

## Item 5: Bureau of Labor and Industries

### Human Resource Position

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**Analyst:** Michelle Deister

**Request:** Allocate \$119,778 from the Emergency Fund to the Bureau of Labor and Industries and establish one permanent position (0.58 FTE) to provide Human Resources services to the agency.

**Description:** The Bureau of Labor and Industries (BOLI) has contracted for human resources professional services from the Department of Consumer and Business Services (DCBS) since 2011; the amount included in the 2019-21 budget for this purpose was \$70,000, which paid for a very limited suite of services that theoretically included recruitment, classification, and compensation issues; Family Medical Leave processing; training, diversity and inclusion; and labor-management relations. Due to capacity issues at DCBS and the limited amount of contract funding, access to timely service has hindered BOLI from moving forward with organizational and operational improvements -- many of which are centered around new staffing configurations -- which the Commissioner has sought to implement since taking office.

On January 13, 2020, DCBS informed BOLI that it would no longer be providing these services to BOLI as of this spring, and triggered an official 30-day notice of termination. With DCBS terminating its role, the need for its own Human Resource (HR) function is particularly acute. The agency is struggling to fill vacancies and must have the expertise to manage the performance of employees who know human resource law as well as or better than many HR professionals. A permanent position will enable BOLI to fill its vacancies and ensure that classifications and agency staffing plans are configured appropriately in the immediate and longer-term, in turn allowing policy and process changes to be effectively implemented as directed by the Commissioner. The agency is being inundated with questions relating to layoffs, safety, "essential" designations, and social distancing measures which it is trying to address in the midst of agency vacancies in excess of 10% of approved positions. In order to effectively meet the needs of Oregon workers and businesses trying to navigate the pandemic and its after-effects, the agency requires immediate in-house expertise to maximize its own capacity and human capital.

The recommended \$119,778 fully supports a permanent position for the remainder of the biennium at a Human Resource Analyst 3 level, which has been approved by the Department of Administrative Services (DAS), Chief Human Resource Office. Remaining budgeted funds from the agency's existing contract with DCBS will be rolled into a new contract with DAS for recruitment, onboarding, and additional technical Human Resources support for this position. Should the DAS contract exceed this amount, BOLI would have to find offsetting savings within its budget.

**Recommendation:** The Co-Chairs of the Emergency Board recommend approval of an allocation of \$119,778 from the Emergency Fund to the Bureau of Labor and Industries and authorization to establish one permanent Human Resource Analyst 3 position (0.54 FTE).