



# STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:  
03/22/2024

Agency: Oregon Youth Authority

Facility/Operational Area: Human Resources

New  Revised

**This position is (Service Type):**

- Classified (C)
- Unclassified (U)
  - Executive Service (Z)
    - Supervisory
    - Non-Supervisory
- Management Service (X)
  - Mgmt Svc - Supervisory (MMS)
  - Mgmt Svc - Managerial (MMN)
  - Mgmt Svc - Confidential (MMC)

## SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Human Resource Analyst 2</u></p> <p>c. Effective (Established) Date: <u>January 1, 2024</u></p> <p>e. Working Title: <u>Diverse Workforce Recruiter</u></p> <p>g. Section Title: <u>Human Resources</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City/County): <u>Salem / Marion</u></p> <p>l. Supervisor Name: <u>Michelle Johnson</u></p> <p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year  <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p> <p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p> <p style="margin-left: 100px;">If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative</p>	<p>b. Classification No: <u>1321</u></p> <p>d. Position No: _____</p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: _____</p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC)  <input type="checkbox"/> SEIU (OXNI)  <input type="checkbox"/> SEIU (OAI)</p> <p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:  Yes  No

**ORS 238.005(19)(t)** Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

**OR**

**ORS 238.005(19)(u)** Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.  Yes  No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18<sup>th</sup> birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 11 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 1,000 staff and operate with a biennial budget of approximately \$391 million Total Funds, of which approximately \$292 million is General Fund.

## 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.**

Human Resources (HR) is responsible for an agency statewide comprehensive HR management program. HR manages and administers a diverse range of agency-wide programs such as safety and workers' compensation; labor relations and collective bargaining; employee relations and employee assistance program; recruitment and hiring; personnel administration and records management; classification and compensation; organization development and training; Affirmative Action and diversity outreach. HR provides assistance and guidance to managers, employees, and union representatives on State and Federal laws, rules, policies, and collective bargaining agreements. HR provides management consultation and guidance in progressive disciplinary actions; grievance management and resolution; and developing and implementing agency HR policies and procedures. HR provides services to over 1,000 employees in Central Administration, Youth Correctional Facilities, and Field Offices located throughout Oregon. HR reports to the Assistant Director of Business Services and resides in the OYA Central Administration Office located in Salem.

- 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 designs, develops and implements strategic recruiting programs focused on diversity and inclusion. This position actively seeks out job candidates who are from diverse backgrounds, taking steps to ensure talent acquisition processes are inclusive and identifies and works collaboratively to remove barriers that prevent all candidates from having equal opportunity during the hiring process. Additionally, this position serves as the agency’s Affirmative Action Officer and advises and assists management in agency diversity outreach strategies and strategies to address workforce needs.

**SECTION 3. DESCRIPTION OF DUTIES**

*Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:*

*Perform position duties in a manner that aligns with the agency’s core values and 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 positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.*

**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.**

**Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.**

**Note:** *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

% of Time	N/R/NC	E/NE	DUTIES
30%		E	<p><b>General Recruiting and Retention</b></p> <p>Collaborates with hiring managers to create diversity and inclusion plans for recruitment as well as ongoing outreach programs.</p> <p>Outreach includes developing relationships within Oregon’s communities of color, groups and organizations including but not limited to high schools, colleges, churches, other juvenile justice agencies within the state and nationally.</p> <p>Creates and maintains candidate pools of qualified candidates through frequent contact and notifications of positions. Builds pipelines of qualified candidates.</p> <p>Participates in recruitment events and represents OYA within the community and across Oregon, and in other states.</p>

