State of Oregon Position Description

Company: Oregon Department of Education

Organization: Human Resources | Human Resources Operations - ODE

Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Human Resource Analyst 2	**Job Profile ID:**	1321
Business Title:	Talent Acquisition Partner (Unfilled)	**Position ID:**	000000008012
Employee Name:		**Company ID:**	58100
Representation:	MMN	**Budget Auth No:**	1212490

Location: Salem | ODE | Public Service Building

Supervisor: Christina Jones (Human Resources Manager 1)

Position:

Time Type: Full Time

FLSA: Exempt

Exempt Reason: Administrative 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.

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 equitable, 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 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 function as a member of the Human Resources team by the design, execution, and continuous improvement of equitable, data-informed recruitment strategies to attract and retain a high-quality, diverse workforce at the Oregon Department of Education. By managing executive-level recruitments, guiding hiring managers, and leveraging workforce data, this role ensures that talent acquisition practices align with agency equity goals, comply with policy, and support long-term workforce planning.

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.

75% - R - E - Talent Acquisition and Recruitment

- Identifies opportunities to enhance the recruitment efforts and provides recommendations to Assistant HR Director, HR Director, and managers.
- Reviews recruitment processes and recommends changes to ensure ODE recruitments result in equitable outcomes.
- Designs and implements community engagement strategies (e.g. determine which job fairs, conferences, non-profit events should be attended) to showcase the department and the agency while also bringing high quality, diverse talent to the workforce.
- Stays up-to-date on industry and career field best practices in recruiting. Shares information with managers, staff, and recruiters. Mentors ODE Recruiters.
- Forms, organizes, and/or leads project and committee workgroups to advance ODE recruitment and equity goals. Develops scope of projects related to recruitment including establishing deadlines, monitors progress and ensures timely delivery.
- Conducts full cycle recruitment for Executive and Director-Level recruitments which includes working with senior leadership and hiring managers to understand the specific requirements and expectations for Executive and Director-level roles.
- Develop a recruitment strategy and timeline for each position, considering factors like industry trends, market conditions, and targeted candidate profiles.
- Utilize various sourcing methods, professional networks, job boards, and social media to identify potential candidates and coordinate with executive search firms when needed.
- Consults with ODE Executives on recruitment strategies to generate a pool of diverse and highly-qualified applicants. Develop recruitment plan and execute all aspects of the recruitment process including creating and posting job announcements and strategically advertise to attract top applicants.
- Proactively identify and engage passive candidates for open positions. Review applications and advance top applicants to hiring managers for review. Advise and review interview questions and skills tests with hiring managers.
- Actively participate in the interview process. Ensure adherence to equal employment opportunity laws, recruit to meet affirmative action objectives, and comply with DAS rules and policies and collective bargaining agreements. Maintain recruitment files and prepare materials for proper retention.
- Determines if a job offer is in the best interest for the department and effectively recommend hiring or not. Assist with the job offer confirmation letters. Contract administration for executive recruitments. Works with Procurement staff to prepare RFPs, evaluate contractors, and recommend agency decision. Monitors contractor performance.

20% - R - E Metrics and Data Analysis

- Extracts and analyzes recruitment and workforce data from HRIS to identify trends and support strategic planning.
- Prepares quarterly dashboards and reports for HR and agency leadership.

- Monitors and evaluates recruitment effectiveness and applicant attrition across hiring stages.
- Uses data insights to inform recruitment strategy and recommend policy adjustments.
- Tracks turnover and potential retirements to advise leadership on succession and workforce planning. Develops and recommends short- and long-range goals for supporting recruitment efforts within ODE.
- Develops and implement detailed plans, goals and objectives for long-range implementation and administration of recruitment projects.
- Makes recommendations on policy, and process changes. Identifies new growth areas for recruitment efforts and helps develop plans for implementation.

5% - R – NE Other Duties

- Compiles information for reports or presentations related to recruitment.
- Archives recruitment materials in accordance with retention schedules.
- Attends HRIS or recruitment-related trainings and meetings.
- Assists with related HR tasks as needed.

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.

Frequently work outside of the physical office to attend job fairs and meet with applicants. Work is FLSA-exempt and may exceed a 40-hour work week. Flexible scheduling is required to attend job fairs and meetings that may occur outside the typical 8-5 work schedule, requiring some evening and/or weekend work. Frequent interruptions by phone calls and in-person contact throughout the day. Work is deadline-driven and must be accomplished within demanding time-sensitive constraints.

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.

Applicable federal regulations, state statues, administrative rules, statewide HR policies and rules, bargaining agreements.
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 employees	In Person, by mail, email or telephone	To obtain and provide information	Daily
Agency managers	In Person, by mail, email or telephone	Consult with and advise during recruitment process	Daily
Employers of job applicants	In Person, by mail, email or telephone	To obtain job references	As Needed
External agencies	In Person, by mail, email or telephone	Participate in cross-agency recruitment efforts	As Needed
General public	In Person, by mail, email or telephone	To obtain and provide information	Regularly
Job applicants	In Person, by mail, email or telephone	To obtain and provide information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Determine whether recruitment guidance to hiring managers is sound and based on best practices. Ensure performance of duties complies with appropriate laws, rules, and policies. Make recommendations on whether to offer employment to job applicants. Decisions affect the diversity, morale, and economics of the workforce in the areas of recruitment, selection, affirmative action, employee relations, compensation, promotion, and reclassification. Decisions cut across all organizational demographic lines and contribute to the total well-being of the workforce and workplace. Poor decisions could result in employees who are not the best fit for the work being performed or who may put the employer at risk of litigation.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Human Resource Manager 1	105636	In Person, by mail, email or telephone	Regularly	To provide guidance and assist with technical questions as needed

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 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. Incumbent must exhibit tact and flexibility in dealing with employees and public.

This position has been designated as sensitive in that the incumbent in this position has personnel or human resources functions as one of the position's primary responsibilities.

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 requires a driver license and an acceptable driving record or an alternative means of transportation. Occasional in-state travel may be necessary and require sitting/driving for extended periods of time.

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. To verify identification, the successful candidate shall be subject to a CJIS fingerprint-based criminal history check within 30 days following initial employment or assignment to this position. Basic security awareness training is required within six months of initial assignment, or when a position has been identified as needing CJIS clearance. The security awareness training is administered every two years for all personnel who have access to Criminal Justice Information Systems (CJIS) information.

Must pass a fingerprint-based national criminal history check.

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