

JULY 2015 NEWSLETTER



ROGUE VALLEY
SHRM



Message from your President

Hello SHRM-Rogue Valley Members,

It's July... a wonderful time of summer BBQ's, camp-outs and fireworks and don't forget S'MORES! I'd like to share a few good things your local SHRM Chapter has been working on for July:

Top News:

-We have a program this month, Strategic Negotiation Skills presented by Professor Alan Cabelly of Portland Leadership Institute. Please watch for the postcard and email to RSVP if you're able to attend.

- Congratulations on all our members who have received their SHRM Certification this year! Whether you have the HRCI Certification or the SHRM Certification or both, we're proud to have you affiliated with Rogue Valley SHRM!

-Many of you probably attended the National SHRM conference at the end of June. We hope you enjoyed your trip to Las Vegas for a little sunshine, good food and Vegas fun.....along with all the useful SHRM presentations provided at the conference. Which was your favorite? If you feel like a particular topic was topnotch and you'd like to see something similar for our 2016's program, please let a board member know.

If there is anything else you would like to see on the website, or a great program topic, or even an HR related question, please feel free to contact us, we're here to serve.

Respectfully,

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



July Program Strategic Negotiation Techniques

Strategic negotiation techniques help you transform your daily interactions. HR Executives, regardless of their focus, must negotiate. All of their interactions involve negotiations. HR Executives resolve far more disputes through negotiation than through sheer power. This is a basic fact that must be recognized. Effective negotiation is no longer about tactics; it is about a strategic assessment of both parties' needs. This workshop is designed to develop that understanding. We'll look at ways to build strategic relationships with your subordinates, peers, and, most importantly, with your executive team, improving your effectiveness as a negotiator.

Date: Wednesday, July 22, 2015

Networking: 7:30 am to 8:00 am

Workshop Time: 8:00 am to 10:00 am

About the Presenter: Alan Cabelly (PhD, University of Washington) has been a Human Resource Management faculty member at Portland State University since 1980. He teaches Leadership and Human Resource Management at the undergraduate, graduate, and executive levels, as well as to many groups nationally and internationally. He recently completed a sabbatical that saw him teach academic and executive programs in Viet Nam, France, China, and Germany. These and other diverse travel experiences allow him to bring unique approaches to his work.

Prof. Cabelly is founder and Executive Director of the Portland Leadership Institute (www.portlandleadershipinstitute.com), which focuses on Leadership Excellence in the 21st century. He uses the DiSC system and other contemporary techniques for Executive and Leadership Coaching, and speaks extensively on *Strategic Negotiations; Authentic Leadership; Generation Similarities and Differences in the Workplace; Work for the 21st Century; Using Whole Brain Thinking for Increased Effectiveness*; and various *Human Resource Management* topics. His personal mission is to help individuals increase their leadership skills and improve the functioning of their work teams. He helps people find passion in their work life environment, leading to greater individual engagement and satisfaction, and increased organization productivity. The blog on the Institute web pages identifies this work and describes much of his international work in detail.

Prof. Cabelly has been named SHRM *Advisor of the Year*, twice *Distinguished Member* of NHRMA, and earned the *Human Resources Award of Excellence* from PHRMA. He was President of NHRMA in 2000 and Director of the Oregon State Council of SHRM in 2009, and currently serves as the NHRMA 2015 Conference co-Director of Programs, PHRMA's co-Director of Programs, and the Oregon State Council's Revenue Generation Director. In his spare time he gardens, travels the world, and remains physically active.

Meeting Location: Smullin Health Education Center/ Lecture Hall #1
2825 E. Barnett Road
Medford, OR 97501

Cost: \$10.00 per member / No charge for first time guests/students
\$15.00 for non-member

Credits: SHRM & HRCI credits pending

RSVP To: Julie Carr @ julie.carr@blackstoneaudio.com

Website: www.shrmroquevalley.shrm.org

June 2015




by Suz Montemayor, Area HR Manager, BBSI

The Oregon Legislature has been very active this session passing new employment legislation. Here is a quick summary of some of the bills that have passed in recent weeks.

