



STATE OF OREGON POSITION DESCRIPTION



Agency Oregon Parks and Recreation Department

Region HQ Management Unit Human Resources

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	_____	Position Number	4701026
Supervisor Name	Cindy Vinton	Budget Authorization Number	_____
Effective Date	05/31/70	Agency Number	63400
Classification Title	Human Resource Analyst 3	Representation Code	MMN
Classification Number	X1322	Position Revised Date	03/29/2024
Working Title	Sr. HR Business Partner	Employee PD Review Date	_____
Work Location (Park)	Salem / Headquarters		

POSITION Permanent Full-Time Limited Duration Academic Year
 Seasonal Part-Time Intermittent Job Share

FLSA Exempt **IF EXEMPT:** **ELIGIBLE FOR OVERTIME:**
 Non-Exempt Executive Yes
 Professional No
 Administrative

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 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 45 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 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, risk management, 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. 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...

This position provides consistent and accurate Human Resource advice and consulting services to the Parks and Recreation Department managers and employees statewide, including providing leadership and direction in all areas of employee and labor relations. This position solves difficult human resource issues having broad potential impact on the Agency's ability to successfully conduct its mission. Represent the Agency and the State of Oregon through the participation as a member of State Management Collective Bargaining Negotiation teams (AEE and SEIU Coalition). The position utilizes extensive knowledge and experience of personnel laws, rules, policies and practices to solve highly complex and sensitive personnel issues. Determine and recommend agency action on disciplinary matters, grievance resolutions and other personnel related matters. This position is considered a senior level HR team member and provides day-to-day guidance to other lower level team members to support the HR mission for the agency to attract, hire and retain a qualified and diverse workforce.

SECTION 3. POSITION DUTIES

List position's major duties, stating percentage of time for 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
60	R	E	<p><u>Employee and Labor Relations</u></p> <ul style="list-style-type: none"> • Provide leadership, consultation and technical assistance to all levels of agency management and bargaining unit members in interpretation and application of personnel rules, merit system law, collective bargaining agreements, EEO/AA/ADA laws and practices, safety standards and practices, policies, and procedures and provides technical assistance in related matters. • Advise managers on developing and communicating performance expectations and on appropriate courses of action to take when employees do not meet expectations. Investigate disciplinary issues, work related issues, and complaints. Interview witnesses and prepare reports of findings. Support managers in the development and writing of formal disciplinary actions to be delivered to employees; and conduct pre-dismissal meetings. • Work effectively with all levels of agency staff on progressive discipline, grievance and complaint processes. Gather facts, research appropriate rules, regulations, past practices and collective bargaining agreements to effectively recommend agency action. Investigate employee performance or behavior issues, complaints or grievance facts. Advise and assist agency managers and supervisors in responding to first level grievances. Negotiate with union representatives or employees to settle grievances. Respond to agency level grievances in coordination with the Department of Justice, DAS/Labor Relations Division, and union representatives, if applicable. Attend mediation fact-finding, and arbitration meetings as agency representative or as a witness. Commits agency to a course of action in resolving grievances including settlement or last chance agreements. Coordinate and investigate discrimination and harassment complaints and prepare responses as needed. Investigate and respond to third party complaints or employment discrimination (i.e., BOLI or EEOC complaints; Notices of Tort Claims, etc.). • Research and analyze Federal Statutes, Oregon Revised Statutes, Administrative Rules, DAS-HRSD Personnel Rules, Equal Employment Opportunity Laws (EEO) and Collective Bargaining Agreements (SEIU, AEE), and/or past practices and policies to respond to issues, advise agency staff and interpret, write, and/or revise the agency

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
			<p>directives, policies and/or procedures. Ensure compliance with Federal/State EEO Laws, Affirmative Action, Americans with Disabilities Act (ADA), FMLA, OFLA, Military Leave, etc.</p> <ul style="list-style-type: none"> For assigned areas, review forms/requests for work-out-of-class pay, leadwork differential, under-fill agreements, temporary appointments, limited duration agreements, and reclassification requests, performance evaluations, position descriptions, etc., to ensure appropriate documentation and compliance with established policies, procedures, contracts and/or rules. Provide information for unemployment claim responses and/or appeals. Provide advice on complex leave administration (i.e., sick, vacation, personal business, bereavement, military, leaves with and without pay, etc.). Coordinate requests for reasonable accommodations under Americans with Disabilities Act (ADA). Work closely with Safety Manager, Safety Specialist or Risk Specialist to review accident reports. Collaborate with the Workers Compensation Specialist to coordinate the placement of injured workers within OPRD and with other state agencies. Reviews application and medical restrictions to determine the types of work the injured individual can perform and provides consultation to managers and Workers Comp Specialist and may lead complex issues in the search for suitable and available placement opportunities. Assists the HR Director in the Collective Bargaining process by: developing, preparing and researching bargaining concepts; monitoring and tracking data requests for bargaining by developing and maintaining a database; preparing materials for bargaining concepts; making recommendations to management regarding bargaining concepts; participating as a member of State Management Collective Bargaining Negotiation teams; and taking notes during collective bargaining negotiations. Create and present bargaining training for management staff, union stewards and payroll clerks on updated contract language.
5	R	E	<p><u>Federal Family Leave & Oregon Family Leave Administration</u></p> <ul style="list-style-type: none"> Collaborate with HR Leave Coordinator in to provide advice to managers and employees regarding eligibility and qualifying conditions under Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). Research, collaborate and guide complex FMLA/OFLA cases. Ensure completeness and accuracy for approving/denying and processing requests. <p><u>Recruitment</u></p> <ul style="list-style-type: none"> Collaborate with hiring managers to plan recruitment strategies for a variety of complex managerial, professional, technical, administrative, and difficult to fill positions. Provide consultation to hiring managers regarding position management. Promote recruitment strategies in the Agency's efforts to increase diversity and facilitate the Agency's meeting Affirmative Action goals. Assist HR Director and OPRD Leadership in strategizing agency succession planning and long recruitment strategies. Assist with agency recall and re-employment. <p><u>Classification and Compensation, Position Management</u></p> <ul style="list-style-type: none"> Give consultative advice and collaborate with managers and HR Classification Analyst (HRA2) to address complex classification issues and coordinate position management processes including establishments and budget approvals. Apply classification theory, knowledge and work load design principles to assist managers in identifying workforce strategies and work allocation to positions.
25	R	E	<p><u>Organizational/Policy Development, Facilitation, Training and Special Projects</u></p> <ul style="list-style-type: none"> Conduct organizational assessments, assess team development, training needs, develop and deliver training to managers and employees in all aspects of Human Resource management and policies. Conduct organizational development individual and team facilitation as appropriate. Conduct manager/supervisor training to ensure managers have the tools and resources

