

# POSITION ANNOUNCEMENT

01/12/2024



## **Executive Search for:**

**HR Director of Oregon Housing and Community Services**



## POSITION ANNOUNCEMENT

# INTRODUCTION



Oregon Housing and Community Services (OHCS) is seeking an enthusiastic Human Resources Director to oversee and coordinate all functions within the Human Resources team and cultivate an atmosphere that fosters productivity, diversity, inclusivity, and respect in the workplace.

# ABOUT THE STATE OF OREGON



Oregon's state government is composed of three government branches: Executive, Legislative, and Judicial, as well as a system of commissions wherein citizens are appointed by the Governor and confirmed by the Senate. Made up of seven diverse regions, Oregon has the ocean, mountains, valleys, high desert, cities, small towns, and almost everything in between.

With over 40,000 employees working all over the state, in small communities and large, the State of Oregon is proving that government can be innovative. Working as a team, the state challenges itself to be better, faster, and more efficient with taxpayer dollars.

The state government is responsible for caring for the everyday needs of a diverse population and thriving business community and simply must have the best and brightest workforce. If you take responsibility for your actions, are passionate about helping others succeed, and have a reputation for excellence and honesty, why not make Oregon state government your next career move?

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## OREGON STATE MOTTO

"She flies with her own wings"



# ABOUT OHCS



Oregon Housing and Community Services (OHCS) provides resources for Oregonians to reduce poverty and increase access to stable housing. Our intentional focus on housing and community services allows the agency to serve Oregonians across the housing continuum, including preventing homelessness, providing housing stability support, financing the building and preservation of affordable housing, and encouraging homeownership.

OHCS is placing a greater emphasis on strategic planning and the way we invest our resources. Recently, we have restructured, refocused, and reimagined our agency. Our work has led to an increased emphasis on data, research, and customer service. We are carrying that effort forward with the [Statewide Housing Plan](#). The plan articulates the extent of Oregon's housing problem and what we can do to address it. OHCS committed to the Housing Stability Council and our stakeholders that the plan will be responsive to the needs of the state.

OHCS released its [2022 Progress Report](#) to update the agency's significant progress in meeting the goals outlined in the 2019 Statewide Housing Plan. We are now more than halfway into the five-year plan.



# ABOUT OHCS



## MISSION

We provide stable and affordable housing and engage leaders, to develop an integrated statewide policy that addresses poverty and provides opportunity for Oregonians.

## VISION

All Oregonians have the opportunity to pursue prosperity and live free from poverty.



# POSITION DESCRIPTION



## LOCATION

Hybrid; this position has some requirements for in-person work

## COMPENSATION RANGE

\$91,188 – \$141,024

The Human Resources Director will oversee and coordinate all functions within the Human Resources team, focusing on strategic human resources management. Responsibilities include organizing, planning, and aligning HR initiatives to ensure the workforce operates efficiently, safely, and is cost-effective. The HR Director is part of the executive team.

The HR Director will cultivate an atmosphere that fosters productivity, diversity, inclusivity, and respect in the workplace. The ideal candidate would be passionate about the agency's Mission of providing stable and affordable housing and engaging leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians.



# PRIMARY RESPONSIBILITIES



## LEADERSHIP & STAFF DEVELOPMENT

- Establishes and maintains clarity of purpose by setting expectations for staff and holding staff accountable for accomplishing those expectations and desired outcomes. Utilizes coaching strategies, feedback, monitoring of performance, team building, training, and development to support staff. Supervises and coordinates the work of the Human Resource Solutions team members and provides indirect control of other employees performing similar activities. Prepares performance appraisals, work plans, and effectively recommends disciplinary action as needed. Assigns and distributes work to assure accuracy and timeliness, which ensures an efficient service delivery.
- Creates and maintains an atmosphere that fosters high-performance teamwork by modeling and setting expectations for effective communication and interpersonal practices.
- Establishes hiring and promotional practices consistent with Affirmative Action, Equal Employment Opportunities, and diversity development best practices. Assures a diverse workforce that provides flexibility in meeting future program and staffing needs.

# PRIMARY RESPONSIBILITIES



## LEADERSHIP & STAFF DEVELOPMENT (CONTINUED)

- Assures continuous development of workforce to meet changing needs. Provides opportunities for continuous learning. Assumes a leadership role in adapting effectively to ongoing changes as programs and services change.
- Actively models Enterprise-wide values and competencies, holding employees accountable for agency outcomes and responsible stewardship.
- Actively models the OHCS Core Values of Collaboration, Compassion, Dedication, Equity, Integrity, and Leadership to ensure staff have a clear understanding of the Core Values and holds self and staff accountable for instilling those values into everyday actions and behaviors.
- Exercises the full scope of leadership responsibility with other agency managers and Executive Team.



