



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
10/29/2021

Agency: Oregon Youth Authority

Facility/Operational Area: Central Office/Business
Services Division

☐ 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

a. Classification Title: Human Resources Manager 2		b. Classification No: X7008	
c. Effective (Established) Date: July 1, 1995		d. Position No: 0901501	
e. Working Title: Deputy HR Administrator		f. Agency No: 41500	
g. Section Title: Human Resources		h. Budget Auth No: 000867110	
i. Employee Name:		j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXN) <input type="checkbox"/> SEIU (OA)	
k. Work Location (City/County): Salem / Marion			
l. Supervisor Name: Michelle Johnson, HR Administrator			
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			
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative			

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 offenders 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 18th 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 8 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 1,200 youth at any given time. Of those youth, approximately 500 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 1,200 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.

The mission of OYA Human Resources (HR) is partnering to maximize the potential of our greatest asset, our employees. 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 1,200 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 serves as a key contributor to the development, implementation, and maintenance of comprehensive Human Resources policies and strategies in alignment with agency goals, and mission. As the Deputy Human Resources Administrator, this position is responsible for directing and managing the day-to-day operational functions of personnel administration and human resource management, including the decision-making process and scope of juvenile justice youth correctional facility operations. This position also participates in development and implementation of statewide programmatic and public policy changes that impact state juvenile justice in Oregon, OYA operational goals and objectives, and statewide Human Resource practices.

This position supervises a team of Sr. Human Resource Analysts providing direct service to OYA ensuring high quality, professional human resource services and a commitment to diversity, equity, and inclusion, continued learning, and positive human development. This position is responsible for negotiation of collective bargaining agreements, contract administration and interpretation overseeing workplace investigations, and to develop and implement short- and long-range policy planning and analysis, HR goals and objectives, personnel policies and procedures. As a part of these goals, the Deputy Human Resources Administrator plays a critical role in culture change and delivering HR services in alignment with OYA strategic goals.

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.

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

Confidentiality Expectation:

During your employment with Human Resources, you will access or hear confidential information during the course of performing your position responsibilities. This information includes but is not limited to: employment applications, employee information (home phone, address, SSN, wages earned, birth date); complaints by or against employees; investigatory and disciplinary actions (letters, economic sanctions, grievance and tort claim materials); SEIU and AFSCME collective bargaining information; and Workers' Compensation Claim files and employee medical files.

The information you access or hear while at work is confidential and may not be shared with anyone inside or outside the agency unless there is a business purpose for the information to be shared.

% of Time	N/R/NC	E/NE	DUTIES
60%	R	E	<p>Manage the day-to-day operational functions of Employee & Labor Relations. Evaluate the effectiveness and efficiency of Human Resources (HR) services, safety and workers' compensation claims administration, management training, statewide employee vaccination program, and business continuity planning to ensure continuous process improvement in these services to the OYA. Develop and implement HR goals & objectives, personnel policies and procedures, and HR performance measures in alignment with agency goals and mission.</p> <p>Identify problematic areas or practices and collaborate with managers and administration throughout OYA to implement statewide operational, policy, rule, and legislative changes.</p> <p>Provide consultative advice to the agency Director, Deputy Director, Agency Executive Team, and senior management to present investigative findings, program needs, and agency progress and recommendations regarding complex and potentially litigious workforce management issues.</p> <p>Serve as a resource to senior management and agency personnel for technical assistance and training in the detection, prevention, and disposition of noncompliance with agency rules, policies, procedures, union bargained agreements, and governing statutes.</p> <p>Work with the Department of Justice and Department of Administrative Services to resolve workforce management issues and address agency operational needs and requirements. Represent the department, including testifying, at hearings and arbitrations (BOLI, TORT, Lawsuits, Workers' Compensation, etc.).</p> <p>Administer and manage administration of labor contracts; provide interpretation of labor contracts to managers, employees, and other HR staff; oversee processes for review and resolution of employee grievances; advise managers and employees on sensitive labor and employee relations matters, including grievance and arbitration procedures, performance issues and disciplinary actions. Advises and assists managers in identifying issues and determining appropriate course of action; facilitates on-going communication and working relationships with SEIU and AFSME unions including coordination of joint labor-management committees.</p> <p>Provide guidance and technical expertise to HR staff and agency management in HR management, e.g., laws, rules, policies, and procedures; collective bargaining contracts; employee relations; labor relations; corrective/ disciplinary actions; workers' compensation/ injured workers' return-to-work agreements;.</p> <p>Engage in collective bargaining negotiations and ongoing labor relation activities for two unions, AFSCME and SEIU. Participate in developing and implementing agency-wide operational goals, objectives, policies, and procedures.</p> <p>Maintains current knowledge of employee and labor relations trends, legal decisions, and statutory changes; conducts research necessary to support</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>contract negotiations and employee relations. Uses appropriate negotiation strategies to develop bargaining goals and negotiate contracts consistent with the OYA's mission, values, and goals.</p> <p>Prepare directly and through subordinate HR staff, written reports of investigative findings; letters of disciplinary and pre-disciplinary actions; written grievance responses; and other written analyses to support employer actions to resolve and/or address workforce management issues. Facilitate all agency Pre-Dismissal and Pre-Disciplinary meetings.</p> <p>Provide day-to-day supervision of Senior HR Analysts who are responsible for resolving complex workforce management issues to ensure productivity and quality control standards are met. This includes assigning and reviewing their work, providing guidance, leadership, and oversight of personnel investigations into workforce management issues, allegations of discrimination, harassment and other unlawful employment practices, including third-party complaints such as BOLI and EEOC.</p> <p>Hire, train, and evaluate staff performance and initiate coaching and corrective action as appropriate. Research, compile and/or develop data and information for HR performance measures, and other HR related statistical analysis.</p> <p>Drafts legislative proposals, review and track state legislation, analyze bills and proposes amendments to pending bills.</p>
20%	R	E	<p>Resolve cross-divisional issues through coordination and facilitation of HR staff, division administrators, managers, employees, and union representatives.</p> <p>Partner with the Professional Standards Office to ensure the protection of and safety of youth, employees, and the organization.</p> <p>Assist division administrators and managers in analyzing organization and staffing structures. Evaluate, analyze, and formulate strategies and recommendations for changes to meet program operating needs and requirements.</p> <p>Participate in various advisory groups comprised of agency staff and outside stakeholders to address operational, policy, and procedural changes.</p> <p>Develop and present training to managers and employees on Human Resources topics to enhance management and employee development and performance. Conduct and/or participate in New Employee and New Manager Orientations.</p> <p>Provide day-to-day supervision of the HR Leadership and Professional Development staff (LDS2). Participates in the development and delivery of management training programs designed to advance the human resources and workforce management and leadership skills of OYA management and staff.</p>

