



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/16/2025

This position is:

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

Agency: Oregon Parks and Recreation Dept.

Facility: Human Resources Division

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Human Resources Analyst 1</u>	b. Classification No: <u>1320</u>
	<u>4701025/00000005</u>
c. Working Title: <u>Human Resources Analyst</u>	d. PPDB No/WD ID: <u>0961</u>
e. Section Title: <u>HR Labor Relations</u>	f. Agency No: <u>63400</u>
g. Employee Name: _____	h. Budget Auth No: <u>472890</u>
i. Supervisor Name: <u>Cindy Vinton</u>	j. Repr. Code: <u>MMN</u>
k. Work Location (City – County): <u>Salem – Marion</u>	

I. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share
m. FLSA:	<input type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory	n. Eligible for Overtime: <input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Administrative	<input type="checkbox"/> No
			<input type="checkbox"/> Professional	
			<input type="checkbox"/> Computer	

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 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, managing special programs including recreation trails, historic preservation, and ocean shores; and by providing assistance to local governments for recreation and heritage preservation. OPRD serves more than 53 million visitors per year in over 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 *About Us*.

The Human Resources Section operates within the Central Business Services Division. It is a Department-wide program serving agency employees, managers, and applicants. The Division, consisting of 12 permanent positions, 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 Section is further responsible for Department-wide recruitment and classification of employees; learning and development, employee and position-related records; grievance management and resolution; progressive disciplinary action; labor relations; personnel-related leaves; criminal history checks and hearings, and department personnel policies and procedures.

- 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 professional human resource services to the agency in the areas of Employee Leave Coordination, Recruitment, and Human Resource Information Systems (Workday). This position works independently to interpret and apply federal, state, and local laws, civil service rules, collective bargaining agreements, and established policies. Primary responsibilities include coordination and administration of employee leave programs such as FMLA/OFLA, Paid Leave Oregon, and other statutory leave programs; recruitment administration; and ensuring accurate data management and compliance within Workday.

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.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
60%	R	E	<u>Leave Administration (FMLA/OFLA/PLO)</u> <ul style="list-style-type: none"> • Administers and tracks protected leave requests in compliance with federal/state regulations, DAS policies, and collective bargaining agreements. • Reviews certifications and documentation for accuracy and timeliness. • Advises employees and managers on procedural rights, responsibilities, and leave processes in compliance with law and policy. • Coordinates with payroll and PEBB for benefit continuation and leave coding. • Maintains confidential leave records in HRIS and Workday Case Management. • Prepares reports and identifies leave trends; partners with HRA2 on complex cases. • Provides training to agency managers on management’s role in the administration of FMLA and OFLA. • Reviews Hardship/Donated leave requests to ensure compliance with collective bargaining agreements and DAS policy. Determines hours required to cover employee hardship leave requests and communicates with Payroll staff. • Stays up to date on all policy, CBA, or changes in the law; updates letters and forms to ensure accuracy and communicates changes to HR Manager and HR staff.

20%	R	E	<p><u>HR Core Function Support & Service Delivery</u></p> <ul style="list-style-type: none"> • Provides guidance on HRIS business processes and personnel actions. • Maintains and audits employee records; resolves discrepancies in coordination with payroll. • Ensures HR actions and records comply with DAS policy, collective bargaining agreements, agency procedures, and employment laws. • Prepares and runs personnel reports to identify and correct errors. • Provides backup support to classification, compensation, and reporting functions under the direction of higher-level HR staff. • Coordinates with payroll and other internal partners to resolve data or transaction issues. • Collects, tracks, and compiles HR data to support reporting and compliance requirements.
15%	R	E	<p><u>Shared Inbox & Case Management Processing</u></p> <ul style="list-style-type: none"> • Monitors HR shared inbox and Workday Case Management system; triages and resolves issues or routes to appropriate staff. • Processes HR service requests, including: new hires, seasonal hires/terminations, PERS verifications, background checks, employment verification, veterans' preference (backup), unemployment claims, legal name changes, PSLF forms, MFA resets, password resets, resignations/retirements, and mail/fax intake. • Ensures timely, accurate, and customer-focused responses. • Tracks case volume and identifies process improvement opportunities.
10%	R	E	<p><u>Recruitment Support and Coordination</u></p> <ul style="list-style-type: none"> • Assist in processing and coordinating seasonal hiring and/or complete seasonal pay equity assessments in support of the seasonal hiring process. • Coordinates and executes recruitment and selection activities. • Provides guidance to managers on recruitment procedures and advertising options to attract diverse, qualified applicant pools. • Reviews position descriptions and ensures classification accuracy. • Develops recruitment announcements and advertising strategies. • Collaborates with hiring managers on scoring criteria and interview tools. • Screens applications and communicates with applicants. • Conducts and reviews pay equity analyses, escalating complex cases to HRA2. • Updates and approves compensation changes in HRIS. • Compiles recruitment data and assists with Affirmative Action reporting. • Administers background checks, PERS status checks, and maintains recruitment records.
5%	R	E	<p><u>Training, Projects, and Team Support</u></p> <ul style="list-style-type: none"> • Assists HR Analysts with training development and delivery.