<p><b>% of Time</b></p>	<p><b>N/R/NC</b></p>	<p><b>E/NE</b></p>	<p><b>DUTIES</b></p>
			<p>Fosters strong candidate relationships in person, via telephone, email, social media, etc. Utilizes new technologies as appropriate. Attends agency new employee training graduation.</p> <p>Develop and maintain networking relationships and resources through local and professional associations and multicultural organizations. Build network by attending meetings with a variety of organizations and associations, including diverse organizations to ensure a diverse and qualified pool of candidates.</p> <p>Builds consensus and resolves conflicts, taking the lead in recruitment partnerships or providing support as needed by partner.</p> <p>Provide guidance and acts as a subject matter expert to business partners and internal and external candidates.</p> <p>Ensure compliance with federal, state and local requirements and follows statewide recruitment and selection guidelines.</p> <p>Review applications and screens for minimum requirements.</p> <p>Review and make recommendations regarding interview panel composition to ensure panels include many diverse viewpoints and people.</p> <p>The position provides confidential HR technical support to the HR Administrator and Assistant Administrator, who formulate, determine, and effectuate management policies in all areas of HR management and collective bargaining.</p> <p>The position provides management consultation and HR technical assistance to agency management, staff, and union representatives in collective bargaining contracts, recruitment, affirmative action planning and diversity outreach, and classification and compensation.</p> <p>Serve as the HR technical recruitment resource, including identification of major tasks, responsibilities, and essential functions of positions to be filled; determining requested skills; developing rating factors/questionnaires; and acting as liaison with DAS CHRO regarding exams, announcements, and scoring plans.</p> <p>Screen applications; assist with development of interview questions and selection strategies; develop, review, and/or assist with examination and grading criteria; develop, review and/or assist with conducting employment reference checks. Advise and assist in</p>

<p><b>% of Time</b></p>	<p><b>N/R/NC</b></p>	<p><b>E/NE</b></p>	<p><b>DUTIES</b></p>
			<p>resolving issues arising from the recruitment and selection process. Serve on interview panels upon request or as otherwise appropriate.</p> <p>Review recruitment processes to ensure an inclusive and diverse candidate hiring experience throughout the hiring process.</p> <p>Provide guidance and assistance to OYA managers, employees, and union representatives with collective bargaining agreements (AFSCME and SEIU) and Federal and State personnel laws, rules, and policies.</p> <p>Track and monitor classification and compensation changes and personnel actions to ensure compliance with state personnel rules, policies and procedures related to all aspects of personnel administration (e.g., recruitment and hiring, compensation, classification, and position management actions).</p> <p>May assist in evaluating and developing collective bargaining and personnel policy concepts; develop new and revised OYA HR policies to accommodate new / revised collective bargaining contract language and Federal &amp; State laws.</p> <p>Seek appropriate exceptions and strategies to State and OYA HR policies to meet department needs while maintaining the integrity of the State's personnel management systems and policies.</p> <p>Provide expertise, data, and data analysis with regard to workforce demographics as it relates to the agency affirmative action plan, effective and equitable hiring and retention strategies, and ensuring a diverse workforce.</p> <p>Conduct and participate in new employee/manager orientation. Develop and present training to manager and employee groups on a variety of human resources topics to enhance management and employee development and performance. Organize and prepare instructional materials utilizing available technology to enhance learning.</p> <p>May assist with classification reviews and analyses, to include desk-audits to determine appropriate position relationships and classification allocations, which would include written classification analyses and assist divisions with developing and processing Permanent Finance Package Requests.</p> <p>Conduct pay equity, also called equal pay analysis, to assess appropriate and equitable compensation within state sector for</p>

