



## 1.01 DUTIES & AUTHORITY OF THE DIRECTOR OF HUMAN RESOURCES MISSION & VISION OF THE BUREAU OF HUMAN RESOURCES

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### City of Portland Human Resources Vision Statement

We are valued strategic business partners who collaborate with bureaus to transform the City of Portland into an Employer of Choice.

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### City of Portland Human Resources Mission Statement

Knowledgeable. Helpful. Responsive.

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### Human Resources Values

**Involvement:** We value participation with our customers and stakeholders in decision-making, problem-solving, and projects.

**Diversity Development:** We value our workforce and encourage full use of their diverse knowledge, experience, and talent.

**Accountability:** We are each responsible for our own performance and for contributing to the success of others and the organization as a whole.

**Stewardship:** We maintain the integrity of the human resources system consistent with and responsive to the City's interests.

**Creativity:** We use imagination and innovation in solving problems, anticipating change, and capitalizing on opportunities.

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### Authority of the Director of Human Resources

The responsibilities of the Bureau of Human Resources shall include coordination and control of the administrative and technical activities relating to maintenance of a comprehensive human resources system for the City, including employee relations, labor negotiations, training, employment services, classification, compensation, affirmative action, workforce development and employee benefits.

The Director of Human Resources shall formulate, administer and monitor administrative rules approved by the Council or the Chief Administrative Officer including provisions for:

1. Recruitment, examination, certification and appointment on the basis of applicants' knowledge, skills and ability;
  2. Classification;
  3. Preparation and maintenance of an equitable compensation plan;
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4. Employee behavior and expectations;
  5. Disciplinary guidelines with notice to employees of prohibited practices;
  6. Employee training and development;
  7. Employee Benefits;
  8. Affirmative Action and Diversity;
  9. HIPAA Compliance Officer.

In accordance with Oregon law, the Director of the Bureau of Human Resources or designee, on behalf of the Council, may enter into agreements with labor organizations, recognizing their exclusive representation of specified classifications within City service.

For purposes of the City of Portland Human Resources Administrative Rules, unless otherwise specified, "Director" shall mean the Director of Human Resources.

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## **Scope of Administrative Rules**

The City of Portland Human Resources Administrative Rules is a resource document containing personnel related rules for employees. These rules are adopted pursuant to Chapter 3.15 of the City Code and Chapter 4 of the City Charter, which state that the Director of Human Resources shall promulgate rules and procedures governing the appointment, promotion, discipline, behavior and removal of City employees. Such Rules shall become effective when approved by the City Council or the Chief Administrative Officer as Council's designee.

Some administrative rules shall be promulgated with and administered in conjunction with other bureaus or offices such as Risk Management and the Office of Management and Finance. Some rules are codified in the Administrative Rules for operational ease, but are administered wholly by other bureaus. The rules will clearly indicate who is responsible for administration.

The provisions of these Human Resources Administrative Rules apply to all employees of the City of Portland. In the event of a conflict between the Administrative Rules as they apply to employees and any applicable labor agreements, the latter shall govern.

It is expected that City of Portland supervisory personnel will administer these rules in a consistent manner. The provisions of Human Resource Administrative Rules are not conditions of employment and may be modified, revoked or changed in accordance with the steps outlined in the [Administrative Rule Development and Issuance](#).

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## **Violation of Rules**

Any person violating these rules may be subject to discipline up to and including termination of employment. These rules and procedures are to be read in conjunction with related federal and state statutes and local ordinances, as applicable.

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**Severability Clause**

If any section, subsection, sentence, clause or phrase of the Human Resources Administrative Rules is found to be invalid by any court of competent jurisdiction, such decisions shall not affect the validity of the remaining portions of these Rules.

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**Administrative Rule History**

Adopted by Council March 6, 2002  
Effective April 5, 2002  
Revised September 16, 2005  
Revised April 17, 2009  
Revised November 4, 2011  
Revised April 25, 2016  
Revised February 15, 2018

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