- **Statewide Sick Leave** - Effective January 1, 2016, all Oregon employers must provide sick leave to employees who perform work in Oregon. Sick leave must be paid for employers with 10 or more employees (6 or more in Portland). Employees must accrue at least 1 hour for every 30 hours worked, and they must be able to accrue at least 40 hours per year. BOLI has authority to promulgate rules that will further clarify the sick leave law.
- **Social Media Protections** - Effective January 1, 2016, it is unlawful for an employer to do any of the following:
 - To require an employee or applicant to establish or maintain a personal social media account;
 - To require an employee or applicant to allow an employer to advertise on a personal social media account;
 - To refuse to hire an applicant or to take any negative employment action against an employee for failing to do one or both of these two things.
- **Amendment to Oregon's Domestic Violence Leave Act** - The law is currently written so employees have the option of using all available vacation time while on leave. Effective January 1, 2016, employees may also use sick and personal time. This law probably changes very little in the way most employers administer this leave law, as most employers allow employees to use all paid time off available to them for any type of leave.
- **Protections for Employee Discussion of Wages** - It is an unlawful practice to take any negative employment action against an employee who discusses or discloses his or her wages or the wages of another employee. It is also unlawful to retaliate against any individual for making a complaint or participating in an investigation related to a complaint of discipline for discussing or disclosing wages. While these types of communications already receive protection under the NLRA, this law creates a state cause of action and applies to all employees (including management and supervisory personnel).
- **Amendment to the Oregon Family Leave Act** - Employers are required to maintain health insurance coverage for employees and dependents at the same level they would have had if the employee was still working. Practically speaking, this law changes very little because most employers either are required to maintain coverage for employees because they are covered by FMLA, or they already continue health coverage because of OFLA's requirement that coverage be immediately reinstated when an employee returns to work.
- **Ban-the-Box Legislation** - It is unlawful to ask about criminal convictions on an employment application or exclude an applicant from an initial interview based on

a criminal conviction. If an employer does not conduct interviews, an employer may not inquire about criminal convictions prior to making a conditional offer of employment. This law does not apply to law enforcement, volunteers, the criminal justice system, or if another law requires an earlier inquiry into an applicant's criminal background.

- Change to Non-Competition Agreement Maximum Length - The maximum length of enforceability of a non-competition agreement has been two years after an employee separates from employment. This law changes that maximum length to 18 months for all agreements entered into after January 1, 2016.






  



DONATE YOUR GENTLY USED CLOTHES To A Good Cause

Many job seekers struggle to afford appropriate attire for interviews and work. Help us to strengthen our local workforce by donating your gently used clothing to the Jackson County Oregon Employer Council, for our 2nd Annual Career Clothing Fair to be held November 19, 2015.

We gladly accept clothing in good condition
Slacks, Jeans, T-shirts, Suits, Men's Attire, Blouses, Dresses, Skirts, Shoes, and More!

Donation drop off locations:

 AN EK DUNNILEY COMPANY 2655 S. Pacific Hwy Medford, Oregon 97501	 THE HERSHEY COMPANY 1105 Benson Way Ashland, Oregon 97520	 SOUTHERN OREGON 1001 Beall Lane Central Point, Oregon 97502	 931 Chevy Way Medford, Oregon 97504	 Southern Oregon Public Television 28 South Fir Street, Suite 200 Medford, Oregon 97501
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Check us out to see what we are doing to help our community  

Thank you for helping our local workforce



DREAM BIG \$1,000 Scholarship for Adult Students

**\$1000 will be awarded to an adult student
balancing work and back-to-school**

Qualification Criteria:

- Must be a current resident of Jackson County, Oregon.
- Must be an undergraduate level or returning-to-school student who has experienced a gap (three years or more) in pursuit of postsecondary education. (Students who returned to higher education beginning in Fall 2013 or more recently will be considered.)
- Must demonstrate financial need as determined by a completed statement outlining ability to pay/financial resources available for education.
- Must be currently attending or enrolled in adult education classes, a trade/vocational school, a 2-or 4-year accredited community college or university (proof of registration required) with at least 6 credits per semester/term.

