

or redistributing of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Agency Operations Division is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with stakeholders and communities to protect and promote the health of all Oregonians
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

The Office of Human Resources (OHR) provides leadership for the development, execution, and management of the human resources program and to ensure the Agency builds and retains a highly skilled and diverse workforce. In coordination with the agency division, the OHR provides human resource programs and policies developed to support and enhance the OHA mission.

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 purpose of this position is to recruit talented candidates from diverse backgrounds by working with hiring managers, other human resources and recruitment professionals, education institutions, community organizations, and other networking opportunities to develop strong, highly qualified candidate pools in alignment with the Agency workforce strategies.

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.

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

% of Time	N/R/NC	E/NE	DUTIES
50%			<p>Pay Equity</p> <ul style="list-style-type: none"> - Administer, monitor and track pay equity requests - Evaluate candidate and comparable information to determine salary offer - Consult with managers on the pay equity process and salary determination - Educate managers on pay equity, related to the agency’s practice and the pay equity law
30%			<p>Pay Differential Processing</p> <ul style="list-style-type: none"> - Maintain, track and assist managers in processing pay differentials (work out of classes, leadwork, team lead, etc.) to ensure agency consistency in accordance with law, rule, policy and collective bargaining agreements
10%			<p>Classification Reviews</p> <ul style="list-style-type: none"> - Evaluate position descriptions in relations to classification specifications and actual position responsibilities. - Coordinate and conduct desk audits by interviewing position incumbents, supervisors, individuals and groups of employees. - Audit Service Type; management, represented or executive service for correct placement. - Oversee the reclassification process; develop reclassification packages with the Position Management Unit, Classifications Analysts, Managers, DAS Budget and Management and DAS Labor Relations; - Provide consultation on classification issues in relation to classification specifications, classification findings, recommendations on content of position descriptions and reclassification packages; - Assure the represented and management appeal process for classification findings is followed in line with Collective Bargaining Agreements, Statewide Policy and agency guidelines; - As the SME provide classification details to ensure that responses to grievances and appeals to classification findings are timely and accurate;

			<ul style="list-style-type: none"> - Assist managers and administrators in analyzing organization and staffing structures, reporting relationships and position allocation; - Evaluate impact to staffing resources, position allocation and pay equity relationships; - Coordinate and build agency reclass packages for delivery to DAS; - Update and maintain the classifications tracker.
10%			<p>HR Operational Projects</p> <ul style="list-style-type: none"> - Work on HR related projects related to classification and compensation - Act as a classification and compensation SME to provide valuable input into processes and procedure documentation and overall process improvement work
			<p>Cultural Competence</p> <ul style="list-style-type: none"> • Promotes and fosters a diverse workforce and discrimination/harassment-free workplace. • Recognizes value of individual and cultural differences; creates work environment where individual differences are valued. • Consistently treats customers, stakeholders/partners, co-workers with dignity and respect. • Values diverse viewpoints. <p>Core Values</p> <ul style="list-style-type: none"> • Demonstrates awareness, understanding and alignment with OHA Core Values of Service Excellence, Leadership, Integrity, Health Equity, Partnership, Innovation and Transparency. <p>Customer Service</p> <ul style="list-style-type: none"> • Consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. <p>Maintains a work environment that is respectful and accepting of diversity. Models expected office professional behaviors</p>

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.

Position works a professional work week where the hours of work fluctuate on a daily and weekly basis outside of the typical 8-5 environment. Works in an open landscape environment and/or remote. Extensive use of computer, various computer software, and office equipment. Subject to competing workloads and priorities in dealing with highly complex, sensitive, and/or political issues. Frequent interruptions by phone calls and in-person/virtual meeting throughout the day.

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, Department of Administrative Service Personnel Rules and Policies, Agency Resources Manuals, Agency Affirmative Action Plan, Collective Bargaining Agreements, Oregon Administrative Rules, Oregon Bureau of Labor and Industries Rules and guidelines, Labor Relations Division Updates, Employee Relations Board Updates, Title VI504 and American with Disabilities Act Compliance Regulations, OHA Mission Statements, Values and Principles.

b. How are these guidelines used?

Constantly referred to in developing options and alternatives, suggesting changes, in collaboration, consulting and advising, negotiating issues and developing strategies, and in developing legislative and bargaining concepts.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.

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

Who Contacted	How	Purpose	How Often?
Agency Managers & Supervisors	Phone/email/ In person/Virtual	Consultation, advice, support, provide/obtain information; Train	Daily
HR Leadership	Phone/email/In person/Virtual		Daily
Unions	Phone/email/In person/Virtual	Provide/obtain Information; Resolve problems	As Needed
DAS CHRO	Phone/email/In person/Virtual	Clarify policy/law/rules to develop and determine actions, options and alternative; seek support for alternative solutions	As needed
Office of Equity & Inclusion	Phone/email/In person/Virtual	Collaborate/partner on Workforce Strategies	As needed
Agency Employees	Phone/email/In person/Virtual	Investigate issues/complaints; Resolve problems/grievances/career development, training	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

The Classifications Analyst is responsible for delivering all facets of classifications work throughout the organization. Determines whether an individual or groups of individuals are working outside of their classification, which in turn affects compensation. This position also makes decisions regarding appropriate classifications and appropriateness of position descriptions. If they fail to make appropriate decisions the agency may be at risk for grievances and lawsuits. Individuals may be hired into wrong classification creating additional risk and cost to the agency in not getting the necessary work accomplished.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

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

Classification Title	Position Number	How	How Often	Purpose of Review
SR HR Manager		Phone/Email/In person/Virtual	As needed, daily, weekly, monthly, annually	Update on status of work assignments, projects and identification of problem areas and changes

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? _____

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 and 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.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

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

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

Operating Area	Biennial Amount (\$00,000.00)	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