



# STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:  
7/9/21

Agency: Oregon Youth Authority

Facility/Operational Area: Central Administration/  
Business Services

☐ 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 Resource Analyst 3 - LD	b. Classification No:	X1322
c. Effective (Established) Date:	10/10/2023	d. Position No:	
e. Working Title:	Sr HR Analyst	f. Agency No:	41500
g. Section Title:	Human Resources Office	h. Budget Auth No:	000614520
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: Paige Labarre-Bates, Interim Assistant HR Administrator			
m. Position:	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative
		o. Eligible for Overtime:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:

☐ Yes ☒ No

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

**OR**

☐ Yes ☒ No

**ORS 238.005(t)** Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.

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 Office is responsible for an agency statewide comprehensive Human Resources Management Program. Human Resources 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. Human Resources provides assistance and guidance to managers, employees, and union representatives on State and Federal laws, rules, policies, and collective bargaining agreements. Human Resources provides management consultation and guidance in progressive disciplinary actions; grievance management and resolution; and developing and implementing agency human resources policies and procedures. Human Resources are provided to over 1,000 employees in Central Administration, Youth Correctional Facilities and Field Offices located throughout Oregon. Human Resources reports to the Assistant Director of Business Services and resides in the OYA Central Administration Office located in Salem.

HR Vision: OYA employees are the most valuable resource to accomplish our agency mission.

HR is a trusted partner providing value-add services and support that shape an everchanging workplace culture that is equitable, diverse, safe, developmental, inclusive, and engages and empowers employees at all levels within the organization to achieve the agency mission and goals.

- 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:”**

Serve as Senior Human Resource Analyst to assist and guide managers and employees with a wide range of human resources (HR) management and personnel administration services. Advise, coach, guide and assist managers, employees, and union stewards with State and Federal personnel and employment-related laws and policies, collective bargaining contracts, recruitment and hiring, classification and compensation, labor relations, employee relations, to include, a wide range of other HR and employment-related areas. Provide guidance and counsel to ensure compliance with collective bargaining agreements, state and federal laws, rules, policies, and elements of sound personnel practices. Conduct management and employee training to enhance performance management-based outcomes.

### 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
65%	R	E	<p>Provide a full range of HR management consultation and guidance in recruitment and selection, employee relations, labor relations, performance management, employee leaves, and position management.</p> <p>Provide guidance and assistance to OYA managers, employees, and union representatives with collective bargaining agreements (AFSCME and SEIU) and Federal &amp; State personnel laws, rules and policies.</p> <p>Advise and assist managers with employee corrective action and progressive discipline, pursuant to collective bargaining agreements and federal and state personnel rules and policies. Work with supervisors, employees, union stewards and/or representatives to resolve workplace issues, concerns and grievances. Facilitate problem resolution, or other</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>workplace agreements, between employees, supervisors and union stewards to resolve workforce issues.</p> <p>Participate in evaluating and developing collective bargaining and personnel policy concepts as assigned. Develop new and revised OYA HR policies to accommodate new/revised collective bargaining contract language and federal and state laws. May represent OYA management in collective bargaining negotiations.</p> <p>Coordinate and conduct investigations regarding workforce management issues and concerns, e.g., employee misconduct, policy violations, employee grievances, or other related workplace issues. Investigate allegations of discrimination, harassment or other unlawful employment practices.</p> <p>Evaluate and formulate appropriate corrective or disciplinary action for appropriate resolution. Prepare written reports of investigative findings; letter of disciplinary and pre-disciplinary actions; written grievance responses; and other written analyses to support employer action to resolve workforce management issues, e.g. BOLI and EEOC complaints, Grievance responses, and/or Tort Claims.</p>
35%	R	E	<p>Work closely with OYA Executive Team and Managers to plan and implement strategies related to human resources to help realize the agency's vision, mission, and strategic plans.</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. Conduct management and employee training to enhance performance management-based outcomes.</p> <p>Advise and assist managers and employees with FMLA/OFLA entitlements, policies and procedures pursuant to State policy, Collective Bargaining Agreement, and the Bureau of Labor and Industries (BOLI). Determine employee eligibility and provide notification to appropriate personnel.</p> <p>Prepare statistical and non-statistical reports, analytical findings and summaries; conduct special projects and assignments related to HR initiatives and business plans; attend agency and statewide meetings as HR representative.</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>

% of Time	N/R/NC	E/NE	DUTIES
Ongoing			<p>Foster and promote the importance and value of a diverse, inclusive, equitable and welcoming workplace culture that is free from discrimination and harassment.</p> <p>Respect and encourage diverse opinions, ideas, and cultural differences. Identify, support, and engage in opportunities to enrich yourself, team and the agency through continued learning, action, and identification of systemic barriers to achieving equity within the workplace.</p> <p>Demonstrate commitment to understanding, identifying, and eliminating systemic barriers and processes that result in harm to individuals and particularly marginalized people in actions and communications. Utilize OYA's equity lens process for analyzing the impact of the design and implementation of projects, practices, and decision-making authority on under-served and marginalized people and groups of people. Upon determining who is impacted, include representatives from affected peoples in decision making.</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.**

Must be able to work under the following conditions with or without reasonable accommodation: Typical office environment; work schedule is generally Monday through Friday (8:00 a.m. – 5:00 p.m.); work beyond normal working hours, to include, occasional weekend work as deemed necessary; frequent interruptions due to limited privacy and nature of position responsibilities. In-state travel to Youth Correctional Facilities and Field Offices; occasional overnight travel to attend training seminars or other HR related activities. Valid driver's license or acceptable method of transportation. Mandatory reporting of child abuse. May work in secure Youth Correctional Facilities and may be subject to hostage taking situation. Working remotely (from home) on either a full or part time basis may be required.

#### 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.**

DAS rules, policies, and procedures applicable to personnel actions; OYA policies and procedures; SEIU and AFSCME Collective Bargaining Agreements. Workday, HRIS, system and BOLI guidelines. Oregon Statutes and Administrative Rules. State and Federal laws, rules, and regulations.

**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/in writing	Gather information, explain processes, respond to and negotiate resolution to problems, advise on future actions  Advise on Class & Comp, TOMP, personnel matters and other related matters	Daily
Other state agencies and other jurisdictions	Phone/In-Person /Correspondence	Exchange information/respond to requests for information	As needed
Union Officials & Other Representatives	Phone/in person/in writing	Share/discuss information, negotiate	Daily
DAS, DOJ, BOLI, Risk Management	Phone/in person/in writing	Consult, clarify as required	Daily
General Public	Phone/in person	Advise applicants concerning employment process; investigate concerns.	Occasionally

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position provides direction and advice to managers and employees on HR/personnel issues; negotiates the resolution of contested employment actions. Makes decisions that include recruitment and hiring; 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
<u>Primary</u>  Prin Exec/Mgr E Assistant HR Administrator	0901501	Meetings, electronic and written media	Weekly meetings or as needed    Quarterly	Progress reports, issues updates, to inform inform, update, clarify and consult regarding human resources issues    Performance Check ins



Classification Title	Position Number	How	How Often	Purpose of Review
<u>Secondary</u> HR Manager 2	0795816	Meetings	Monthly or as needed	Inform, update, clarify and consult regarding human resources issues or Class/Comp issues

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

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |                                                  |                                                                     |
|--------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                      |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                       |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                          |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations    |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares 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 and related DAS computerized systems; applicable rules, and DAS/HRSD, OYA policies and procedures. Skill to prioritize and organize workload. Knowledge and skill in computer software for spreadsheets, database tracking systems, etc. Proficient typing.

**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