



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 21, 2026

This position is:

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

Agency: Oregon State Fire Marshal

Division: Emergency & Regulatory Branch

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Human Resource Analyst 1
b. Classification No: 1320
c. Working Title: HR Analyst
d. PPDB No/WD ID: 2515006/000000158372
e. Section Title: Human Resources
f. Agency No: 26000
g. Employee Name: Vacant
h. Budget Auth No: 1425303
i. Supervisor Name: Sheri Hubert
j. Repr. Code: MMN
k. Work Location (City – County): Salem - Marion

l. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year Job Share
m. FLSA: Exempt Non-Exempt If Exempt: Executive/Supervisory Administrative Professional Computer
n. 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 mission of the Oregon State Fire Marshal (OSFM) is to protect people, property, and the environment from fire and hazardous materials. To achieve our mission, OSFM employees serve the more than 4 million people living in Oregon through prevention education, preparedness, life safety codes and regulations, and emergency response functions. The department also provides expertise, technical assistance, model programs, and materials to local, state, private, and public groups to collaboratively reduce fire losses. The OSFM has a connection with the Oregon fire service through existing Oregon statutes where the fire service receives various authorities through the State Fire Marshal. Additionally, the work we do ensures that OSFM is able to partner with more than 300 fire districts/departments and 13,000 firefighters to meet our mutual missions and priorities of protecting Oregon.

At the Oregon State Fire Marshal, we actively support a workforce representative of the communities we serve. We embrace diversity, practice inclusive excellence, and strive for equity and belonging to maintain a workplace where everyone is treated with respect and dignity. We value all lived experiences and

welcome members of historically underrepresented racial/ethnic groups, LGBTQIA2S+, women, individuals with disabilities, veterans, and others.

Human Resources is a section within the Emergency and Regulatory Branch. The HR team serves as a resource to employees and managers in areas including workforce development and training, recruitment and selection, classification and compensation, protected leave, ADA, performance management, investigations, labor relations, employee worker’s compensation program, and payroll.

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:

This position is responsible for administering leave processes, recruitments, assisting with payroll time entry, serving as a payroll liaison, performing audits of employee data, and providing general support to the HR team. The incumbent interprets, applies, and explains applicable federal and state laws, state and agency policies, and the collective bargaining agreement as they pertain to the assigned duties.

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
35%	R	E	<p>Protected Leave Administration Serve as the protected leave coordinator by managing the agency’s cases for FMLA/OFLA, Paid Leave Oregon, modified duty, and return to work functions. Provide advice, consultation, technical assistance, and training to managers and employees in the area of protected leave. Interpret, apply, and explain applicable federal and state laws, state and agency policies, and the collective bargaining agreement.</p> <p>Determine when medical certification, military orders, or other documentation for FMLA/OFLA leave requests is required. Provide appropriate forms and information packets to employees. Review health care certification forms, other medical documentation, military orders, etc. to determine approval, denial, or other action to take regarding leave requested. Communicate with DAS Shared Payroll Services on approved protections.</p> <p>Monitor and track leave usage to ensure accuracy between regular leave requests and protected leave requests.</p> <p>Proactively notify employees and managers when protected leave hours are about to exhaust or when designation is about to expire.</p> <p>Communicate with the HR Partners regarding Americans with Disabilities Act (ADA) cases and potential protected leave cases that may develop into or need ADA accommodations.</p> <p>Coordinate the processing of requests for hardship leave donations in conjunction with the HR Partners and in accordance with collective bargaining agreement and policies.</p>

20%	R	E	<p>Recruitment and Orientation Draft and post job announcements, review application materials for minimum qualifications and awarding veterans' preference percentage points.</p> <p>Research advertising options, research career fair opportunities and other outreach options, and staffing career fair booths.</p> <p>Manage recruitment files and ensure compliance with recruitment policies and the collective bargaining agreement.</p> <p>Support hiring managers by answering recruitment questions, writing and reviewing interview questions, participating on interview panels, drafting job offer letters, and processing hires in Workday.</p> <p>Coordinate and conduct New Employee Orientations (NEO) for all new hires, maintain NEO resources on the agency's intranet, and complete new employee I-9s in Workday.</p> <p>Ensure new employees complete assigned tasks in Workday and update NEO tracker timely. Ensure they schedule their benefit training and have applied for benefits. Send follow up survey to new employees after NEO is completed based on guidelines from Governor's Expectations.</p>
20%	R	E	<p>Payroll Liaison Coordinate with DAS Shared Payroll Services as needed for employee issues such as time entry, payment errors, and leave balances.</p> <p>Explaining complex payroll processes, communicating payroll changes, and directing them to resources on payroll topics to help answer questions.</p> <p>Tracking and managing the payroll needs of the agency and providing training to staff and management on relevant topics.</p> <p>Assist employees and managers with training, time entry errors, adjustments, and manager approvals. Notify DAS Payroll of overpayments and underpayments and take necessary action to process corrections.</p> <p>Coordinate compensation changes related to temporary work out of class assignments, work out of class pending reclassification, lead work assignments, pay corrections, etc. Coordinate completion of appropriate forms and process in Workday.</p> <p>Audit and reconcile Workday compensation for employees including cost of living adjustments (COLAs).</p>
20%	R	E	<p>Human Resource Program Coordination Troubleshoot training related questions as the assigned Workday Learning Partner. Maintain and track employee completion of HR training modules and courses in Workday.</p> <p>Monitor the human resources group email inbox. Respond to routine inquiries and requests; elevate complex questions to the HR Director or HR Partners.</p>

