

**Plain Language Example: Department of Consumer and Business Services  
Job recruitment description**



**Oregon**  
Theodore R. Kulongoski, Governor

**Department of Consumer and Business Services**  
Human Resources Services • Director's Office  
350 Winter Street NE, Room 150  
PO Box 14480, Salem, Oregon 97309-0405  
(503) 378-3200  
Fax: (503) 378-5969  
www.dcbs.oregon.gov

**INFORMATION SYSTEMS SPECIALIST 6**

(Systems Analyst)  
\$3,793 - \$5,483 Monthly

**POST CODE: D720**  
**ANNOUNCEMENT NUMBER: LECB6215**  
**CLASSIFICATION NUMBER: C1486\***  
**OPEN: November 16, 2006**  
**CLOSE: December 1, 2006**  
**LOCATION: Salem**

**GENERAL INFORMATION**

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- ◆ These positions are with the Information Management Division, Information and Technology Services Section, of the Department of Consumer and Business Services (DCBS), and are located in Salem. This recruitment will be used to establish a list of qualified people to fill two current vacancies, one limited duration and one permanent.
- ◆ The limited duration position is funded through June 30, 2007. The limited duration position may also be included in the Division's 2007 – 2009 Budget request and if approved by the legislature, may be extended or become permanent.
- ◆ **NOTE:** If you are a HIRE System candidate and you are interested in being considered for this position, you must complete the application process described in this recruitment announcement.
- ◆ The classified employees of the Department of Consumer and Business Services are represented by the Service Employees International Union (SEIU), Oregon Public Employees Union (OPEU) and the American Federation of State, County and Municipal Employees (AFSCME). The position being recruited for in this job announcement is represented by SEIU, OPEU. Union members pay union dues; non-union members pay "fair share."

**TO QUALIFY**

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Your PD100 application form and detailed resume will be reviewed to verify that you meet the qualifications stated in this section. (**Be specific in describing your experience.**) To be considered for this position, your application materials must clearly show that you have:

- ◆ Four years of professional, consultative, technical, or administrative experience designing, constructing or analyzing information systems. Experience must include activities in development, coordination, implementation, and support of information systems. Experience must include Cold Fusion application development and support experience; **and either:**
- ◆ (a) at least 30 quarter (20 semester) credits in computer science; or (b) two more years of experience providing a knowledge of information systems theory and principles.

15 quarter (10 semester) graduate-level computer science, software engineering, information systems, or equivalent credits may substitute for one year of the professional experience.

**Note: If you are using a degree or coursework to qualify you must submit a photocopy of all related transcripts along with your application materials in order to receive credit for the degree and/or coursework. Transcripts must include your name; coursework completed; and indicate that a degree was granted.**

**Before**

Please carefully read the **HOW TO APPLY** portion of this announcement for application instructions.

On your application form (PD100), be specific in addressing your experience and/or training to areas listed in the minimum qualifications. If the qualifying experience shown on the job announcement is not the main, but only part of the duty(ies) you performed in a job you are listing, you must include the percentage of time actually spent on the qualifying experience (four hours of a 40 hour week performing bookkeeping duties = 10%; or, five hours of a 20 hour week =25%). Credit for work that is less than full time is pro-rated based on a 40-hour week.

## **IF YOU QUALIFY**

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There is no test for this job. If you meet the "To Qualify" requirements on this announcement, your name will be placed on the list as qualified. List the announcement number shown on this job announcement on your application materials.

**Only those applicants whose background most closely matches the needs and the requirements of this position will be contacted for an interview.**

## **DUTIES AND RESPONSIBILITIES**

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The purpose of these positions is to provide technical assistance to local building jurisdictions (cities and counties), both onsite and remotely, to enable them to participate with the DCBS/BCD e-permitting portal project with minimal jurisdiction effort. Perform business and technical analysis and design to develop applications for business functions. These positions manage medium projects, analyze business and technical requirements, write program specifications, create relational databases, create requirements documentation, code, test, make and monitor assignments. These positions will work under the direction of a lead analyst or project manager. Major duties:

- ◆ Receives direction from lead analyst or project manager on the following duties. Understands business area terms; and user and stakeholder roles and responsibilities. Develops relationships with stakeholders and users. Travels to jurisdiction location at project kickoff and as needed. Understands the purpose and goals of the E-Permits system. Understands the relationship of the E-Permits project with the Statewide Permitting project and can discuss with stakeholders and users. Understands how the system functions and future plans for the system and can explain. Understands address issues, accounting issues, and other key project issues and can explain. Understands the steps necessary for a jurisdiction to join the project. Communicates problems, suggestions, and comments of users and stakeholders to lead analyst and project manager. Explains process to join. Follows up on any questions/issues with lead analyst or project manager. Records jurisdiction contact information. Assists with jurisdiction application for ecommerce account. Extracts address data from jurisdiction system(s). Formats address data into required format and submits to lead analyst. Assists users in setting up FTP account and determining external IP address. Records jurisdiction permit fee information. Assists jurisdiction in determining transaction email and end of day email addresses. Trains users on permitting and accounting processes. Assists users with identifying payment and delivery policies differences from the default policies. Assists jurisdiction with testing. Emphasizes users responsibility to communicate changes to DCBS/BCD, including: contact information, web addresses, email addresses, address data, and fee schedules.
- ◆ Documents users' business processes and database access requirements for medium systems or projects. Plans, develops and coordinates the creation of new systems and subsystems and modifications to existing systems and subsystems to support business area functions. Systems operate in a relational data base environment using corporate data repositories with potential access from remote sites. Follows up on project assignments, bringing appropriate issues to the manager or lead analyst to ensure project is completed on schedule. Assigns work to development staff. Reviews, critiques and approves developer work for conformance with established guidelines and standards. Gathers and documents business data requirements. Uses analysis and design tools such as Smartdraw or Visio to create the conceptual data model to maximize sharing and reuse of

