



STATE OF OREGON

POSITION DESCRIPTION



Non-OPS

Agency: Oregon Parks and Recreation Department**Region:** Headquarters**Management Unit / Division:** Director's Office**Position Description Status:** ☐ New ☒ Revised

- ☐ Classified Represented
- ☐ Classified Unrepresented
- ☒ Executive Service
- ☐ Mgmt Svc - Supervisory
- ☐ Mgmt Svc - Managerial
- ☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Employee Name	Vacant	Position Number	4701125
Supervisor Name	Stefanie Coons	Budget Authorization Number	000473180
Position Establishment Date	07/01/91	Agency Number	63400
Classification Title	Human Resources Manager 3	Representation Code	MESN
Classification Number	Z7343	Position Description Revised Date	09/08/2026
Working Title	Human Resources Director		
Work Location (Park)	Salem Headquarters	Employee Review Date	

POSITION	☒ Permanent	☒ Full-time	☐ Limited Duration	☐ Academic Year
	☐ Seasonal	☐ Part-time	☐ Intermittent	☐ Job Share

FLSA	☒ Exempt	IF EXEMPT	☒ Executive	ELIGIBLE FOR OVERTIME	☐ Yes
	☐ Non-Exempt		☐ Professional		☒ No
			☐ Administrative		

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. **Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.**

Oregon Parks and Recreation Department (OPRD) fulfills its mission to *"Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations"* by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 53 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through its vision of *"Taking the long view to protect Oregon's special places and provide the greatest experience while creating stable future funding"*. OPRD upholds its mission and vision through the following operating principles: *Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being*. The agency's current approved budget information can be found at www.oregon.gov/oprd under *Budget & Facts*.

The Human Resources Division operates within the Central Business Administration section. It is a Department-wide program serving agency employees, managers, and applicants. The Division is responsible for providing agency management and employees with information, interpretation, and guidance regarding state and federal laws, state and department policies, procedures and rules, and collective bargaining contract provisions. The Division is further responsible for department-wide risk management and assessment; recruitment and retention; classification of employees; employee and position-related records; grievance management and resolution; progressive disciplinary action; labor relations; personnel-related training; criminal history checks and hearings, and department personnel policies and procedures.

b. Briefly describe (usually one or two sentences are sufficient) the primary purpose of this position and how it functions within this program. Complete this statement: The primary purpose of this position is to...

Direct, manage and oversee the Human Resources Division by establishing program goals and objectives and developing and implementing strategies, policies and systems to achieve the Department's mission. This position serves as a member of the Executive Team and assists in developing and implementing Agency vision and strategy.

SECTION 3. POSITION DUTIES

List position's major duties, stating percentage of time of each duty.

N New
R Revised
NC No Change

E Essential Functions
NE Non-Essential Functions

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
25	R	E	Provide strategic leadership and management of a comprehensive Human Resources (HR) program that meets the current and future needs of the Department. Functional areas include outreach and recruitment, employee engagement and retention, classification and compensation, employee and labor relations, protected leaves, employee development and training, criminal history checks, and employee services transactions and personnel records management. Lead workforce development initiatives, ensuring workforce strategy plans and objectives are aligned with agency goals. Promote a strong organizational culture across the agency. Utilize data-driven decision-making and workforce analytics to identify trends throughout the employee life cycle and inform strategic HR direction. Support organizational transformation efforts in alignment with the agency's strategic plan to ensure HR strategies advance short and long-term goals. Lead employee engagement and culture initiatives and direct training development and succession planning activities that foster a highly engaged, high-performing workforce.
25	R	E	Provide leadership and oversight to HR Division staff through supervision, guiding, and evaluating performance. Hire division personnel; assign, review, and approve work; and manage staff performance to achieve division and agency objectives. Initiate progressive discipline when necessary.
15	R	E	Advise and collaborate with Department managers and employees on the application of collective bargaining agreements, policies and procedures, personnel laws, and sound management practices. Support consistent yet adaptable application of HR policies to meet operational needs. Develop and implement Department-wide policies, procedures, and workflows. Consult with OPRD Managers, Safety Specialist, and Risk Specialist on complex workers' compensation and return-to-work cases. Apply workforce analytics and data-driven insights to inform policy development and ensure HR practices support strategic agency priorities.
15	R	E	Serve as a key member of the Executive Leadership Team, providing strategic leadership, insight, and direction on enterprise-wide initiatives. Contribute to the development and execution of long-term organizational strategies by assessing the impacts of programmatic and structural changes on personnel management, administrative operations, and overall organizational effectiveness. Analyze the alignment between program outcomes and appropriations and recommend strategic actions to enhance service delivery, operational efficiency, and organizational resilience. Lead forecasting and strategic planning for future workforce and position funding needs, including oversight of span-of-control requirements and enterprise position management. Develop and submit biennial legislative budget requests for the HR Division that reflect strategic priorities, resource requirements, and anticipated workload demands. Recommend resource levels necessary to sustain effective operations and steward the division's approved budget to ensure responsible, efficient, and optimized use of public resources. Serve as an agency Appointing Authority for personnel actions, ensuring alignment with organizational priorities, legal requirements, and strategic workforce objectives.
10	R	E	Oversee departmental participation in collective bargaining. Analyze proposed