For More Information:

- Send us an email at JacksonCountyOEC@gmail.com
- Like us on Facebook — [facebook.com/JacksonCountyOEC](https://www.facebook.com/JacksonCountyOEC)

APPLICATION DEADLINE OCTOBER 1, 2015

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

Strategic Negotiation Techniques

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

CAREER OPPORTUNITIES



Asante

Human Resources Analyst

Asante was created by and for the residents of Southern Oregon and Northern California. We are a locally owned, not-for-profit, comprehensive community health care system serving over 550,000 residents in nine surrounding counties. Progressive and visionary, Asante is in the medical forefront. Virtually all medical specialties and services are represented in an organization dedicated to personalized care and sophisticated technology. With approximately 4,600 employees, Asante's entities offer outstanding opportunities for career advancement and professional growth. Our mission is simple: ***"Asante exists to provide quality healthcare services in a compassionate manner, valued by the communities we serve."***

At Asante we believe that we are defined by our values – the traits that guide us as we serve patients and the community.

Excellence - Respect - Honesty - Service – Teamwork

The **Human Resources Analyst** is responsible for collecting, validating and analyzing data to make recommendations to improve HR programs, practices and services. Also coordinates specific assigned HR programs such as compensation or benefit programs and actively participate in communication of HR programs.

Responsible for performing a full range of duties with respect to calculating benefit estimates, new retiree benefits, and vested benefits. In this role you will be the subject matter expert for all retirement plans. Prepare appropriate correspondence and follow up on all requests and correspondence regarding benefit estimates, new retiree benefits, active death benefits, vested benefits, and purchase of service credit. This will include responding to incoming telephone inquiries, counseling members in person, and replying to correspondence from members regarding various benefits and credits. Process new retiree applications, requests for benefit estimates and vested benefits and ensure that member files contain the appropriate documentation in order to complete such benefits/estimates.

In this position, required skills include research methodology and analysis techniques; proposal writing; knowledge of word processing and spreadsheets; project management experience; demonstrated oral and written communication skills and presentation skills; strong problem solving skills; the ability to work independently with direction; the capability of handling highly confidential information; and the ability to work with a variety of individuals at various levels of experience, knowledge and communication skills.

Education: Bachelor's Degree in business administration, personnel administration or a related field or the equivalent in education and

experience is required (4 additional years of experience if no degree).

Experience: 2-5 years professional level experience which provides knowledge of Human Resources functions, business practices and organizational structure is required. Experience with data collection and analysis also required.

Preferred experience includes participating in local/regional compensation/benefits professional organizations; directly applicable experience in a similar function within Human Resources; project management experience; and information systems experience. Prefer experience with and knowledge of retirement plans.

Certifications: While not required, the following are *preferred* - Professional in Human Resources (PHR) certified by HRCI; Senior Professional Human Resources (SPHR) certified by Human Resources Certification Institute (HRCI); Certified Employee Benefits Specialist (CEBS) certified by IFEBP; Certified Benefits Professional (CBP); Certified Compensation Professional (CCP).

https://www.healthcaresource.com/asante/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=100781



Talent Acquisition and Development Manager

POSITION SUMMARY: The BBSI Medford Area Talent Acquisition and Development Manager provides strategic and operational leadership in a variety of areas which include systems of learning, leadership, performance, succession and development, as well as acquisition and development of talent aligned with business owners strategy and HR talent management through sourcing, engaging, development, and implementation to maximize customer workforce management and positively impact customer company success and profitability.

REPORTING RELATIONSHIPS: This position reports to the Area Manager and works in partnership with other positions within the business unit and branch.

DUTIES AND RESPONSIBILITIES:

- Act as business owners' advocate.
- Evaluate, benchmark, analyze, and deliver measurable results to the business owners.
- Assess bench strength and evaluate talent acquisition requirements by studying organization plans and objectives.
- Build applicant sourcing opportunities by utilizing a variety of sources such as internet job sites, college, and career centers.
- Advertise for candidates; screen, interview, qualify, and place candidates, primarily in manufacturing, light industrial, and clerical roles, as well as for professional placements and direct hires.
- Ensure that BBSI is involved in community engagement, leadership and development.
- Oversee training programs accountable to learning and performance management within customer needs.
- Develop, present, and facilitate a wide range of area training programs and career pathways for all job families; conduct new hire enrollment/onboarding.
- Self-guided professional development and maintenance of knowledge in human resources principals and practices, including employment laws and regulations, industry trends, and economic factors that may impact BBSI and its customers.
- Other duties and responsibilities as assigned.