information. Develops plan for the creation of any required data interfaces. Documents all business rules and edits in a concise manner. Writes user document that includes business processes, needs, data requirements, business rules, edits, special processing, batch reporting, and online form flow. Consults with Project Coordinators, LAN Administrators and Data Base Administrator to inform and share information. Designs physical data model in dictionary including identifying files and fields, relationships and keys. Determines if edits and business rules should be placed in dictionary or in program. Designs and writes specs for batch and update reporting. Creates online forms or screens. Codes and unit tests programs when programmers not available. Develops and thoroughly tests all applications, programs, procedures for assigned business area. Tests application for functionality. Coordinates functionality and usability test with users. Coordinates "train the user's" trainer.

## **WORKING CONDITIONS**

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- ◆ Requires limited physical exertion which is mainly office desk work.
- ◆ Requires travel to various regions within Oregon.
- ◆ This position may be required to work off-hours should serious problems occur to meet official system deadlines.
- ◆ Works extensively with computer.
- ◆ May work flexible schedule but must be available to meet assigned user needs during core hours.

You must have a valid driver's license and a satisfactory driving record. Note: Prior to an offer of employment, the Department of Consumer and Business Services will conduct a driving record check.

## **MARKETING AND OUTREACH TRACKING/EVALUATION**

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DCBS is tracking and evaluating its marketing and outreach efforts. Where did you hear about this position (you can mark more than one), and please be specific. Please include this section with your completed application materials.

- State Jobs Page
- Newspaper Ad – list newspaper: \_\_\_\_\_
- Monster.com
- Other Web site – list address: \_\_\_\_\_
- Employment Department Referral or from iMatch System
- Referral from individual – list name(s): \_\_\_\_\_
- Heard at community/professional organization meeting – list organization: \_\_\_\_\_

## **HOW TO APPLY**

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### **SUBMIT THE FOLLOWING:**

- ◆ a **COMPLETED** State of Oregon application (form PD100),
- ◆ a current resume that describes your experience and training as it relates to this position,
- ◆ the completed Supplemental Applicant Questions (attached to the end of this announcement),
- ◆ the completed Marketing and Outreach Tracking/Evaluation section, and
- ◆ photocopies of college transcripts, if you are using a degree or coursework to qualify.

**Only those applicants whose background most closely matches the needs and the requirements of this position will be contacted for an interview.**

If you do not submit ALL of the requested application materials, your application packet will be considered incomplete and will not be considered further.

**PLEASE NOTE:** The State of Oregon does not have procedures or policies in place for VISA sponsorships. Within three-days of hire, applicants will be required to complete the US Department of Justice's I-9 form confirming authorization to work in the United States.

Copies of applications, supplements, and job announcements may be obtained from:

- a. the State's Jobs Page at [www.oregonjobs.org](http://www.oregonjobs.org)
- b. the Department of Consumer and Business Services (DCBS) Human Resources Services, DCBS web site at [www.dCBS.oregon.gov](http://www.dCBS.oregon.gov) or by calling the DCBS Jobline at (503) 378-8980;
- c. local Oregon Employment Department field offices, or
- d. most state agency personnel offices.

Information about the Department of Consumer and Business Services may be obtained by visiting the DCBS Web Page at: [www.dCBS.oregon.gov](http://www.dCBS.oregon.gov)

**If you have a disability and need assistance with the application process,** you may call voice/TTY (503) 378-3200.

**Send application materials to:** Department of Consumer and Business Services,  
Human Resources Services, PO Box 14480, Salem, OR 97309-0405

or **Fax to:** 503-378-5969 or **E-mail to:** [DCBS.Recruiting@state.or.us](mailto:DCBS.Recruiting@state.or.us).

or **Hand deliver to:** our street address at 350 Winter Street NE, Room 150, Salem, Oregon 97301.

**Application materials must be received by 5:00 p.m. on the close date.**

**We are unable to acknowledge or verify receipt of applications due to the large volume.**

**AFTER** your application materials have been reviewed, you will be sent a notice by mail advising: a) if your application was accepted, or b) if your application was not accepted. If you have questions about the results, you may request a review. Review requests must be submitted in writing and must be received within 10 days from the date listed in box 1 on the Application and Examination Notice. Additional information cannot be submitted with your review request. However, if your application was not accepted and if the recruitment is still open, you may submit a new application as long as it is received in our office by the close date.

**SUBMIT** only the required materials. Reference letters or work examples should be kept for interviews.

**KEEP** a copy of your application for job interviews. COPIES ARE NOT PROVIDED.

The pay on all announcements may change without notice.

This announcement is not an implied contract and may be modified or rescinded without notice.

**DCBS is an Equal Opportunity, Affirmative Action Employer  
Committed to Workforce Diversity**