			management and union modifications to collective bargaining agreements and oversee development of departmental position papers. Direct the maintenance and ongoing refinement of the Department's strike contingency plan.
5	R	E	Partner in developing the agency's Affirmative Action Plan and annual Training Plan. Monitor outcomes to ensure compliance with established objectives and achievement of plan goals. Collaborate with agency Department managers to guide successful implementation. Integrate workforce development strategies, training priorities, and succession planning into agency-wide learning and development initiatives.
5	R	E	Represent the Department on human resource management matters with the Department of Administrative Services, the Legislature, other state and federal agencies, and labor organizations. Serve as the Department's representative at Employment Relations Board hearings, mediation, arbitration, and court proceedings. Provide updates to the Oregon Parks and Recreation Commission on HR and labor relations activities. Act as a champion for organizational culture and workforce initiatives, promoting agency values and engaging with internal and external stakeholders to strengthen workforce effectiveness.
			<i>Responsible for achieving the Department's Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.</i>
100%			

SECTION 4. WORKING CONDITIONS

Based on position requirements, include the appropriate working conditions section from the selections below and add any working conditions unique to the position.

WORKING CONDITIONS – OFFICE POSITIONS

This position requires working extended hours frequently to ensure deadlines are met, traveling to and attending meetings throughout the state, managing multiple priorities with competing deadlines, and the ability to make decisions in response to emergency situations.

Work is primarily performed in a hybrid/remote (alternate work location). Public services shall be provided by phone and online during regular business hours. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other parks, states, headquarters, or other agencies for training and meetings. Overnight travel may be required. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation.

SECTION 5. GUIDELINES

a. List established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Federal and state laws, Oregon Administrative Rules; Oregon Revised Statutes, Department of Administrative Services policies and procedures; Bureau of Labor and Industries Guidelines; OPRD policies and procedures; management procedures, SEIU/OPEU and AEE Collective Bargaining Agreements; Labor relations case law; Oregon OSHA; SAIF policies and procedures; procurement and contracting laws, rules and procedures.

b. How are these guidelines used?

These guidelines are used to ensure that agency managers and staff follow appropriate statutes, rules, policies and procedures and collective bargaining agreements for agency Personnel activities.

SECTION 6. WORK CONTACTS

Excluding co-workers, list the people an employee in this position regularly contacts.

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
Executive, Strategy, Leadership Teams, and OPRD managers	In person, virtual, by phone, email	Provide or gather information, guidance	Daily
OPRD staff	In person, virtual, by phone, email	Provide or gather information, guidance	Daily
Agency Applicants	In person, virtual, by phone, email	Provide or gather information, guidance	As needed
Attorney General's staff	In person, virtual, by phone, email	Request guidance; exchange information	As needed
DAS Labor Relations staff	In person, virtual, by phone, email	Request guidance; exchange information	Regularly
HR Directors in other agencies	In person, virtual, by phone, email	Request guidance; exchange information	As needed
Labor Union Representatives	In person, virtual, by phone, email	Provide Information; resolve labor issues	Monthly
DAS Budget staff	In person, virtual, by phone, email	Provide information	As Needed
Legislators, legislative staff	In person, virtual, by phone, email	Provide information	Occasionally
DAS Risk management staff	In person, virtual, by phone, email	Provide information, discuss options	As Needed
SAIF claims analysts	In person, virtual, by phone, email	Review claims, discuss options	Occasionally
Consultants	In person, virtual, by phone, email	Provide information, contract for services	As Needed
General Public	phone, correspondence, in person, meetings	Communicate agency position Develop understanding of issues	Regularly

SECTION 7. POSITION-RELATED DECISION MAKING

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

As an agency Appointing Authority for human resources decisions, the incumbent determines whether agency managers and staff have correctly followed applicable state and federal laws, Oregon Administrative Rules, state and agency policies and procedures, and collective bargaining agreements. If the statutes, rules, policies, or procedures have not been followed correctly, the incumbent identifies and implements a course of action to correct the situation.

