
<b>Location:</b>	Salem   ODE   Public Service Building		
<b>Supervisor:</b>	Tricia Lea (Human Resources Manager 3)		
<b>Position:</b>			
<b>Time Type:</b>	Full Time		
<b>FLSA:</b>	Exempt		
<b>Exempt Reason:</b>	Administrative Exemption		
<b>Overtime Eligible:</b>	No		
<b>Employee Type:</b>	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.**

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.

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.

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:

The primary purpose of this position is to support several key program areas within the Human Resource team including the day to day management Federal and State leaves, agency classification and position management, and training and development and employee relations. This position will provide consultation and technical assistance to agency managers, supervisors, and bargaining unit employees on matters regarding classification/compensation and protected leave. This position will also monitor and evaluate data analytics that will assist in the development of operational strategies and provide technical expertise to assist the agency managers, supervisors, other human resources staff, and bargaining unit employees in the Human Resource systems Workday.

## 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.**

All employees working in the Human Resources Unit are expected to assist in achieving the Department's diversity and affirmative action goals by creating an inclusive work environment that encourages each employee to meet their full potential and consider Education as their "Employer of Choice."

### **35% - N E - Special Leaves (FMLA/OFLA/Military Leave/Oregon Paid Leave)**

#### FMLA/OFLA Administration:

- Monitor and track employee requests for FMLA/OFLA to ensure accurate leave recording; monitors leave balances and notifies employees when they will exhaust leave or entitlements.
- Review submitted information to approve or deny family/medical leave, ensuring completeness and accuracy of forms and communicate decision to employees.
- Manage Sick Child leave notifications and track leave usage, notifying managers upon leave exhaustion.
- Manage the leave cases and ensure leave files are complete and all relevant and required information is uploaded to Workday.
- Conduct training sessions for agency managers on their role in FMLA and OFLA administration.
- Review and assess Hardship/Donated leave requests for compliance with collective bargaining agreements and DAS policy; makes determinations on required hours to cover employee hardship leave requests. Collaborates and communicates with ODE payroll on status and eligibility.
- Analyze and interpret FMLA/OFLA collective bargaining concepts and proposals, assessing impacts to the department.
- Utilizes Workday reports to calculate, audit and maintain, accurate leave/time records and application of leave in conjunction with Oregon Paid Leave; ensures compliance of time reporting when approved for Oregon Paid Leave

#### Interpretation and Advice:

- Provides FMLA/OFLA interpretation and advice to managers and employees regarding eligibility and qualifying conditions under federal/state laws.
- Reviews forms for completeness and accuracy.
- Reviews the employee leave request and eligibility for protected leave, makes determination on Processes approval/denials and sends notifications to employees.

#### Military Leave Administration:

- Administers and processes requests for military leave.
- Manages military leave donation and reimbursement processes.

#### Oregon Paid Leave:

- Monitors Frances for Oregon Paid Leave applications and eligibility.
- Coordinates with payroll to avoid overpayments.
- Manages leave in accordance with approval and denial.

#### Safety, Workers' Compensation, Early Return to Work, Risk Management:

- Advises supervisors and employees on work-related injury/illness claims and maintains records. Prepares reports and statistics upon request.
- Maintains the necessary records and files in Workday; Collaborates with the managers, HR Business Partners, and assists with coordinating return to work, modified job offers, and ADA Accommodations
- Maintains the Departments OSHA 300 logs and ensures annual posting requirements are met.

#### ADA:

- Works with employees and managers on ADA issues, including reasonable accommodations.
- Collaborates with HRBP's on complex cases; and communicates with them and the HR Director when an accommodation cannot be made or if other HR related issues are involved.

#### **25% - N E - Classification/Reclassification**

- Provides back up to the Class and Compensation Analyst for classification review and recommendation and is the primary contact for DAS Classification and Compensation staff. Assists managers in writing new position descriptions, reviews existing position descriptions upon request, prepares analyses and determines appropriate classification level, advises managers to assure organization restructuring is accomplished in accordance with appropriate classification levels. Coordinates classification appeals and interacts with DAS Classification Unit staff. Completes reclassification actions in Workday.
- Perform desk audits, position analyses, and other reviews to determine appropriate position relationships and class allocations. Coordinate and prepare reclassification packages and official finance plan requests. Assure that supporting data, such as position analyses, desk audits, position descriptions, and organization charts are accurate and complete. Make FLSA determinations as to exempt/non-exempt status. Review proposed new statewide classes, participate in and/or develop agency specific specifications, and allocate position to proposed classifications. Lead agency specific classification studies or participate in statewide studies as needed.
- Communicates and collaborates with Recruiters and Budget staff to coordinate establishment of new positions. Ensures documentation in Workday is complete and communicates position status with managers, recruiters and budget staff.
- Provides back up to Classification and Compensation Analyst and reviews and approves Job Rotation, Work out of Class requests to ensure compliance with policy and CBA and fits within the organizational structure. Monitors job rotations in Workday and ensures differentials are established correctly.
- Identifies job rotations that are over a year and works collaboratively with managers to determine if a reclassification or position request is appropriate.
- Completes pay equities and makes determinations on appropriate salary step, reviews and approves or denies requests for off cycle pay equity adjustments.

#### **15% - N E - Employee Relations Support**

- Serve as a liaison between Human Resources, Budget and Payroll to ensure employee data within the Workday system including Org Structure, Compensation, PCA, Index information, Recommend changes in process to ensure accurate reporting of data. Identify and report on trends in HR data. Research trends and causes, and recommend action to managers or higher level HR analysts.
- Assist with the preparation of routine actions such as letters of expectation and draft preliminary disciplinary letters and prepare them for the HRBP's.