% of Time	N/R/NC	E/NE	DUTIES
			Partners with Developmental Services in the development and delivery of training to ensure alignment with organizational goals and the culture change needed to be successful. Recognizes the importance of focusing on staff and youth and creating healthy learning and developmental environments for everyone within OYA. Understanding the difference between growth and fixed mindset.
20%	R	E	<p>Serve on agency-wide committees to review, formulate and implement agency strategic initiatives, e.g., business continuation planning and development, central customer service planning and development, multi-cultural communications planning and development, etc.</p> <p>Represent the Department in statewide meetings, workforce initiatives, workgroups, and conferences with the Department of Administrative Services, other state agencies and professional groups to develop and maintain cooperative working relationships and enhance knowledge and skills in human resources management.</p>
Ongoing	N	E	<p>Demonstrate a commitment to intentionally understand, identify, and eliminate systemic barriers and processes that harm individuals, particularly historically marginalized. Utilize OYA's equity lens process in communicating, acting, and analyzing the impact of the design and implementation of projects, practice, and decision-making on under-served and marginalized people and groups of people. Upon determining who is impacted, include representatives from affected peoples in decision making.</p> <p>Recognizes the importance of focusing on staff and youth and creating healthy learning and developmental environments for everyone within OYA.</p> <p>Fosters and promotes the importance and value of a diverse, discrimination and harassment free workplace. Respect diversity of 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 in the attainment of the agency's goals and objectives. Engage in appropriate recruitment efforts designed to reach agency's goals and objectives.</p> <p>Make hiring, transfer and promotional decisions in support of agency's goals and objectives including developmental, rotational and/or training opportunities for all employees. Actively mentor people of diverse backgrounds, people with disabilities and/or women in skill building and professional development. Approves as an appointing authority for the agency.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Promote and foster a positive work environment within Agency programs concerning EEO, AA, Diversity, and Cultural Competencies by ensuring employees are aware and follow agency policies and procedures, and address work-related issues and/or concerns immediately and take appropriate action if necessary.</p> <p>Attend EEO, AA and other diversity-related training to provide leadership to staff by being aware of diversity and cultural issues. This also includes supporting employees to attend such programs for further professional development.</p> <p>Ensure information regarding EEO, AA and Americans with Disabilities Act (ADA) information is properly displayed on the appropriate boards at the worksite(s).</p> <p>Provide backup to the HR Administrator in their absence.</p>
100%			

Essential functions of all supervisors include:

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.

