

# MARCH 2015 NEWSLETTER

**ROGUE  
VALLEY  
CHAPTER  
SHRM**

AFFILIATE OF  
**SHRM**<sup>®</sup>  
SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

## Message from your President

Hello SHRM Rogue Valley Members,

Happy Spring! The sun's starting to show more and more regularly, the birds are singing, the flowers are starting to bloom; yep, spring's on the way. Hopefully you'll get to enjoy a brief spring fling; maybe a quick day trip to the coast, a hike up Table Rock, a nice drive along the river.....endless possibilities. Here's to hoping you have a wonderful springtime full of fun and adventure.

### Top News:

- The Careers in Gear (CIG) job fair is upon us; it's Thursday, March 12th this year. If you have time available in your schedule and would like to help out (either ½ day or whole day), please contact Kathryn Reinhardt, our Workforce Readiness Director. This year there will be schools from as far away as Northern California and Universities not previously represented before. This will be the biggest CIG event yet!
- Have you seen our new Diversity Mission Statement we included in last month's newsletter and on our website? If not, please take a look. In our HR roles we understand how important it is to recognize the diversity we have within our companies and throughout our valley. One of our initiatives last year and continuing this year was to create a chapter diversity statement and action plan. And, this month our program is a Diversity Roundtable. Please check our website for more details.

- Have you checked out the new Board of Director page on our website? We now have links and pictures! You are able to click on the board member's name and see their photo. The SHRM board is here to help you, to answer your questions and to give you information. Sometimes it makes it easier if you are able to put a face to a name.

And don't forget to watch for our new chapter logo in April.

Respectfully,

Tanya Haakinson, PHR, SHRM-CP  
President, Rogue Valley Chapter - SHRM

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## MARCH PROGRAM DIVERSITY ROUNDTABLE

"Let's take a look at Diversity from a *new angle* in the Rogue Valley in 2015"

This presentation and topic will outline some specifics on diversity issues that face Southern Oregon which are unique to our area. In addition, we will attempt to uncover unconscious biases that we, as HR and business professionals, may have. Also, we will look at some surprising new topics in the realm of Diversity and Inclusion that are impacting our workplaces globally.

Note: This will be an interesting new look at Diversity that you won't want to miss!

**March 18, 2015 8am - 10am (networking time 7:30am)**

**Smullin Health Education Center**

**2825 East Barnett, Medford, OR 97504**

\$10.00 for members (no charge for first time attendees and students)

\$15.00 for non-members

***Presenter: Patricia (Trish) Forde, SPHR, GPHR, SHRM-SCP***

***HR & Safety Manager at The Hershey Company, Ashland (Dagoba) Plant***

***Also, part-time adjunct professor in Business at Southern Oregon University***

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## Legislative Update

John Underwood, CSP, SPHR

Had enough regulation? There's always more...

**The National Labor Relations Board** issued a surprise ruling last month! The ruling makes “employee use of e-mail for statutorily protected communications on nonworking time presumptively permitted by employers who have chosen to give employees access to their e-mail systems.” What this means is that if you have allowed your employees to use your work e-mail network during off work hours, they have the right to use the same network for organizing a union. We strongly suggest you seek legal advice about how to best position yourself in this regard and to review your current policies around use of your work e-mail network. For more details, see: Purple Communications Inc. and Communications Workers of America, AFL-CIO

**On November 4, 2014, voters in Oregon, Alaska and the District of Columbia** passed initiatives legalizing the recreational use of marijuana. Each measure provides that the new law *does not* prevent employers from restricting pot use by their employees. There is still some confusion about what the impact on the workplace will be, however. Employers are asking, “If it’s legal (beginning on July 1, 2015) won’t I have to accept it?” The short answer is “No!” You should communicate to your employees that detection of marijuana in their system is still a violation of your drug and alcohol policy, assuming you have a policy.

The more complicated question is, at what point does detection of THC in an employee’s system make that employee “intoxicated” or “under the influence”? This science and practice has been very well determined for alcohol, but not for the active ingredient in marijuana. This is a question that may be determined over time. For now, it is recommended you hold to a zero tolerance policy. Don’t be surprised to see future challenges. Again, it is best to consult with your attorney about this topic and to examine your policy.

**The Office of Federal Contract Compliance Programs (OFCCP)** has announced its plan to overhaul OFCCP’s sex discrimination guidelines. A proposed rule has

been published in the Federal Register and is open for public comment through March 31, 2015.