<p><b>% of Time</b></p>	<p><b>N/R/NC</b></p>	<p><b>E/NE</b></p>	<p><b>DUTIES</b></p>
			<p>employees who have similar job functions. Respond to equal pay questions from employees, candidates, managers, and agency leadership. Respond to equal pay appeals.</p> <p>Assures that supporting data, such as desk audits, position descriptions, and organization charts are accurate and complete prior to recruitment. Review position descriptions to ensure duties and skills are articulated appropriately and using language that is welcoming, inclusive, and attracts a board and diverse group of individuals.</p> <p>May review proposed new statewide classes, participates in and/or develops agency-specific specifications, and allocates positions to proposed classifications.</p> <p>Conduct audit/review of OYA hiring process to do to evaluate the hiring process, discover strengths and opportunities for improvement, ensure compliance with legal requirements and state policy, and ensure a fair, equitable, efficient, and positive hiring process and experience.</p>
<p>20%</p>		<p>E</p>	<p><b>Employee Engagement and Retention Specialist</b></p> <p>Creates, implements, manages and oversee employee engagement, retention and onboarding strategies, initiatives, and programs to drive diverse workforce retention and enhance the overall employee experience and satisfaction in partnership with human resources team members, and agency leaders.</p> <p>Develops, administers, and manages the employee exit interview process.</p> <p>Develops, administers, and manages the employee stay interview process.</p> <p>Develops, administers, and manages the agency employee onboarding process, tools, training, and communication.</p> <p>Reports on the feedback collected and integrates feedback into the development of onboarding and retention strategies, programs.</p> <p>Tracks, monitors, and communicates all employee recognition and appreciation programs across the agency.</p> <p>Manages, tracks, analyzes, and reports on key turnover and retention metrics and utilizes metrics to identify trends and to make recommendations for program changes.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Develops and implements employee onboarding, engagement, and retention plan for each location for first 90-days and ensures employees and leaders have set them up for long term success.</p> <p>Builds relationships with employees at all levels of the organization and serves as an ambassador for Human Resources and OYA to provide committee, community,</p>
15%		E	<p><b>Workforce Diversity Planning &amp; Strategy</b></p> <p>Designs, develops and implements innovative outreach programs using diversity and inclusion best practices in support of OYA's strategic initiatives.</p> <p>Research best practice for full life cycle recruitment programs, with a focus on diversity and inclusion.</p> <p>Creates comprehensive recruitment strategies including advertising plans, outreach, training and tracking in collaboration with the Recruitment Team members.</p> <p>Provides diversity and inclusion linkage for all business partners during the operational planning process and defines the business case and road map to achieve diversity and inclusion recruitment strategic goals.</p> <p>Leads others toward the identification of valid root causes of barriers to ensure the talent acquisition process is inclusive and all candidates have an equal opportunity during the hiring process.</p> <p>Develop and prepare evaluation processes/systems of reports, decisions, and results of established recruitment, affirmative action, and diversity outreach program goals and recommend new approaches, policies, and procedures to effect continual improvements and efficiencies of services provided.</p> <p>Develop, review, and coordinate agency succession planning process to include specific focus on retention of diverse workforce. Support efforts to enhance bench strength within OYA and develop strategies to retain key talent through succession planning.</p> <p>Develop, review, and coordinate agency exit interview process to include specific focus on improving and understanding experiences of equality and inclusion within the workplace.</p>

<p><b>% of Time</b></p>	<p><b>N/R/NC</b></p>	<p><b>E/NE</b></p>	<p><b>DUTIES</b></p>
			<p>Develop and implement agency-wide diversity and inclusion strategies to enhance OYA's outreach, hiring, and retention of diverse populations. Evaluate program success by analyzing data and recommend changes to improve the program and increase underrepresented populations in higher classifications.</p>
<p>15%</p>		<p>E</p>	<p><b>Workforce Data and Analysis</b></p> <p>Pull workforce and outreach source data and update quarterly top applicant source report. Share and present information to agency leadership.</p> <p>Tracks talent acquisition and workforce demographic metrics and provides data and reports on a regular basis. Monitor and evaluate effectiveness of hiring and retention programs using data and adjust as needed.</p> <p>Introduces and develop diverse workforce goals, measures, and recommendations to ensure the demographic of the youth we serve is reflected in the workforce. Establish and maintain effective partnership with OYA Research Office to accomplish workforce data and analysis needs and recommendations as well as to ensure alignment and partnership in the work.</p> <p>Prepare reports, analytical findings and summaries regarding workforce recruitment, retention, and demographics.</p> <p>Provides data, consultation, and recommendations in support of the collective bargaining process and key bargaining concepts.</p>
<p>10%</p>		<p>E</p>	<p><b>Community Partnerships &amp; Outreach</b></p> <p>Build strong mutually beneficial sourcing and recruitment partnerships with the community based on collaboration, communication, and shared goals.</p> <p>Regularly evaluate and adapt community partnerships to ensure evolving needs and shared goals are being met.</p> <p>Develop online and social media strategies to attract a diverse and talented pool of individuals that aligns with the agency's recruitment goals and strategies.</p> <p>Partner with HR and the Communications office in developing and implementing an OYA brand.</p>



