



**STATE OF OREGON**  
**Oregon Health Authority (OHA)**  
**POSITION DESCRIPTION**

**Position Revised Date:**  
**06-30-2025**

**This position is:**

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

**Agency:** Oregon Health Authority

**Division:** Agency Operation Division

☐ New ☒ Revised

**SECTION 1. POSITION INFORMATION**

- a. Classification Title: Human Resources Manager 3  
b. Classification No: 7343 c. Effective Date: 08/08/2014  
d. Position No: \_\_\_\_\_  
e. Working Title: OSH Labor Relations Manager  
f. Agency No: 44300  
g. Section Title: Office of Human Resources  
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.

The Oregon Health Authority (OHA) is the State's lead agency for health policy engaged in lowering the cost of health care and expanding access to quality health care for all Oregonians. The Agency administers federal Medicaid and State funds to support Oregon's public and behavioral health mission, goals, and objectives. With over 5,000 active employees, OHA carries out Oregon's statewide health priorities and manages the largest budget of any Oregon state agency (over \$34 billion), operating major divisions like the Health Systems Division (over \$24 billion), the Public Employees' Benefit Board (over \$2.5 billion), the Oregon Educators Benefit Board (over \$2 billion), Behavioral Health Division (over \$1.5 billion), and the Oregon State

Hospital (over \$1billion), which functions similarly to a standalone agency. In part, OHA's budget provides for:

- Health coverage for about 1.7 million Oregonians through the Oregon Health Plan, Health Insurance Marketplace, and benefit boards
- Behavioral health services for over 50,000 people via community programs
- 24-hour psychiatric care for around 600 individuals, at a time, at the Oregon State Hospital three campuses
- Statewide disease prevention and wellness services for all Oregonians (approx. 4.3 million) through the Public Health Division

OHA's mission is to help Oregonians and Oregon communities achieve optimum physical, mental, and social well-being through partnerships, disease prevention, and access to quality, affordable health care. OHA's work has three broad goals; to improve the lifelong health of all Oregonians, increase the quality, reliability, and availability of care for all residents, and lower or contain the cost of care so it is affordable to everyone.

### **OHA's Core Values include:**

#### **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.

#### **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.

#### **Integrity:**

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

#### **Leadership:**

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

#### **Partnership:**

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

#### **Innovation:**

- Committing to new ways to solve problems and developing new evidence that evolves public health practice.

#### **Transparency:**

- Communicating openly and honestly and ensuring meaningful opportunities to solicit input and participate in decision-making.

#### **Health Equity:**

Oregon will have established a health system that creates health equity when all people can reach their full health potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation,

social class, intersections among these communities or identities, or other socially determined circumstances.

Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address:

- The equitable distribution or redistribution of resources and power; and
- Recognizing, reconciling, and rectifying historical and contemporary injustices.

## **The Oregon State Hospital**

Established in 1862 and constructed at its current site in 1883, the Oregon State Hospital (OSH) is the oldest operating psychiatric hospital in Oregon, located in Salem with a satellite campus in Junction City. OSH provides a 24/7 patient-centered psychiatric treatment for adults who need hospital-level care, focusing on recovery and reintegration into the community. Services include psychiatric evaluation, diagnosis, treatment planning, and various support programs. The hospital is accredited by the Joint Commission on the Accreditation of Health Organizations. The Salem campus can serve up to 558 people, and the Junction City campus can serve up to 145. The hospital employs more than 2,000 staff and serves over 1,500 people annually. OSH aims to provide therapeutic, evidence-based, patient-centered treatment in a safe environment, inspiring hope and supporting recovery for all patients.