**A Federal Acquisition Regulation** was published in the Federal Register to address Human Trafficking. This is to define new obligations for federal contractors to ensure there is no human trafficking in their business or supply chain. SHRM is in the process of reviewing these new rules and will report new information about this as it unfolds.

**SHRM and its affiliate, the Council for Global Immigration (CFGI)**, submitted public comments in response to a Department of Homeland Security and Department of State opinion about President Obama's Immigration Executive Action. SHRM and CFGI made several recommendations, including development of a Trusted Employer program that would substantially reduce the resources necessary for adjudications. Stay tuned for more information.

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**SAVE THE DATE!**  
**Annual May Legal Seminar**

**Date: Wednesday, May 20, 2015**

**Networking Time: 7:30 am - 8:00 am**

**Workshop/Program: 8:00am - 4:00 pm**

**More Details and Registration Information Coming Soon to our Website!**



**ROGUE VALLEY CHAPTER-SHRM 2015 PROGRAM CALENDAR**  
**Smullin Center @ Rogue Regional Medical Center (RRMC)**

**January 21, 2015**

**8:00 - 10:00 am**

***The HR Professional Competency Model: A Road Map for Success***

Presented by Kari Strobel, PhD

Society for Human Resource Management (SHRM)

*No Credits*

**February 18, 2015**

**8:00 - 10:00 am**

**Active Shooter/Workplace Violence**

Presented by Jeff Gedding from Boise-Cascade

*HRCI & SHRM Credits awarded*

**March 18, 2015**

**8:00 - 10:00 am**

**Diversity Roundtable**

Presented by Trish Forde, SPHR, GPHR, SHRM-SCP

Human Resources and Safety Manager, The Hershey Company

*SHRM Credits awarded*

*HRCI Credits pending*

**April 15, 2015**

**8:00 - 10:00 am**

**Workforce Investigations/ Drug Use in Workplace**

Presented by Michelle Robison

Human Resource Manager, Carestream and

Trish Forde, SPHR, GPHR, SHRM-SCP

Human Resources and Safety Manager, The Hershey Company

*SHRM Credits awarded*

*HRCI Credits pending*

**May 20, 2015**

**8:00 am – 4:00 pm**

**Annual Legal Seminar**

Presented by attorneys from Barran Liebman, LLC

and Jennifer Bouman-Steagall

**June - No program**

**July 22, 2015**

**8:00 - 10:00 am**

**Negotiation Skills**

Presented by Allen Cabelly, SPHR

Professor, Portland State University

Executive Director and Founder , Portland Leadership Institute

**August 19, 2015**

**8:00 – 10:00 am**

**Seat at the Leadership Table**

Presented by Jeanette Trumm

Human Resources Director, Neuman Hotel Group

**September 16, 2015**

**8:00 – 10:00 am**

**Are you talking to me?**

Presented by Jennifer Bouman-Steagall

*SHRM Credits awarded*

*HRCI Credits pending*

**October 21, 2015**

TBD

**November 18, 2015**

TBD

**December - No program**

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## CAREER OPPORTUNITIES



**Hematology Oncology**

associates pc

physicians and surgeons

**HR GENERALIST**

## **Job Description**

SCOPE: With supervision, manages the recruiting process, including but not limited to candidate advertising, sourcing, interviews, candidate selection and offer process. Provides general Human Resources generalist guidance to management staff and employees. Supports and adheres to the US Oncology Compliance Program, to include the Code of Ethics and Business Standards and Shared Values.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Recruiting Responsibilities:

- Reviews and discusses approved Personnel Requisitions and job description with hiring manager to determine the jobs specific requirements, interview team, discuss timeline, potential compensation, etc. Continually updates the requisition log. Ensures compliance with federal and state recruiting regulations.
- Identifies applicant sources, prepares job posting materials, and drafts advertisements. Sources resumes and screens against minimum qualifications. May telephone screen qualified applicants for knowledge, skills, abilities, and/or salary requirements.
- Forwards and discusses qualified applicant resumes with hiring manager in order to determine applicants to be interviewed.
- Schedules candidate interviews with hiring manager and interview team. Provides guidance on appropriate and non-appropriate questions, provides sample interview questions, and may arrange for mock interviews to build managers interview skills.
- Conducts post-interview feedback sessions or obtains candidate assessment from interview team. May summarize feedback for hiring manager. Consults with hiring manager on candidate selection and compensation package. Performs reference checks.
- Extends verbal job offer to selected candidate. Coordinates the offer package preparation; obtains the appropriate approvals.
- Upon written acceptance and completed forms, initiates background investigations and license verification as required. Investigates and resolves background/employment related issues. Escalates issues that conflict with hiring practices.