			<p>Track due dates of assignments and deadlines as needed. Provide impending deadline notifications to HR Director to ensure time frames are met.</p> <p>Track the status of quarterly check-ins for performance accountability feedback (PAF) and follow up with managers to ensure completion.</p> <p>Pull reports and make corrections as needed in the Workday system to maintain accuracy of personnel and position data. Work with HR Partners on issues and initiate any needed corrections to Workday.</p> <p>Update and maintain the HR SharePoint section of the agency's intranet to ensure resources are current and available for all employees. Maintain HR records.</p> <p>Provide assistance to HR Partners on tasks and projects, as requested.</p> <p>Process requests received in the Workday Help Case Workspace app. Assign more complex cases to the HR Partners for resolution. Serve as a liaison with DAS Workday to address common issues. Conduct preliminary research into uncommon issues and coordinate with DAS Workday on the implementation of solutions.</p> <p>Develop and improve internal and external-facing work processes and procedures. Research applicable references to ensure compliance with state and federal laws, rules, and policies.</p> <p>Provide employment verifications by phone or in writing.</p> <p>Respond to unemployment claims from the Employment Department.</p>
5%	NC	E	<p>Emergency Operations and Other Duties</p> <p>Will be utilized during emergencies to provide assistance as assigned by a manager; such assistance may include aiding the emergency effort in the field or in the Agency Operations Center, as well as backfilling a position that is being used in direct support to the emergency.</p> <p>Assist other staff and programs in the overall mission of the OSFM.</p>
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.

- Frequent computer usage in an office environment or in a combined telework environment.
- May occasionally move boxes or carry equipment weighing up to 30 pounds.
- May require work outside business hours related to activities such as conflagrations and training activities.
- At times a fast-paced work environment with multiple demands. This position requires the ability to work on multiple tasks, sometimes under pressure of high priority deadlines.
- Requires a valid driver's license with an acceptable driving record or an alternate mode of transportation.

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.

- Federal and State employment laws
- Americans with Disabilities Act (ADA, ADAAA)
- Fair Labor Standards Act (FLSA)
- DAS rules and statewide policies
- AFSCME collective bargaining agreement
- OSFM policies and procedures
- Federal laws and regulations enforced by the United States Equal Employment Opportunity Commission (EEOC)
- Bureau of Labor and Industries (BOLI) rules
- Affirmative Action Plan
- Diversity, Equity, & Inclusion Plan

b. How are these guidelines used?

They provide guidelines and parameters for use in carrying out the duties and responsibilities of the position.

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?
OSFM employees and managers	Person/phone/writing	Answer questions and provide support	Daily
Workday Oregon	Phone/writing	Training, answering questions, personal development, resolving HRIS issues	Weekly
DAS Chief Human Resource Office	Phone/writing	Training, answering questions, personal development	As needed
General public	Person/phone/writing	Employment verification, answering questions	As needed
Employment Department	Phone/writing	Respond to employee unemployment requests	As needed

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

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

This position interprets and administers all policies and procedures, collective bargaining agreements, rules and regulations, and laws and standards related to leave management, recruitment, and payroll. Assist in gathering and researching information used in advising employees and managers at all levels of the organization. It is critical that the incumbent applies the relevant policies and procedures when processing recruitments, protected leave cases, etc. to ensure compliance and minimize risk on behalf of the agency. Information and advice provided by the incumbent have the potential to adversely impact employees and the agency. Therefore, it is critical to be accurate in providing advice.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Human Resources Manager 1	2515005/ 000000158346	In person, in writing, phone, virtual	Ongoing; quarterly	For work direction and coordination; quarterly check-ins to review performance

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? _____
 How many employees are supervised through a subordinate supervisor? _____
- 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:

The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with other state agencies, and community partners as well as division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

Desired Attributes:

- Experience using Workday to process HR tasks and functions (preferred)
- Skill in ensuring accuracy and compliance with state payroll and time entry processes in Workday
- Knowledge and ability to administer protected leave programs, including FMLA, OFLA, and Paid Leave Oregon
- Ability to work effectively as part of a team and build strong interpersonal relationships
- Experience performing audits or verifying the accuracy of data
- Proficiency using SharePoint for document management and collaboration
- Experience coordinating or managing training through Workday Learning
- Demonstrates curiosity and takes time to fully understand issues and processes
- Actively recognizes and appreciates the contributions of team members

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

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

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		