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
			<ul style="list-style-type: none"> Inform management on new policies, procedures, practices, techniques and developments in the area of Labor Relations; develop and recommend revisions to agency policies and procedures as appropriate. Conduct special projects.
5	NC	N	<p>Other Duties and Expectations</p> <ul style="list-style-type: none"> Variety of tasks required to achieve the objectives of the position and section. Perform duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop effective working relationships with regions, districts, agency staff and supervisors through active participation in accomplishing group projects, identifying and resolving problems in a constructive manner. Promote and foster a diverse and inclusive workforce free from discrimination and harassment. Promote and maintain a work environment where individual differences and diverse viewpoints are valued. Demonstrate the respect of diverse opinions, ideas and cultural differences in a professional manner. Consistently treat customers, stakeholders, partners, vendors, and coworkers with dignity. Demonstrate awareness, understanding, and alignment with DAS Enterprise Values and Competencies.

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

Work is primarily performed in an office setting. 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. 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.

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

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

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
OPRD Employees	In person or by phone	Provide advice, counsel, respond to questions.	Daily
DAS	In person or by phone	To discuss various labor relations issues.	Daily / Weekly
General Public	In person or by phone	Respond to inquiries and appeals	Daily
Department of Justice (DOJ)	In person or by phone	Seek legal advice and direction regarding labor relations issues.	Daily / Weekly

SECTION 7. POSITION-RELATED DECISION MAKING

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

Recommends grievance resolution which may involve immediate and future expenditure of money. Assess level of discipline. Responsible for personnel actions involving appointments, special pay and benefits eligibility. Daily decisions on personnel practices. Application of laws, rules, policies, regulations, collective bargaining agreements, etc. to complex issues and situations on a case by case basis based on individual employee issues and circumstances presented.. Recommends draft bargaining concept language and completes analysis of potential impacts to employees, management and agency budget. During bargaining negotiations, reviews potential impacts to the agency and provides perspective on how the new proposed language will impact the agency. Serves as agency subject matter expert at assigned bargaining table determining implementation strategies for newly bargained language. All of these decisions impact the overall productivity of the work force and can impact directly the liability of the agency and expenditure of funds. Decide appropriate class level of job desk-audited. Decides priority/methodology of work.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
HR Manager 1 (X7345) Labor Relations Manager	4701087	In person, email or phone	Daily, weekly and annually	General supervision is given through discussion of issues/ problems and review of products. This position works with a great deal of independence. Goals and objectives are determined jointly by the incumbent and the supervisor. Annual performance appraisal

SECTION 9. OVERSIGHT FUNCTIONS

a. *How many employees are directly supervised by this position?* 2

How many employees are supervised through a subordinate supervisor? 0

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Plans work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input 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 type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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 time of hire that are not contained in the current classification specifications.*

SPECIAL REQUIREMENTS

Must meet the following special requirements:

- ▶ have and maintain a fingerprint based criminal history background check that meets OPRD criteria
 - ▶ have and maintain a driving record that meets OPRD standards
 - ▶ possess a valid driver's license at time of hire and throughout employment
 - ▶ may wear OPRD-supplied uniform and comply with appearance code when on duty
 - ▶ comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies
-
- Excellent verbal and written communication skills; skill in managing multiple competing priorities with tight time frames; skill in working with employees, applicants or members of the public who are angry, upset, or hostile;
 - 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;
 - Successful leadership and management HR programs including a management style that 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 diversity in the workforce;
 - Success in marketing and recruitment of a diverse work force;
 - Effective problem solving skills combined with a directness of communication;
 - Strong oral and written communication skills;
 - Ability to work frequent extended hours, particularly during the Summer Park Season;
 - Ability to travel instate to meetings and park locations on a regular basis;
 - Experience in promoting a culturally competent and diverse work environment

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

OPERATING AREA	BIENNIAL AMOUNT	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. (Classification specification and salary information can be found at <http://www.oregon.gov/cgi-bin/ccrt.cgi?pg=ccrt.>)

See Workday for Organization chart

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		