## **OHA Office of Human Resources**

The OHA Office of Human Resources OHR provides a comprehensive ecosystem for leveraging the talent of over 5000 employees to achieve the Agency's mission and goals generally, and OSH's mission and goals particularly. The OHA Office of Human Resources provides for employee wellness and their development through all stages of the employee life cycle. The breadth and complexity of OHA's core programs and of the work of its executive, managerial, professional, and technical staff requires the full array of human resources support. The OHA Office of Human Resources is committed to creating a healthy and equitable working environment that ensures the Agency's talent is highly engaged and may thrive in the objective of helping Oregonians and their communities achieve optimum physical, mental, and social well-being, and in furthering OHA's strategic goal to eliminate health inequities in Oregon.

- 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:**

Provide HR Labor Relations administrative oversight and stewardship to the Oregon State Hospital. This position will align State and federal labor relations laws, rules, policies, practices, and initiatives with OSH's overarching strategic goals, ensuring that the workforce is highly engaged, productive, and equipped to support the Hospital's ongoing mission and long-term HR operational needs. Incumbents will provide 24/7 human resources labor relations services, leadership, and direction to a high-profile Division of a "level 2" State Agency for the full scope of State HR functions.

### 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%	N	E	<b>Labor Relations</b> <ul style="list-style-type: none"> <li>Supervise and directs the HR labor relations function for the Oregon State Hospital.</li> <li>Ensure OSH integrates the Agency's the Equity Advancement Plan (EAP) and that DEI projects and initiatives.</li> <li>Provide strategic support to OSH Leadership in the development and implementation of labor relation strategies within the Division.</li> <li>Communicate changes in Statewide and/or Agency personnel policies and procedures and ensures their adherence.</li> <li>Represent the Agency generally, or OSH specifically in state-wide central and coalition collective bargaining tables.</li> <li>Represent OSH and Agency administrators in meetings with OHA, DAS, Attorney General's office, other state agencies, and unions on matters pertaining to human resources management.</li> <li>Work with the Division of Equity and Inclusion on all Civil Rights or DEI matters of shared interest and on intersecting investigations.</li> <li>Work with the Department of Administrative Services and Oregon Department of Justice to ensure consistent application of collective bargaining agreements and Statewide HR personnel policies are consistently and fairly applied.</li> <li>When needed, act as Appointing Authority for OSH</li> </ul>
30 %	N	E	<b>OSH Program Support</b> <ul style="list-style-type: none"> <li>Participate as a member of the OSH Executive Team and attend respective meetings (RADAR, Incident Review, AOD Huddle, Exec Team Business Meetings, QSOC,) OSH Town Hall's, impromptu meetings related to Joint Commission and CMS.)</li> <li>Ensure compliance with all Joint Commission requirements related to Human Resources and those requiring HR support throughout the hospital.</li> </ul>

			<ul style="list-style-type: none"> <li>• Review Office of Training, Investigations and Safety (OTIS) Screening Decisions for policy violations and take appropriate disciplinary HR action as needed.</li> <li>• Review OTIS Notices of Investigation and promptly implement appropriate protective measures as necessary.</li> <li>• Review OTIS outcomes for substantiated patient abuse and for policy violations and take appropriate HR disciplinary action as necessary.</li> <li>• Review Equity and Inclusion investigation notices and consult with the Division of Equity &amp; Inclusion and implement protective measures as needed.</li> <li>• Take the lead related to employment and patient lawsuits against OSH and OSH staff and leaders working closely with the OSH Legal Affairs team as needed.</li> <li>• Participate in the Program Executive Team (PET) leadership rounding throughout the hospital.</li> <li>• Provide HR participation for 6 Collective Bargaining Units (SEIU Institutions, SEIU Central Table, AFSCME Central Table, AFSCME Physicians, AFSCME RN's, and ONA for Pendleton Cottages) throughout OSH</li> <li>• Ensure 24/7 HR coverage for all areas of OSH.</li> <li>• Participate in HR meetings related specifically to OSH (OTIS/SEIU alignment, SEIU and OSH HR Monthly Meeting)</li> <li>• Approve Criminal Justice Information Systems (CJIS) clearance requests.</li> <li>• Approve Non-OSH employees access to OSH</li> </ul>
20%	N	E	<b>HR Management and Supervision</b> <ul style="list-style-type: none"> <li>• Directly manage and supervise the human, material, and financial resources of the Oregon State Hospital's HR Labor Relations staff.</li> <li>• Plan, monitor, appraise, and reviews HR Labor Relations staff performance.</li> <li>• Design OSH HR Labor Relations systems for greatest organizational value.</li> <li>• Oversees all OSH labor relations change management and continuous improvement efforts, projects, and initiatives.</li> <li>• Ensures all labor relations staff position descriptions are up-to-date and accurate.</li> <li>• Implement personalized labor relations employee development plans and provides regular performance</li> </ul>