- Conduct complaint intake meetings on lower level employee concerns or assist in grievances.
- Respond to unemployment claims and may represent the agency in hearings.

#### **10% - N E - Training and Development**

- Supports the planning, execution, and monitoring of learning campaigns in the HRIS by preparing content, tracking completion data, and flagging trends or issues for review.
- Performs content updates, formatting, and quality checks on training materials at the direction of the lead team member to ensure accuracy and consistency.
- Gathers learner feedback and training metrics to support evaluation efforts and provides summarized insights to the team member for continuous improvement.
- Provides direct support to a senior team member by drafting learning storylines, instructional content, and training materials to support analyst development initiatives.
- Assists a lead trainer or organizational development specialist in designing, building, and updating courses within enterprise learning platforms (LMS).

#### **5% - N E - Wellness Committee**

- Participate as a member of the agency wellness committee. Provide staff support for monthly meetings and assist the HR Director and committee with the development and execution of the agency Wellness Plan.

#### **5% - N E- CDL Drug Testing Compliance Program Administration**

- Coordinates CDL drug testing program. Oversees program which includes all the following: maintains directive; serves as primary contact with testing contractor; assists labor relations with contract negotiations; and advises supervisors and employees regarding testing rules, contract language and testing process.
- Collaborates with the HRBP's if non compliance or issues arise from testing that may result in discipline or other employee relations actions

#### **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.**

General office environment. Frequent interaction with employees and management staff. Many projects are timeline-driven. Work is FLSA-exempt and frequently exceeds a 40-hour work week. Travel required. Work must often be accomplished within demanding time-sensitive constraints while maintaining confidentiality. May require some evening and weekend work. Occasional contact with irate individuals.

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.

Federal laws and regulations enforced by the United States Equal Employment Opportunity Commission (EEOC), including:

Americans with Disabilities Amendments Act of 2008 (ADAAA)  
Title I of the Americans with Disabilities Act of 1990 (ADA)  
Fair Labor Standards Act (FLSA)  
Title VII of the Civil Rights Act of 1964 (Title VII)  
Age Discrimination in Employment Act (ADEA)  
Pregnancy Discrimination Act  
Equal Pay Act of 1963 (EPA)  
Sections 102 and 103 of the Civil Rights Act of 1991  
Sections 501 and 505 of the Rehabilitation Act of 1973  
The Genetic Information Nondiscrimination Act of 2008 (GINA)  
Uniform Service Employment and Reemployment Rights Act (USERRA)  
Jobs for Veterans Act of 2002 (JVA)  
Immigration Reform and Control Act  
Family and Medical Leave Act (FMLA)  
Oregon Family Leave Act (OFLA)  
Oregon Revised Statutes (ORS)  
Oregon Administrative Rules (OAR)  
Governor's Executive Orders related to human resources issues  
Department of Administrative Services (DAS) Statewide Policies  
Oregon Department of Education policies and procedures  
State Teachers Education Association (STEA) Collective Bargaining Agreement  
Service Employees International Union (SEIU) Collective Bargaining Agreement

How are these guidelines used?

To ensure that the Agency employment and recruitment procedures are conducted in a manner consistent with applicable laws, rules and policies. To ensure that records are kept accurately and correct information is given to employees and the public.

## 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 Mgmt Staff	In Person, by mail, email or telephone	To obtain or provide information	Daily
Agency Staff	In Person, by mail, email or telephone	To obtain or provide information	Daily
DAS	In Person, by mail, email or telephone	To obtain or provide information	Regularly
General Public	In Person, by mail, email or telephone	To obtain or provide information	As Needed
Labor Representatives	In Person, by mail, email or telephone	To obtain or provide information	As Needed
Other State Agencies	In Person, by mail, email or telephone	To obtain or provide information	As Needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made daily that affect various operations of the agency including diversity, morale, health, economics, the need for and level of progressive discipline, processing of personnel records, hiring and training of staff, and interpretation and application of collective bargaining agreements. These decisions cross all organizational and demographic lines and contribute to the total well-being of the agency's workplace. Inappropriate decisions could potentially put the employer at considerable risk of serious and costly litigation or adversely impact employee wages and benefits.

## 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	Regularly	Provide guidance, determine job performance, and provide feedback

## 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:

- Employee must have a valid ODL and a satisfactory driving record, or be able to provide a satisfactory alternate mode of transportation
- Employee must have excellent and efficient work skills and habits
- Employee must be able to handle inquiries for information with tact while still protecting the confidentiality of the employee record and information
- The duties require accuracy, the ability to work independently, the ability to handle sensitive personnel situations, and the ability to work well with all types of people
- Employee must be knowledgeable about principles and practices of adult learning and human behavior, instructional methods and training techniques, and current training and development trends and resources.

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.

This position has been designated to have authorized access to FBI CJIS or unrestricted access to a terminal that has LEDS capability, and/or to have direct responsibility to configure and maintain computer systems and networks with direct access to FBI CJIS, and/or to have direct responsibility to review, and/or be provided with a copy of a CHC print-out. This position requires access to Criminal Justice Information Systems (CJIS) and is subject to a fingerprint-based criminal background check within 30 days of hire. CJIS security awareness training must be completed within six months of assignment and every year thereafter.

## 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

\_\_\_\_\_  
Date