



# STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:

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: <u>Human Resource Analyst 3</u>	b. Classification No: <u>X1322</u>
c. Effective (Established) Date: <u>4/13/21</u>	d. Position No: <u>0897038</u>
e. Working Title: <u>Sr HR Analyst/Safety and Class Comp</u>	f. Agency No: <u>41500</u>
g. Section Title: <u>Human Resources Office</u>	h. Budget Auth No: <u>000614520</u>
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): <u>Salem / Marion</u>	
l. Supervisor Name: <u>Cindy Hoffman, Assistant HR Administrator</u>	
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 type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative	

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**

**ORS 238.005(t)** 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 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.

This position has a special emphasis in Classification/Compensation. Manage and administer OYA organization planning and development to support the agency’s youth reformation systems and infrastructure. Manage the classification and compensation structure for the agency; conduct classification and position allocation reviews and analyses; partner with executive management to meet agency needs in organizational planning and development for structure and classification. May conduct studies of classification/compensation systems and organizational structure.

**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.*

<b>% of Time</b>	<b>N/R/NC</b>	<b>E/NE</b>	<b>DUTIES</b>
45%		E	<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>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>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.</p>
45%		E	<p>Work closely with OYA Executive Team and Managers to plan and implement strategies related to organizational structure, position allocations, and classification studies and analysis to help realize the agency's vision, mission, and strategic plans.</p> <p>Advise on complex agency-wide workforce management and organizational staffing and structure changes. Provide coordination and project oversight of agency-wide classification projects or studies by facilitating team efforts and helping to define project goals, timelines, resource requirements, and planning.</p> <p>Work with managers to recommend and/or develop appropriate action and strategies to address staffing needs. Assist managers in analyzing complex agency-wide organization and/or staffing structure(s), reporting relationships, and position allocations.</p> <p>Conduct organizational analysis, classification reviews, analyses, and desk-audits to determine appropriate position relationships and allocations; prepare written classification analyses. Develop and revise classification processes and procedures including the appeal processes and the implementation of classification changes.</p> <p>Assure supporting data, such as desk audits, position descriptions, and organization charts are accurate and complete. Review proposed new statewide classes, participate in and/or develop agency-specific specifications, and allocates positions to proposed classifications.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>In concert with Budget staff, assist program areas with developing and processing Permanent Finance Package Requests, to include, accurate and timely submission of reclassification (Permanent Finance Request) packages by advising agency managers and coordinating, assembling, and reviewing fiscal/personnel data from intra-agency sources.</p> <p>Work with Department of Administrative Services to revise and create new class specifications in support of organizational change towards Positive Youth Development and Diversity, Equity and Inclusion.</p> <p>Participate on multi-agency committees and trainings to develop and/or revise classification specifications and minimum qualifications having state-wide impact. Review and comment on proposed changes in class specifications, minimum qualification requirements, and bargaining contract language.</p> <p>Coordinate and administer funding from the Employer-at-Injury-Program (EAIP) in consultation with SAIF and Workers' Compensation Division (DCBS). Coordinate efforts with the Preferred Worker Program (Workers' Compensation Division, DCBS).</p>
10%		NE	<p>Serve as the agency's coordinator and Subject Matter Expert (SME) for The Oregon Management Project (TOMP). This statewide initiative lead by Department of Administrative Services (DAS) is charged with moving the general Principal Executive Manager (PEM) series into more specific, job-related classifications to be in alignment with the public and private sector.</p> <p>Monitors management compliance with the management accountability and feedback component to TOMP ensuring managers are assessing employee performance and providing regular feedback to the staff they manage.</p>
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>
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.

Further, this position works independently and classifies and allocates positions to the classification system based on analytical and professional review. These decisions impact employee's pay and OYA labor costs and can effect employee morale, performance and perception of equity. This position is required to identify classification issues which have statewide impact on the agency and present those issues with recommendations to HR and agency management. Position makes decisions that impact organizational structure and as such balances the needs of the agency with HR best practices.

**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	Progress reports, issues updates, to inform inform, update, clarify and consult regarding human resources issues
			Quarterly	Performance Check ins
<u>Secondary</u> Prin Exec/Mgr F HR Administrator	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 PPDB 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