% of Time	N/R/NC	E/NE	DUTIES
10%		E	<p><b>Coaching &amp; Training</b></p> <p>Partners with the DEI Office to ensure culturally competent, inclusive, and welcoming approach to recruitment, outreach, and hiring practices.</p> <p>Provides training to hiring managers and interview panel members on strategies regarding diversity and inclusion within the hiring process.</p> <p>Advise business partners and leadership on the results of diversity and inclusion recruiting, benchmarking, metrics and research, and best practices.</p> <p>Identify, develop and deliver training focused on improving the hiring process and outcomes.</p> <p>Partner with key business partners and community programs on projects and programs impacting workforce diversity, retention, the applicant experience.</p>
Ongoing	N	E	<p>Utilize and promote the use of the OYA equity lens in decision making and embed in process improvements to surface and minimize bias and systemic racism and advance equity.</p> <p>Foster and promote the importance and value of a diverse, discrimination and harassment free workplace. Respect and include the diverse opinions, ideas, and cultural differences. Support outreach and diversity related efforts in order to diversify the workforce.</p> <p>Understand EEO, AA, Diversity and Cultural Competency principles, and the agency's AA Plan goals and objectives. Develop and implement strategies to meet goals and objectives; and report annual efforts, successes and/or accomplishments during the period.</p> <p>Review hiring, transfers, promotional, developmental/rotational or training practices and procedures to identify and remove barriers to equitable hiring practices in the attainment of the agency's goals and objectives</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.**

Work is generally performed in an office environment, with frequent interruptions. Some job duties can be performed remotely. Frequent reaching, sitting, walking, and standing may be required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job. Occasional early morning, evening and/or weekend work may be required. In-state travel to Youth Correctional Facilities and Field Offices; to attend training seminars or other HR related activities. Out of state travel may also be required. Must have unrestricted valid driver's license.

Mandatory reporting of child abuse.

## 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.**

Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;  
 Recruitment best practices;  
 Training and development principles, practices, methods, and procedures;  
 Research and analysis;  
 Program/project management principles and techniques;  
 Social media outreach practices on multiple platforms;  
 Americans with Disabilities Act  
 Family & Medical Leave Act  
 Workers' Compensation  
 Veteran's Preference  
 DAS, BOLI, ERB, EEOC, USDOL Civil RightsCenter, DAS and OYA policies and procedures  
 Applicable SEIU and AFSCME collective bargaining agreements

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

Federal and State laws, rules and policies and Collective Bargaining Agreements are interpreted and applied to personnel issues to provide assistance and guidance to managers and employees for appropriate and effective workforce management administration and problem-resolution.

## 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 table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How Often
OYA Managers and employees	Phone/In-Person/ Correspondence/Virtual Meeting	Advice on personnel matters	Daily
General Public	Phone/Correspondence/ Virtual Meeting	Respond to request for information	Weekly
Community Partners	Phone/In-Person/ Correspondence/ Virtual Meeting	Respond to requests for information and opportunities for collaboration and partnership.	Monthly
DAS, DOJ, BOLI	Phone/In-Person/ Correspondence/ Virtual Meeting	Interpret and advise as required	Occasionally

Who Contacted	How	Purpose	How Often
Statewide Diversity Group Meetings/Members	Phone/In-Person/ Correspondence / Virtual Meeting	Attend meetings on behalf of OYA, share information, collaborate with other agencies on outreach and recruitment	Regularly
Statewide Recruitment Group Meetings/Members	Phone/In-Person/ Correspondence / Virtual Meeting	Attend meetings on behalf of OYA, share information, collaborate with other agencies on outreach and recruitment	Regularly

## SECTION 7. POSITION RELATED DECISION MAKING

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

Provide direction and advice to managers and employees regarding recruitment, hiring, and retention. Assist in making classification recommendations. Make decisions that include recruitment and hiring; Make minimum qualification decisions and recommendations. Employment and personnel actions; and employment records-management systems and processes that affect integrity of personnel management systems and compliance with sound HR /personnel practices, laws, rules, policies and contracts.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of this position?**

*Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

Classification Title	Position Number	How	How Often	Purpose of Review
Human Resource Administrator (PEMF)	0795816	General supervision and oversight of work quality and productivity.	Work is reviewed if problems arise or when projects are assigned. Monthly touch base meetings	To strategize and manage workload needs.

## 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 and 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:

Knowledge of Workday, the State's Human Resource Information System, knowledge of DAS CHRO rules and policies, collective bargaining agreements, OYA policies and procedures, and state and federal employment laws. Skill to prioritize and organize workload. Knowledge and skill in computer software for spreadsheets, database tracking systems, Ability to speak in public and present information to large and small groups;

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:  
**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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### 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