CORE TRAITS/COMPETENCIES:

- Ability to operationalize concepts with true business acumen.
- Understanding of economic environment and effect on business.
- Drive and vision, results oriented.
- Business-owner empathy.
- Stakeholder mentality.
- Innately curious.
- Demonstrated leadership ability and ethics management skill.
- Ability to communicate at all levels of business by using various techniques of communication.
- Creative and strategic thinker possessing practical

business orientation. Ability to create consultative partnerships and serve as a key advisor to the business owner.

QUALIFICATIONS:

- Bachelor's degree or equivalent
- At least 5 years of supervisory or management experience.
- SPHR/PHR and/or SHRM-SCP/CP certification preferred.
- Accomplished in strategic guidance, training, and support to customers in workforce management including organization development, employee relations, employment law compliance, benefits administration, workers' compensation administration and other best practices.
- A deep understanding of the value of talent pipelines and continuous networking to acquire key talent on an ongoing basis.
- Experience using ATS, CRM, and HRIS for talent mapping, succession planning, and performance review and development.
- Exceptional written and verbal communication skills and ability to effectively communicate with individuals at all levels of an organization.
- Strong customer service orientation is imperative.
- Self-starter, self-motivated, personable, and well-organized with a sense of urgency.
- Knowledge of federal and state employment laws including wage and hour.
- Computer proficiency with knowledge of applications such as MS Word, Excel, Outlook, and aptitude and desire to learn new computer applications.
- Strong sense of ethics and personal integrity with effective interpersonal skills as well as a "can do" attitude.
- Desirable for candidate to have work experience outside of human resources in areas such as operations, finance, management, sales, training or business consulting.

SPECIAL REQUIREMENTS:

- Ability to shift easily between strategic initiatives and

operational responsibilities.

- Ability to complete high-volume workload, meet critical deadlines and work through constantly changing priorities with enthusiasm.
- Demonstrated ability to develop and deliver successful presentations to individuals and groups at all levels of an organization.
- Possession of a current Oregon driver's license with valid automobile insurance meeting BBSI criteria.
- Requires automobile travel – primarily local, with some overnight.

Physical Requirements/Environment:

Normal conditions similar to an office environment; willingness and ability to travel to visit branch offices and field programs.

For individuals with these requirements, this position offers at a minimum:

- Generous base salary, profit sharing, 401k with employer match, and benefits
- Knowledge that you are working for a results-oriented organization
- Opportunity to impact the success and growth of customer companies and BBSI
- Gain experience working in multiple industries

If you meet the above requirements, we welcome the opportunity to learn more about you. Please mail, or drop off, your cover letter (with salary requirements) and resume to:

BBSI Area Manager, Southern Oregon
3512 Excel Drive, Suite 107
Medford, OR 97504

For more BBSI information, visit us at
www.barrettbusiness.com

Human Resources Director

California Oregon Broadcasting Inc. in Medford, OR is looking for a Human Resources Director to work with a staff of 100 in four television stations and our cable TV operation.

Responsibilities include:

- Administration of EEO program
- Recruitment
- Interviewing
- Staff orientation
- Staff and management education
- Involvement in the evaluation process
- Resolution of personnel issues
- Researching policy changes
- Handbook maintenance

Requirements include:

- Formal training and experience in Human Resources Management or equivalent
- Solid listening skills
- A commitment to the well-being of staff and company
- A confidential nature
- Good written and verbal communications skills
- Common sense and a sense of humor.

Must be willing to travel using a company provided vehicle. Pre-employment drug testing and an acceptable 3 year DMV driving are required. We are an Equal Opportunity Employer.

Please send resume to abrown@kobi5.com or to Human Resources Director, California Oregon Broadcasting Inc., 125 South Fir, Medford, OR 97501. We are an Equal Opportunity Employer.



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