Oregon State Legislature
Human Resources Director
Job Description

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Human Resources Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>9875</td>
</tr>
<tr>
<td>Job Family:</td>
<td>Legislative</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>19</td>
</tr>
<tr>
<td>Date Reviewed:</td>
<td></td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Exempt</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>8/2023</td>
</tr>
</tbody>
</table>

GENERAL SUMMARY

Manages Employee Services staff and activities to ensure necessary and appropriate workforce systems, processes and supports are in place to recruit, hire, and retain a skilled and diverse workforce to meet legislator and branch agency needs in compliance with state and federal law and best practices.

REPORTING RELATIONSHIPS

Reports to the Legislative Administrator.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Manages and provides leadership to Employee Services staff responsible for recruitment, benefits, payroll, personnel records, risk management, training, policy, labor and compensation and classification.

2. Recommends and implements strategy and approach to employment policy, practice, personnel rules and operating procedures; ensures policies and regulations are applied consistently throughout the legislative branch in compliance with state and federal law.

3. Provide counsel and support legislative leaders, managers and employees in the interpretation and application of human resources programs, policies, practices and legislative branch personnel rules.

4. Act as senior level advisor and coach leaders on human resources issues, strategies, and operational people programs maintaining the highest level of confidentiality and integrity in non-partisan role.

5. Lead HR using the performance management process, clarifying job responsibilities and performance expectations, establishing goals and job competencies, identifying skill gaps, creating development plans, coaching on a continuous basis, and evaluating performance; responsible for the hiring and termination of employees and determining wage/salary levels within policy guidelines.
6. Lead the development and implementation of innovative, competitive, and cost-effective human resources management strategies which align with and support organization objectives.

7. Collaborate with Department of Justice on all branch employment litigation and administrative processes.

8. Serves as the non-partisan advisor to the branch bargaining team and ensures compliance with public employees collective bargaining act and labor agreement.

9. Collaborates with Legislative Equity Officer in supporting, promoting and ensuring a respectful workplace free from harassment and discrimination. Administers legislative branch respectful workplace policy.

10. Coaches and consults with other branch leaders to develop and execute workforce plans.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Core human resources competencies, such as recruitment, performance management, labor, training, risk management, classification and compensation
  - Organizational development
  - State and federal labor and employment laws
  - Legislative and legal processes
  - Personnel investigation practices
  - Human resources best practices
  - Organizational development and psychology

- **Skill in:**
  - Leadership and management
  - Strategic planning
  - Business acumen
  - Managing risks

- **Ability to:**
  - Consult with and coach others effectively
  - Communicate effectively, both orally in and in writing
  - Develop, recommend and interpret human resources policies and procedures
  - Interpret state and federal employment laws
  - Evaluate the performance of staff
  - Assign, monitor and evaluate the work of staff
  - Develop and foster collaborative working relationships with labor partners
MINIMUM JOB REQUIREMENTS

Bachelor’s degree and seven (7) to nine (9) years of related experience.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.