			<ul style="list-style-type: none"> • Participates in special projects, sensitive matters, and provides backup support to other HR functions as assigned. • Develops and delivers procedural training or job aids for employees and supervisors. • Maintains strict confidentiality of all employee and applicant information. • Recommends improvements to HR processes and forms to enhance efficiency and customer service • Responds to inquiries from employees, applicants, and the public regarding HR procedures and processes.
100%			

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.

The work assigned for this position is completed through a remote work model. The working conditions require working partly in an assigned physical work location, and partly remotely – at home or from another approved workspace. Traveling to physical offices throughout the state for training, meetings, or assistance may be necessary. 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, 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. Perform duties of position with or without reasonable accommodation.

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.

State and Federal laws and regulations regarding labor, safety and civil rights. State Personnel Rules and Policy; SEIU and AEE Collective Bargaining Agreements; Court, Arbitration and Employee Relations Board rulings; Attorney General opinions; agency policy. BOLI books and workshop material.

b. How are these guidelines used?

These guidelines are researched for precedence and analyzed for application to diverse and complex issues, then used to make and support decision or negotiate resolution to human resource management issues. They are referred to for providing guidance and assistance to agency managers, supervisors, and employees. The agency policies developed by the Human Resources Division provide guidance and direction to the agency.

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 Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
OPRD Employees	In person, phone, or email	Provide advice, counsel, respond to questions.	Daily
DAS	In person, phone, or email.	To discuss various classification and recruitment/Leave issues.	Daily, Weekly
General Public	In person, phone, or email	To respond to inquiries	Daily, Weekly
Other State Agencies	In person, phone, or email	Technical assistance/information	Daily, Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Interpretation of rules, policies, and collective bargaining agreements related to protected leave and personnel actions. Interpret collective bargaining agreements and policies to determine proper personnel actions related to protected leave, including but not limited to family and medical leave, military leave, jury duty, and other state or federally protected leaves. Decisions made by this position, including those based on collective bargaining agreements, may have an impact on the Department's liability. Liability exposure includes adherence to collective bargaining agreements, state policy, and state and federal employment law.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
HR Manager	147265	Verbally and in writing	As needed, regular meetings, and annually	Ensure consistency and ability to meet on-going commitments
HR Administrator	35511	Verbally and in writing	Weekly/monthly	Review of on-going issues.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- 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?
- | | |
|--|---|
| <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 & 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:

- Have a criminal history background check that meets OPRD criteria at the time of hire and throughout employment
- Have a driving record that meets OPRD standards
- Possess a valid driver's license at time of hire and throughout employment
- Ability to interpret and apply complex regulations; make decisions quickly to accomplish and manage a wide variety of tasks and rapidly changing priorities.
- Ability to analyze specific situations related to HR, classifications and compensation, develop conclusions and recommendations, and communicate such recommendations in a clear and concise manner.
- Basic knowledge of personnel laws, rules and regulations.
- Demonstrated ability to build rapport with employees, managers, and key stakeholders.
- Effective writing and presentation skills.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

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		