The Human Resources Director determines whether progressive discipline is appropriate for an agency employee and approves formal disciplinary action up to and including dismissal from state service.

The Human Resources Director develops strategy, short-term and long-term work plans, collective bargaining concepts, and budgets for the Human Resources Division in collaboration with unit staff. The incumbent also participates as needed on the team in the development of agency budgets, legislative concepts, and short and long-term plans.

The Human Resources Director participates on statewide policy teams, including serving as a member of management teams in the collective bargaining process.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Business Operations Administrator 2	4771018	To review the divisions response to the agency's operational needs, discuss policy decisions and strategies.	Regularly Quarterly	Regular briefings are held to advise of personnel issues or topics that may require an agency response. Performance Accountability and Feedback Check-ins

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 7

How many employees are supervised through a subordinate supervisor? 12

b. Which of the following activities does this position do?

- | | |
|---|--|
| ☒ Plans 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: *Based on position requirements, include the appropriate special requirements below (delete any **NOT** required) and add any knowledge, skills, certificates, and licenses needed at the time of hire that are not contained in the current classification specifications.*

This agency hires a seasonal workforce of approximately 400 Park Ranger Assistants, Interpreters and Park Rangers to support Park operations. The Human Resources Director must ensure that recruitment activities include timely and effective outreach to ensure adequate labor pools to fill vacant positions. This requires that the staff review and process a high volume of applications and Criminal History Checks within tight timeframes while maintaining day-to-day operations. Human Resources staff must also be able to respond quickly to performance and disciplinary issues for seasonal, temporary, and permanent staff during peak employment periods.

SPECIAL REQUIREMENTS:

List any special mandatory recruiting requirements for this position:

- This position requires a broad knowledge of the best practices and principles of human resource management and the skills necessary to apply HR services in an organization experiencing continual change. This position also requires an individual who is highly knowledgeable in collective bargaining, grievance processing, arbitration, progressive discipline, and strategic planning.
- Have a criminal history background check that meets OPRD criteria.
- Have a driving record that meets OPRD standards and possess a valid driver's license at time of hire and throughout employment.
- Comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies.

Additional knowledge and skills:

- Successful leadership and management of HR programs, including a management style that is skilled in team alignment and managing team dynamics. Encourages open communication, participation and trust.
- Demonstrated ability to manage organizational change and conflict.
- A proven track record in serving and working effectively with internal and external organizations, staff, and labor

organizations.

- An ability to develop a cooperative and productive team focused on customer service and outcomes.
- An understanding of the importance and value of inclusion, diversity and multi-culturalism in the workplace.
- Success in marketing and recruitment of a diverse work force.
- Effective problem solving skills combined with a directness of communication.
- Excellent oral and written communication skills.

The person in this position must have:

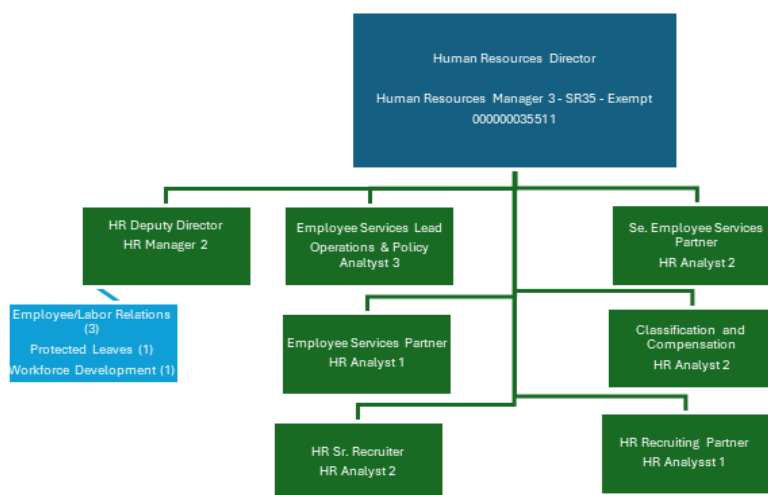
- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally-charged situations.
- Skill in the use of a personal computer.
- Skills and knowledge of basic park resource and facility operations and maintenance and/or resource interpretation.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Skill in leading individuals or a small group in accomplishing basic tasks.

BUDGET AUTHORITY: *If position has authority to commit agency operating money, provide the following:*

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
Human Resources Division	\$ 4.1 million	
	\$	

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, and employee name and position number. (Classification specification and salary information can be found at <http://www.oregon.gov/Pages/cgi-bin/cort.aspx?pg=cort>)



SECTION 12. SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

APPOINTING AUTHORITY SIGNATURE

DATE

PD version: NOPS20151117AS

HRA Initials:

Entered by: