



## Director of Human Resources

Oregon State Bar

Reports to: Chief Executive Officer

Location: Portland, Oregon

Salary: \$130k

*Motus Recruiting and Staffing is proud to partner with the Oregon State Bar in its executive search for a new Director of Human Resources.*

### **About the Oregon State Bar**

The Oregon State Bar (OSB) was established in 1935 by the Oregon Legislative Assembly to license and discipline lawyers, regulate the practice of law and provide a variety of services to bar members and the public. The bar is a public corporation and an instrumentality of the Oregon Judicial Department, funded by membership and program fees. It is not a state agency and does not receive any financial support or taxpayer dollars from the state's general fund.

With over 15,000 active members, the mission of the Oregon State Bar is to serve justice and the public interest by promoting respect for the rule of law, by improving the quality of legal services, and by increasing access to justice.

Go to [www.osbar.org](http://www.osbar.org) for more information.

### **Director of Human Resources Job Summary**

The Oregon State Bar is seeking a qualified Director of Human Resources in support of a diverse work environment to promote the integrity of the profession, and the legal system while providing leadership, direction, oversight, and management of the agency's Human Resources programs, services, policies, and initiatives.

### **Overall Responsibilities of the Director of Human Resources**

Responsible for oversight of day-to-day operations of the department within policy guidelines set by the CEO and Board of Governors. Conduct overall human resource functions, including, but not limited to:

- Compensation and benefits, deferred compensation, and retirement plans;
- Performance evaluations;
- Organizational training and development;
- Recruitment, retention, new hire orientation, employee discipline, and termination;
- Promote OSB's mission and values; and
- Provide leadership that values diversity and prioritizes inclusive and culturally competent practices.



## Essential Duties

- Assists chief officers, directors, managers, and employees with job results accomplishment by providing training and development programs and by providing individual advice and guidance.
- Directs, oversees, and evaluates programs, services, and activities of the department, ensuring they are clearly in alignment with the mission and goals of the OSB and are run efficiently and effectively.
- In cooperation with the Chief Financial Officer (CFO) and the Professional Liability Fund Plans, the director maintains and administers OSB employee benefit programs and is the primary contact for insurance-related brokers and providers. Prepares and distributes written and verbal information to inform employees of benefit programs.
- Develops and effectively manages the department's annual budget with the approval of the CEO for submission to the Board of Governors. Monitors and approves all expenses and monitors any revenue.
- Develops and manages wage structures, benefits, and other compensation programs ensuring internal and external equity. Recommends compensation adjustments, according to findings, utilizing knowledge of prevailing rates and types of wage incentive systems.
- Develops the long- and short-range plans for the department in support of the OSB's overall mission, functions, and strategic plan.
- Serves as bar liaison to committees and sections as assigned.
- Other duties as assigned.

## Qualifications:

- Demonstrated knowledge of Oregon and federal employment and safety laws and regulations.
- 5 years of experience in a 75 to 200 employee organization with increasingly responsible practical experience in human resources management, administration, and planning as demonstrated by a strong history of policy development, recruitment, compensation and benefits administration and planning, retirement plan administration, safety, discipline and termination, and retention of talent.
- Graduation from a four-year college or university with a degree in human resources management, business, psychology, or a related field. Graduate degree or SPHR certification helpful and not required.
- 3 years of training in diversity, equity, and inclusion. Three years of experience developing human resources policies and procedures that reflect and support diversity, equity, and inclusion initiatives.
- Demonstrated knowledge of management principles and practices including program planning, analysis, administration, evaluation, and budgeting.
- Experience with the Microsoft O365 Office Suite in a Microsoft Windows environment with particular emphasis on Word, Excel, and Outlook. Experience with ADP Workforce.
- Demonstrated written and oral communication skills using in-person and virtual formats.
- Ability to exercise a professional demeanor and an elevated level of customer service for a potentially demanding customer base in a variety of situations and with various interest groups or individuals with conflicting and competing needs, desires, and demands.