

## Preschool Division Human Resources Analyst Senior

<b>Job Requisition</b>	R-4300 Preschool Division Human Resources Analyst Senior (Evergreen) (Open)
<b>Job Family</b>	Human Resources Analyst (NR)
<b>Start Date</b>	01/15/2021
<b>End Date</b>	01/31/2021
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://multco.wd1.myworkdayjobs.com/Multco_Jobs/job/Southwest-PortlandDowntown/Preschool-Division-Human-Resources-Analyst-Senior_R-4300">https://multco.wd1.myworkdayjobs.com/Multco_Jobs/job/Southwest-PortlandDowntown/Preschool-Division-Human-Resources-Analyst-Senior_R-4300</a>
<b>Description</b>	<b>Current employees: Please apply through the employee portal to be considered for this opportunity.</b>
<b>Pay Range:</b>	\$67,654.11 - \$101,482.29 Annual
<b>Department:</b>	

**Job Type:**

Regular Non-Represented

**Exemption Status:**

United States of America (Exempt)

**Closing Date (Open Until Filled if No Date Specified):**

January 30, 2021

**The Opportunity:****IMPORTANT INSTRUCTIONS:**

We describe the required application materials in the SCREENING AND EVALUATION section below.

When completing the application on Workday as an **external** candidate through [multco.us/jobs](https://multco.us/jobs), you will come to a page where one of the prompts is to upload a "Resume/CV." This is the place where you need to upload your cover letter and resume. There will be no other prompt for you to upload your cover letter and resume. **Do not submit your application before you upload all of your attachments.**

When completing the application on Workday as an **internal** candidate, you may need to scroll down to see the "Resume / Cover Letter" prompt on your screen. This is the place where you need to upload your cover letter (and your resume, if you choose to include one). There will be no other prompts for you to upload your cover letter (or resume). **Do not click the orange "Submit" button before you upload all of your attachments.**

*-- Only apply ONCE for this opportunity. Duplicate applications CANNOT be submitted in Workday. --*

Are you interested in supporting Multnomah County to ensure that every person, at every stage of life has equitable opportunities to thrive? This position plays a key role in supporting the Department's North Star to promote quality of life, educational access and support, and economic stability through diverse and inclusive systems that promote racial justice.

**OVERVIEW:**

This Human Resources Analyst Senior will work with the new Preschool for All division and provides advanced professional and technical consultative support and serve as a subject matter expert with in-depth knowledge of employee and labor relations, complaint investigations, performance management, and workforce planning which includes succession planning, equity and outreach as related to short and long term staffing. Work is performed independently, governed by general objectives and broad policy guidelines. Work situations are varied and involve a high degree of complexity. Incumbents are considered subject matter experts and provide advice and counsel to managers, supervisors and employees of operating departments and divisions. Decisions made or actions taken typically affect the entire department and/or county in the assigned area of responsibility. This position will also lead recruitments, Workday and HR procedures.

***As the Human Resources Analyst Senior you will:***

- Provide internal HR consulting services to DCHS in the areas of employee relations, labor

relations, collective bargaining agreement language interpretation, conflict resolution, performance evaluation and management, behavioral modification and corrective action, administration of discipline as well as employment law, personnel rules and policy interpretation and application.

- Advise and assist managers and supervisors in responding to grievances at the appropriate steps. Provide documentation and evidence to Central HR, Labor Relations and the County Attorney's office for grievance appeals and current or former employee matters.
- Develop internal HR process and procedural improvements to inform, educate and persuade a diverse audience such as County employees, HR Staff, line management and union representatives. Justify procedural process with accurate technical and statistical information.
- Assist HR Manager in designing and developing procedural guidelines of DCHS.
- Coordinate, participate or lead committees to plan, develop and implement various contract language, HR issues or Personnel Rule change.
- Communicate training opportunities, develop and implement training and /or facilitations needed for assigned customers.
- Answer questions, research errors, missing payments and why something happened.
- Work with payroll, leave admin, the Workday team and other departments to find solutions to issues.
- Train and advise staff and managers on what works and how to enter time or change information regarding the employee's records and how managers can review their team's information and org structures.
- Provide guidance to managers on staffing structures.
- Lead the development and implementation of comprehensive recruitment plans for DCHS.
- Evaluate the effectiveness of recruiting and selection process in meeting affirmative action goals and make recommendations to HR Manager and management team regarding revisions to the process.

**Successful Candidates will demonstrate:**

- Ability to promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values
- Ability to work effectively in a fast paced environment
- Ability to collaborate and build relationships to achieve positive work outcomes
- Comfort with change

[This Work Matters - watch our video to learn more.](#)

**TO QUALIFY:**

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant. For details about how we typically screen applications, review our overview of the [selection process](#).

- Equivalent to a Bachelor's degree AND:
- Three (3) to six (6) years of experience that demonstrates the ability to perform the duties of

the position.

**\*Transferable skills:** Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

**SCREENING AND EVALUATION:**

**The Application Packet:**

1. A resume. **Please attach your resume as a separate document.** (As an internal candidate, you may choose to complete your Talent Profile in Workday *instead of* or *in addition to* attaching a resume, but a comprehensive Talent Profile is not required to apply for this position.)
2. A cover letter. **Please attach your cover letter as a separate document.** Your cover letter should address why you are interested in this opportunity and how your qualifications and experiences (both professional and/or lived) will make you a successful candidate for this position. The cover letter should also demonstrate your work experience and transferable skills and how they are related to those shown in the Overview and To Qualify sections of the job announcement.

*Note for internal candidates:* After you have applied, you will receive the Oregon Veteran Preference Questionnaire in your Workday inbox. **Your application as an internal candidate is not complete until you fill out and submit the Oregon Veteran Preference Questionnaire.**

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We will not review attached files that are not your resume, your cover letter, or documentation that establishes your eligibility for [veterans' preference](#). (The recruiter as listed on the job announcement must receive all required veterans' preference documentation by the closing date of the recruitment.)

**The Selection Process:** For details about how we typically screen applications, review our overview of the [selection process](#). We expect to evaluate candidates for this recruitment as follows:

1. Initial review of minimum qualifications
2. Application materials review
3. Phone screen
4. Consideration of top candidates
5. Background and reference checks

*Note:* Application information may be used throughout the entire selection process. This process is subject to change without notice.

**ADDITIONAL INFORMATION:**

**Type of Position:** This salaried non-represented position is not eligible for overtime pay.

**Note regarding salary placement:** New employees and rehires will be paid at the minimum rate in the range for their classification unless a higher rate is approved by the Appointing Authority.

**Diversity and Inclusion:** At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected

veteran status, genetic information and other legally protected characteristics. The [EEO is the Law poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Questions?****Recruiter:**

Keri Caffreys

**Email:**

keri.caffreys@multco.us

**Phone:**

+1 (503) 9888295 x88295

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*Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.*

**Job Profile:**

9748 - Human Resources Analyst Senior

**Worker Sub-Type** Regular Non-Represented**Location** Five Oak Building**Time Type** Full time**Locations****Supervisory Organization**