



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
06-15-2026

Agency: Oregon Health Authority

Division: Agency Operations - Human Resources

☐ New ☒ Revised

This position is:

- ☐ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☒ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

- a. Classification Title: Human Resource Analyst 3
- b. Classification No: X1322 c. Effective Date: 7-31-11
- d. Position No: TBD
- e. Working Title: Sr. Human Resources Business Partner
- f. Agency No: 44300
- g. Section Title: OSH Labor & Employee Relations
- h. Employee Name: _____
- i. Work Location (City — County): Salem/Marion
- j. Supervisor Name: _____
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☒ Exempt If Exempt: ☐ Executive ☒ Professional ☐ Administrative
☐ Non-Exempt
- m. Eligible for Overtime: ☐ Yes ☒ 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.

Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership.

The Office of Human Resources (OHR) provides leadership for the development, execution, and management of the human resources program and to ensure the Department builds and retains a highly skilled and diverse workforce. In coordination with the agency divisions, 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 primary purpose of this position is to serve as a senior Human Resource Business Partner and trusted advisor to agency leadership, managers, employees, and labor representatives. This position provides strategic consultation and guidance on complex employee and labor relations matters, workplace investigations, organizational change, and other workforce challenges which may have significant organizational impact. The incumbent partners with labor and management to resolve workplace issues, support effective workforce practices, mitigate risk, and ensure compliance with employment laws, collective bargaining agreements, and state and agency policies.

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
45	R	E	Employee Relations Serves as a trusted advisor to managers and leaders on complex employee relations matters, including employee performance, conduct, attendance, workplace behavior, protected leaves, accommodations, and other workforce challenges. Partners with managers to identify solutions, mitigate risk, and implement effective workforce management practices that support agency operations and employee success. Provides consultation and guidance regarding performance management, trial service reviews, workforce planning,

			recruitment-related issues, position management, and other employee relations matters. Recommends process improvements and best practices to enhance organizational effectiveness. Facilitates communication and problem-solving among employees and management by providing consultation regarding workplace conflict, dispute resolution, and other sensitive employee concerns. Leads or supports workplace investigations involving allegations of misconduct, policy violations, or other employee concerns. Gathers and analyzes information, evaluates applicable laws, policies, past practice, and collective bargaining agreements, and recommends appropriate corrective or disciplinary action. Represents the agency in appeals, hearings, and other proceedings as assigned.
30	R	E	Labor Relations Serves as a labor relations subject matter expert and strategic partner to managers and leaders regarding the interpretation and application of collective bargaining agreements, labor relations practices, and workforce policies. Partners with union stewards, labor representatives, and management to resolve workplace concerns, contractual disputes, and labor relations issues at the lowest possible level while fostering productive labor-management relationships. Provides consultation and guidance to management regarding grievances, contract interpretation, and dispute resolution. Investigates issues, develops recommendations, drafts grievance responses and settlement agreements, and negotiates resolutions as appropriate. Collaborates with DAS Labor Relations, Department of Justice counsel, and other stakeholders regarding grievances, unfair labor practice complaints, arbitrations, mediations, and other labor relations matters. Represents the agency in mediations, arbitrations, Employment Relations Board hearings, and other labor-management proceedings. May participate on statewide management bargaining teams and assist in the development and analysis of management proposals.

10	R	E	Employment Law Compliance Interprets and applies federal and state employment laws, administrative rules, collective bargaining agreements, agency policies, and human resource best practices to ensure compliance and mitigate organizational risk. Collaborates with DAS Risk Management and Department of Justice counsel regarding tort claims, litigation, discovery requests, and other employment-related legal matters. Gathers information, prepares documentation, and assists with evidence and testimony as needed.
5	R	E	Strategic Management Partner with leaders to identify solutions and provide practical guidance on complex workforce issues. Provides consultative advice to assigned area leadership on organization and people issues, leadership effectiveness, performance feedback, professional development, talent management, team dynamics, culture and change management. Serves as an active member of various leadership teams. Advises management on human resources management best practices such as succession planning and employee engagement designed to achieve long term organizational goals.
5	R	E	Human Resource Collaboration and Consultation Collaborates with HR leadership and internal partners to develop, implement, and continuously improve human resource policies, programs, processes, and services. Consults with managers and classification specialists regarding position management, classification, job analysis, workforce planning, and organizational structure. Partners with the OHA ADA, Protected Leaves Teams, and agency leaders to support the interactive process and reasonable accommodation efforts in compliance with ADA/ADAAA requirements, and federal and state protections such as FMLA and OFLA

			Collaborates with the Office of Equity and Inclusion, Recruitment, Payroll, HRIS, and other HR partners to ensure consistent, compliant, and effective human resource service delivery.
5	R	E	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.

Perform required duties with minimal supervision, conferring with supervisor on unusual matters. Use considerable independence in actions and decisions to apply broad guidelines to the work and development of new techniques or solutions where few precedents apply. Position requires incumbent to work a professional work week where the hours of work fluctuate on a daily and weekly basis, including weekends. Works in an open landscape environment. 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. Occasional contact with angry or confused employees, clients, other agency representatives, and members of the public. Occasional overnight travel is required and must have a valid driver's license or alternative method of getting to work sites.

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. Title VII of the Civil Rights Act of 1964, ADAAA, FMLA, OFLA, ADEA, USERRA and ERISA.

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?

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/In person	Consultation, advice, support, provide/obtain information; Train	Daily
Agency Employees	Phone/In person	Investigate issues/complaints; Resolve problems/grievances/career development, training	Daily
Unions	Phone/In person	Provide/obtain Information; Resolve problems	As needed
DAS CHRO	Phone/In person	Clarify policy/law/rules to develop and determine actions, options and alternative; seek support for alternative solutions	As needed
DAS LRU	Phone/In person	Clarify contract issues; Collaborate to negotiate and resolve grievances, arbitrations, and other labor issues.	As needed
DOJ	Phone/In Person	Seek legal consultation, advice and obtain information.	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Provides advice, recommendations, and regularly undertakes courses of action directed by the Appointing Authority in a highly political environment. The position uses inductive thinking to develop new solutions to management issues where decisions have a potentially broad impact. Determines the content and appropriateness of policy exceptions and assists in the development and composition of personnel policies. Collaborates with HR staff to provide leadership in creative and collaborative problem solving to effect strategies and implementation to develop the workforce within a climate of rapid change. Negotiates and commits the agency to grievance resolutions.

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
Human Resource Manager 3 X7343		Individual Meetings, Confers, Performance Appraisals	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? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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.

Position requires criminal and abuse background check and ability to be CJIS cleared and LEDS certified. The employee works with a great deal of independence, setting his/her own priorities, goals, and objectives and initiating work in response to and in strategic anticipation of complex workplace interactions. Additionally, the employee works as a member of a team of human resources professionals to achieve the mission and goals of the Department. Extensive collaboration with team members and managers for thorough examination of issues and to provide creative solutions to problems. The careful exercise and maintenance of confidentiality and diplomacy is essential to this position. The incumbent must possess a working knowledge of current management theory, human

resource theories and practices, and the dynamics of workforce development. Skill in using a personal computer to enter and retrieve information, including word processing and electronic mail systems. Basic knowledge of human resource laws, rules and regulations. Knowledge of recruitment and examination procedures. Skill in communicating effectively, orally and in writing, with a variety of people to explain process and decision. Ability to analyze specific situations, develop conclusions and recommendations, and communicate such recommendations clearly. Valid Oregon Driver License or alternative.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
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