			<p>feedback (including quarterly performance reviews) for all HR labor relations staff.</p> <ul style="list-style-type: none"> <li>• Mentor and support labor relations staff in their professional development, and other activities within their employee development plan.</li> <li>• Provide regular "one-on-one" employee meetings and general all-staff team meetings, to discuss and improve daily operations and best practices to drive consistency and standardized practices in service delivery</li> </ul>
100% (concurrent with all other duties)	N	E	<p><b>AFFIRMATIVE ACTION AND DIVERSITY EXPECTATION</b> <b>(Per Governor's Executive Order 05-01)</b></p> <p><b>Cultural Competence</b></p> <ul style="list-style-type: none"> <li>• Promote and foster a diverse workforce and discrimination/harassment-free workplace.</li> <li>• Recognize the value of individual and cultural differences; create work environment where individual differences are valued.</li> <li>• Consistently treat customers, stakeholders/partners, co-workers with dignity and respect.</li> <li>• Values diverse viewpoints.</li> </ul> <p><b>Core Values</b></p> <ul style="list-style-type: none"> <li>• Demonstrate awareness, understanding and alignment with OHA Core Values of Service Excellence, Leadership, Integrity, Health Equity, Partnership and Innovation.</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Consistently treat customers, stakeholders, partners, vendors and co-workers with dignity and respect.</li> <li>• Maintain a work environment that is respectful and accepting of diversity.</li> <li>• Model expected office professional behaviors</li> </ul>

## 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.**

This position requires the provision of 24/7 labor relations service availability to the organization. The incumbent will typically work a professional work week where the hours of work may fluctuate on a daily and weekly basis and who may be required to work irregular hours based on a 24/7 framework either at a remote location or at a designated Agency office depending on the needs of the Agency. Additionally, the position requires the employee to communicate well, and articulate clear directives that guide overall performance, Agency policy, and organizational development concepts with all levels of staff. Incumbents in this position will be accountable to exercise professional managerial level decision making and have

responsibility for all aspects of HR labor relations under their oversight. Incumbents need to exercise extreme public sector acumen and political discretion and will be required to use a high degree of managerial expertise framed by subject matter expertise in all aspects of the field of human resources. The position will use all modalities of communication to direct and set expectations of subordinate staff, and communicate with business partners at all organizational levels, and with external business partners and other relevant entities. Furthermore, the incumbent will be required to possess proficiency in the use of information technology to perform work and to communicate and meet with staff, management, and internal and external business partners. Work may require long periods of time communicating with groups of all sizes and individuals through a variety of communication methods, including in-person (face-to-face), through telecommunications devices, or streaming media platforms. Work may also include physical proximity with other employees when providing direction or while engaged in basic managerial/supervisory activities. Incumbents in this position will also be subject to competing workloads and priorities while dealing with highly complex, sensitive, and/or confidential materials. There may be occasional contact with angry or confused employees, managers, executives, or other business partners on issues that can be emotionally charged and need to be de-escalated. Occasional travel may occur to perform onsite work requiring a valid driver's license or alternative method of getting to work sites. Worksites may be in an Agency employees' home, traditional office workspace, or other designated non-traditional office locations as determined by the superordinate administrator.