#### Generalist Responsibilities:

- Provides consultation to employees and management on human resource management issues to include: staffing; employee relations; performance management; dispute resolution; compliance and integrity; policy administration; and disseminating and providing guidance on company policies and procedures in compliance with applicable state and federal laws.
- May investigate employee relation issues, identify issues, and recommend resolutions. Identifies facts, policy violations, and breaches of culture/values

that impact workplace. May involve HR technical experts to troubleshoot and resolves issues. Recommends solution and how to obtain resolution.

- Assists management with writing effective and accurate job descriptions, requisition process and approval, eCOS, salary administration, etc.
- Conducts exit interviews, summarizes findings, and writes executive overview. Manages employee engagement survey, summarizes findings, and facilitates follow-up and action items meetings. May perform work force analysis and recommendations on a variety of HR issues.

#### MINIMUM QUALIFICATIONS:

BS/BA in Human Resources, Business, or related field required. Some Human Resources administration experience a plus. Thorough knowledge of HR federal and state laws required.

#### COMPETENCIES:

- Uses Technical and Functional Experience: Possesses up to date knowledge of the profession and industry; is regarded a san expert in the technical/functional area; accesses and uses other expert resources when appropriate.
- Demonstrates Adaptability: Handles day to day work challenges confidently; is willing and able to adjust to multiple demands, shifting priorities, ambiguity and rapid change; shows resilience inn the face of constraints, frustrations, or adversity; demonstrates flexibility.
- Uses Sound Judgment: Makes timely, cost effective and sound decisions; makes decisions under conditions of uncertainty.
- Shows Work Commitment: Sets high standards of performance; pursues aggressive goals and works efficiently to achieve them.
- Commits to Quality: Emphasizes the need to deliver quality products and/or services; defines standards for quality and evaluated products, processes, and service against those standards; manages quality; improves efficiencies.

#### 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. While performing the duties of this job, the employee is required to be present at the employment site during regularly scheduled business hours and regularly required to sit or stand and talk or hear.

The employee frequently is required to use hands to finger, handle, or feel and occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. fo

Please apply by emailing your cover letter, resume to:



Marcella Damours, Human Resources Manager

[Marcella.Damours@usoncology.com](mailto:Marcella.Damours@usoncology.com)



## **HUMAN RESOURCE-PAYROLL-BENEFITS SPECIALIST**

### **Rough & Ready Lumber LLC**

Rough & Ready Lumber (R&R) is seeking qualified applicants for this position. We are looking for an individual who is intelligent, organized, and is able to handle employee matters in a positive, professional manner.

The responsibilities of this position span HR, Payroll, Benefits, and Safety with a strong supporting role in other accounting related functions. HR duties primarily include overseeing the hiring process, assisting in resolution of employee issues, and administration of company benefits.

The responsibilities of this position span HR, Payroll, Benefits, and Safety with a strong supporting role in other accounting related functions. HR duties primarily include overseeing the hiring process, assisting in resolution of employee issues, and administration of company benefits. The Payroll duties include timekeeping and payroll processing, reconciling payroll deductions, and timely reporting to third party entities. The Safety role is integral to R&R providing a safe and healthy workplace with an active Safety Committee and ensuring OSHA compliance. This position works closely with management and requires a high degree of confidentiality.

Relevant experience in HR/Payroll (ADP Workforce Now preferred) is important. Basic skills in bookkeeping and Microsoft Office, with an emphasis on Excel, are required. Wages will be determined based upon experience and skills.

### **ABOUT ROUGH & READY**

Rough & Ready Lumber is a progressive and innovative, 93-year family-owned lumber business located in the beautiful Illinois Valley of SW Oregon. The company is known for producing high-quality lumber with a dedicated workforce and a strong and loyal customer base. The company operates a sawmill, planing mill, cogeneration boiler and power plant with dry kilns, employing over 65 people. An affiliated business, Perpetua Forests Company, owns and manages 25,000

acres of timberland located in southern Oregon.

R&R supports and promotes community involvement, continuing education, and participation in local, state and federal forest policy.

Equal Opportunity Employer, including protected veterans and people with disabilities.



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