# PRIMARY RESPONSIBILITIES



## ORGANIZATIONAL DEVELOPMENT

- Lead the design, development, and implementation of human resource programs, policies, and strategies to meet the needs of the agency for organizational effectiveness.
- Provide strategic direction to the Executive Team and management in areas of linking business unit/workforce strategies, performance management, leadership, culture building, change management, and organizational feedback.
- Develop and lead HR-related strategic planning.
- Lead the development and sustenance of an Agency-wide staff development program to build employee competencies that support the mission of OHCS and foster employees' professional growth.
- Develop, deliver, and/or resource management training and leadership development programs for administrators and managers.
- Manage and coordinate special agency projects such as strategic goals as developed with the Executive Team or the Central Services Administrator.
- Make data-driven recommendations for sustainability based on agency assessments, organizational models, and best practices.

# PRIMARY RESPONSIBILITIES



## HUMAN RESOURCE MANAGEMENT

- Oversee the effective operations of the Human Resource Solutions (HRS) section, including recruiting, retention, employee and labor relations, staff and leadership development, safety, workers' compensation, classification, performance management, strategic planning, employee engagement, and change management.
- Serve as the appointing authority for the agency and final authority on personnel actions.
- Advise, coach, and counsel the Director, Executive Team, managers, and staff on human resource issues, diversity and inclusion, SEIU contract interpretation and administration, performance management, and corrective/disciplinary action.
- Analyze and assess risks to the agency with associated pros and cons on advice given to resolve complex human resource and workplace issues.
- Prepare correspondence on sensitive, controversial, or high-risk personnel issues on behalf of the Agency Director or Central Services Administrator.
- Consult with the Department of Justice and Labor Relations Unit as appropriate on personnel matters.
- Prioritize, plan, and lead short and long-term planning for human resource programs that support diverse employee engagement.
- Develop human resource policies, procedures, and operational guidelines for the agency.
- Develop and manage the HRS budget.
- Develop and present collective bargaining concepts and strategies for negotiations; ensure representation of OHCS management in the Special Agencies Coalition.
- Work with Labor Relations Unit and the union to maintain effective collaboration with labor relations partners.



# PRIMARY RESPONSIBILITIES



## DIVERSITY AND INCLUSION

- Actively develop, lead, and implement best practice strategies to recruit and retain a diverse workforce.
- Ensure that management and staff have appropriate training, professional development and resources to help achieve the agency's equity, racial justice, and diversity/inclusion goals and objectives and to promote and ensure a discrimination-free and harassment-free workplace.
- Promote and ensure best practice, as well as fair and accountable processes for investigating and resolving discrimination and harassment complaints.
- Actively support the work of the OHCS Diversity, Equity and Inclusion workgroups, councils, and committees.
- Foster and promote to employees the importance of a diverse, engaged workforce.
- Support the implementation, tracking and updates of the agency's Affirmative Action plan, including working with executive leadership to achieve Affirmative Action goals and timetables.
- Develop career plans and goals for employees through job development opportunities in furtherance of overall diversity, inclusion, and racial equity.

# PRIMARY RESPONSIBILITIES



## EMPLOYEE OPERATIONS & EMPLOYEE COMMITTEES

- Direct the activities of the Safety Committee and maintain close communication with administration in matters of safety requiring management action.
- Ensure the agency's Safety and wellness programs include safe practices and communication strategies focused on awareness. Establish a safe, inclusive, and respectful workplace evidenced in the workplace and employee survey results.
- Participate in the Labor/Management, Employee Engagement, Safety and Wellness Committees.
- Oversee the development of strategies, policies, and procedures for the response of agency employees in the event of an emergency involving fire, active shooter, earthquake, evacuation, and similar occurrences that may disrupt the business of the agency.
- Oversee the Agency's ergonomic assessment program and recommend actions to address ergonomic deficiencies and modifications or accommodations as necessary as required within the Americans with Disabilities Act (ADA).
- Provides consultation and support to the Agency's Central Services Administrator through project management, special assignments, or miscellaneous duties as assigned by the Agency Executive Director or other Executive Team members.

## MINIMUM REQUIREMENTS

- Seven (7) years of supervision, management, or progressively related experience OR
- Four (4) years of related experience and a bachelor's degree in a related field



# ADDITIONAL DETAILS



The individual in this position must perform position duties in a manner that promotes customer service and harmonious working relationships, including being a leader in workplace diversity and inclusion; treating all persons courteously and respectfully; actively engaging in and promoting a positive work environment; developing good working relationships with agency personnel and with appropriate external partners; identify and resolve problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

The HR Director must work independently and with limited direction. This position must review and interpret rules, policies, and procedures relevant to personnel issues and provide direction in human resource matters to management-level employees. Excellent communication and dispute-resolution skills are required. Maintains current knowledge of applicable employment laws and regulations through continuing education, training, collaboration with peers, and professional associations.

This position is subject to and must pass a criminal records check.

## POSITION ANNOUNCEMENT

# NEXT STEPS



If you would like to apply to be the next HR Director for Oregon Housing and Community Services, please go to: [motusrecruiting.co/OHSC](https://motusrecruiting.co/OHSC)

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**THANK YOU, AND WE  
LOOK FORWARD TO  
WORKING WITH YOU.**