## **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
- State DOJ guidance.
- EEOC guidance
- Agency Resources Manuals
- Agency Affirmative Action Plan
- Collective Bargaining Agreements
- Oregon Administrative Rules
- Federal and State Labor Law
- Oregon Bureau of Labor and Industries Rules and guidelines
- Labor Relations Division Updates
- Employee Relations Board Updates
- OHA Mission Statements, Values and Principles

**b. How are these guidelines used?**

To ensure Agency-wide compliance and alignment with all relevant Statewide and Agency HR policies, State and federal labor laws, Oregon Administrative rules, and Statewide HR practice that help mitigate legal and reputational risks to the Oregon Health Authority and foster an inclusive environment where all employees will feel valued and empowered to succeed and have a sense of belonging.

## **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?
HR Leadership and Staff	Phone/computer/Person	Provide direction, guidance, consultation, advice, and support	Daily or as needed
Agency Leadership	Phone/computer/Person	Provide advice, consultation, support, information, and solutions	Daily or as needed
Agency Managers & Supervisors	Phone/computer/Person	Provide advice, consultation, support, information, solutions, and obtain feedback	Daily or as needed
Agency Employees	Phone/computer/Person	Respond to requests about the ERG program and provide related guidance	Daily or as needed
DAS, DOJ, Other Agencies, external business partners	Phone/computer/Person	Foster business relationships, mitigate risk, enhance HR best practices	As needed
Unions	Phone/computer/Person	Mitigate risk and obtain feedback	As needed

## SECTION 7. POSITION-RELATED DECISION MAKING

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

Incumbents in this position have full discretion to direct all aspects of the HR Labor Relations service delivery for the Oregon State Hospital. Incumbents will regularly undertake and/or direct a course of action to obtain effective outcomes and efficient service delivery that affects OSH staff. Decisions made by this position help the Agency and OSH mitigate risk and reduce political exposure. The programs of the OSH have high visibility and can have the highest level of impact affecting all Oregonians on a daily basis.

## 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 Resources Administrator 1	1010529	Phone/computer/Person	As needed	Broad guidance and direction



## SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 7
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Plan work.               | <input checked="" type="checkbox"/> Coordinates schedules.                    |
| <input checked="" type="checkbox"/> Assigns work.            | <input checked="" type="checkbox"/> Hires and discharges.                     |
| <input checked="" type="checkbox"/> Approves work.           | <input checked="" type="checkbox"/> Recommends hiring.                        |
| <input checked="" type="checkbox"/> Responds to grievances.  | <input checked="" type="checkbox"/> Gives input for performance evaluations.  |
| <input checked="" type="checkbox"/> Disciplines and rewards. | <input checked="" type="checkbox"/> Prepare and sign 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.**

- In-depth understanding of federal and state employment laws, rules, and policies, with particular attention to public sector regulations and compliance requirements.
- Expertise in labor relations, including experience working with both union and non-union environments and navigating collective bargaining agreements.
- Advanced knowledge of strategic HR management, workforce planning, organizational development, and change management.
- Familiarity with public sector HR systems, processes, and best practices, including budgeting and resource allocation.
- Exceptional written and verbal communication skills for interacting with executives, managers, employees, unions, and external stakeholders.
- Leading and mentoring HR teams, setting direction, and fostering high performance.
- Leading recruitment, succession planning, performance management, and employee development initiatives
- Building strong relationships at all organizational levels and fostering a positive workplace culture
- Managing multiple priorities, projects, and deadlines efficiently
- Proficiency in HR technology and data analytics for informed decision-making and reporting.
- Experience managing union negotiations, grievances, and collective bargaining process.
- Developing and overseeing HR departmental budgets and resource allocation
- Successful completion of a criminal background.
- Criminal Justice Information System (CJIS) clearance.
- Law Enforcement Data Systems (LEDS) certification.

- Valid Oregon Driver License or alternative.

**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
Office of Human Resources	?	GF, OF, FF

## 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