Review hiring, transfers, promotional, developmental/rotational or training practices and procedures to identify and remove barriers in the attainment of the agency's goals and objectives. Engage in appropriate recruitment efforts designed to reach agency's goals and objectives.

Make hiring, transfer and promotional decisions in support of agency's goals and objectives including developmental, rotational and/or training opportunities for all employees. Actively mentor people of diverse backgrounds, people with disabilities and/or women in skill building and professional development.

Promote and foster a positive work environment within Agency programs concerning EEO, AA, Diversity, and Cultural Competencies by ensuring employees are aware and follow agency policies and procedures, and address work-related issues and/or concerns immediately and take appropriate action if necessary.

Attend EEO, AA and other diversity-related training to provide leadership to staff by being aware of diversity and cultural issues. This also includes supporting employees to attend such programs for further professional development.

Ensure information regarding EEO, AA and Americans with Disabilities Act (ADA) information is properly displayed on the appropriate boards at the worksite(s).

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.

Typical hybrid remote work/office environment. Travel is required. Working the hours necessary to perform the duties of this position, with irregular and long hours on a regular basis. Valid driver's license or

acceptable method of transportation. Mandatory reporter of child abuse. Frequent work in Secure Youth Correctional facilities, may be subject to hostage taking situation. Must operate as a team member.

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.

OYA mission, vision and values
 Oregon Revised Statutes (ORSs)
 Oregon Administrative Rules (OARs)
 OYA Policy and Procedure Manual
 Juvenile detention guidelines
 Federal laws pertaining to juvenile programs
 PREA standards
 Collective bargaining contracts
 DAS rules and policies
 DAS Chief Human Resource Office (CHRO) rules and policies

b. How are these guidelines used?

Frequently referred to in advising and providing assistance to agency managers and employees, responding to complaints, and to keep agency in compliance with requirements, as well as in establishing policies for the agency. Sets the guidelines and parameters for what the agency can and cannot do. Provides general guidance, direction, limitation and operation instructions.

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
All levels of staff in field offices, facilities, camps and central office	Phone/Face to Face/Writing	Give direction on personnel matters, interpret policy, resolve complaints, etc	Daily
Asst Attorney General/ Department of Justice	Phone/Face to Face/Writing	Request legal counsel, ORS interpretations, assistance on personnel issues, etc	As Needed
Dept of Administrative Services/Personnel and Labor Relations Division/HR Analysts	Phone/Face to Face/Writing	Request consultation interpretation regarding policy, rules, procedures, provide input, etc	Daily
Public	Phone/Face to Face/Writing	Information	Daily
Union Business Agents and Stewards	Phone/Face to Face/Writing	Prevent/resolve grievances	As Needed
Managers/Supervisors/ Staff	Phone/Face to Face/Writing	Advice/support recruitment information	Daily
OYA Staff	Phone/Face to Face/Writing	Clarification of policy/procedure, career counseling, guidance on employment issues	Daily
Other Agencies	Phone/Face to Face/Writing	Collaboration and problem resolution/task forces	As Needed

Who Contacted	How	Purpose	How Often
Law Enforcement Agencies	Phone/Face to Face/Writing	Assistance in criminal matters	As Needed
Correctional Entities	Phone/Face to Face/Writing	Information	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Provides direction and advice to managers and employees on HR/personnel issues; negotiate the resolution of contested employment actions. Decisions affect integrity of personnel management systems and compliance with sound HR/personnel practices, laws, rules, policies and contracts.

Makes independent decisions based on agency policies and rules, federal and state rules and statutes. All major decisions affecting agency direction regarding investigations: goals, objectives, development and allocation of resources to accomplish goals. Assists in setting policies regarding investigations agency-wide. Makes decisions relative to investigative methods/procedures utilized and reviews/approves investigative reports from HR staff.

Decisions made by this position determines budget expenditures, personnel practices, prioritization of duties and resource allocation. Makes recommendations to the Director regarding necessary program and/or statewide policy and system modifications. Effect of decisions may impact OYA and other state agencies.

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 Resources Manager 3	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 ensure understanding and accuracy

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 7
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" 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 checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

1. Demonstrated extensive knowledge and experience in public sector labor relations and human resources laws, regulations, principles, and practices, supporting managers and navigating a union environment within a large organization, including experience with workplace investigations and dispute resolution.
2. Courageous and effective leader and advancer of Diversity, Equity & Inclusion
3. Strong strategic leadership management, and business acumen skills
4. The ability to manage and develop people while fostering a culture of growth/development and positive change
5. Excellent verbal and written communication skills encouraging open lines of communication and partnership.
6. Excellent interpersonal and negotiation skills
7. Excellent organizational skills, time management, and attention to detail, with a proven ability to meet deadlines

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

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