



STATE OF OREGON
POSITION DESCRIPTION

Position Reviewed Date:
April 10, 2026

This position is:

- Classified
Unclassified
Executive Service
Mgmt. Svc – Supervisory
Mgmt. Svc – Managerial
Mgmt. Svc - Confidential

Agency: Oregon Department of Energy

Facility:

- New
Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Chief Information Manager 2; b. Classification No: X7444; c. Effective Date: July 1, 2009; d. Position No: 0512002; e. Working Title: IT Manager; f. Agency No: 33000; g. Section Title: Central Services Division; h. Budget Auth No: 001096880; i. Employee Name: VACANT; j. Repr. Code: MMS; k. Work Location: Salem – Marion; l. Supervisor Name: Linda Bures; m. Position: Permanent, Full-Time; n. FLSA: Exempt; o. Eligible for Overtime: No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Energy's vision is to lead Oregon to a safe, equitable, clean, and sustainable future. ODOE helps Oregonians make informed decisions and maintain a resilient and affordable energy system.

ODOE helps Oregonians improve the energy efficiency of their homes, provides policy expertise to prepare for Oregon's future energy needs, staffs the Energy Facility Siting Council, provides technical and financial assistance to encourage investments in energy efficiency and renewable energy resources.

The Central Services Division is responsible for the critical operations that ensure the agency functions effectively, efficiently, in support of its mission and in compliance with state and federal requirements.

technology and database management, providing secure, innovative, reliable systems that support agency operations. Facilities and records management, risk management, and employee safety functions ensure a safe, organized and compliant workplace. Additionally, the division manages employee services, including strategic workforce planning, recruitment, classification and compensation, employee relations, leave administration, training, wellness programs, and personnel action processing.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Serve as the agency’s Information Technology Manager, responsible for establishing and enforcing enterprise IT governance, setting strategic direction, and ensuring technology investments deliver measurable value to the organization. This position leads the development of a transparent and disciplined IT service model, including intake, prioritization, delivery, and performance reporting. The position ensures alignment with statewide direction while balancing agency priorities, resource constraints, and risk. The role partners with agency leadership and program areas to translate business needs into actionable technology strategies while maintaining accountability for outcomes, service reliability, and organizational capacity.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

40%	R	E	IT Section Leadership and Strategy <ul style="list-style-type: none"> <li data-bbox="623 884 1557 947">• Lead, guide, and evaluate the work of the Information Services section, fostering a high-performing, collaborative team. <li data-bbox="623 947 1557 1010">• Develop and implement a strategic technology plan aligned with agency mission and statewide IT direction. <li data-bbox="623 1010 1557 1073">• Communicate the agency’s technology vision, set performance benchmarks, and ensure accountability. <li data-bbox="623 1073 1557 1136">• Oversee IT projects and initiatives to ensure alignment with business objectives. <li data-bbox="623 1136 1557 1199">• Establish and enforce a formal IT governance model, including intake, prioritization, and decision-making authority. <li data-bbox="623 1199 1557 1262">• Develop and maintain portfolio-level visibility across all IT work, including status, capacity, and risks. <li data-bbox="623 1262 1557 1325">• Implement performance reporting tools to provide leadership with real-time visibility into IT workload and delivery. <li data-bbox="623 1325 1557 1388">• Ensure clear roles, responsibilities, and accountability between IT and program areas. <li data-bbox="623 1388 1557 1451">• Set service expectations and boundaries, including the ability to defer or decline work not aligned with priorities. <li data-bbox="623 1451 1557 1493">• Plan for IT staff development, succession, and capacity building. <li data-bbox="623 1493 1557 1556">• Ensure effective use of human, fiscal, software, and hardware resources, including vendor management. <li data-bbox="623 1556 1557 1619">• Lead infrastructure security efforts and promote operational excellence in customer service and problem resolution. <li data-bbox="623 1619 1557 1682">• Represent the agency in statewide IT initiatives, collaborating with the State CIO and other agency IT Managers/CIOs.
30%	R	E	Project Leadership <ul style="list-style-type: none"> <li data-bbox="623 1730 1557 1772">• Ensure all work is initiated through a defined intake and scoping process. <li data-bbox="623 1772 1557 1835">• Ensure clear definition of scope, timelines, and resource commitments before work begins. <li data-bbox="623 1835 1557 1877">• Implement and maintain red/yellow/green reporting for all major efforts. <li data-bbox="623 1877 1557 1917">• Hold IT staff and program partners accountable for agreed upon deliverables.

			<ul style="list-style-type: none"> Evaluate IT project feasibility, aligning with business requirements, statewide standards, and security guidelines.
			<ul style="list-style-type: none"> Plan, coordinate, and track project schedules, resources, and team responsibilities.
			<ul style="list-style-type: none"> Develop and implement communication and user adoption strategies.
			<ul style="list-style-type: none"> Monitor project performance, prepare executive-level reports, and provide recommendations to governance teams.
			<ul style="list-style-type: none"> Identify and implement technical solutions, including budgeting and piloting new technologies.
			<ul style="list-style-type: none"> Recommend section policies and priorities to support agency-wide information management needs.
			<ul style="list-style-type: none"> Promote continuous process improvement and efficient utilization of IT resources.
25%	NC	E	Data Management and Governance
			<ul style="list-style-type: none"> Provide oversight of agency-wide data management, ensuring adherence to State Enterprise guidance.
			<ul style="list-style-type: none"> Develop, maintain, and implement IT architecture and integrated system processes.
			<ul style="list-style-type: none"> Lead evaluation and implementation of new technologies to support business goals.
			<ul style="list-style-type: none"> Ensure the protection of sensitive data and adherence to security best practices.
			<ul style="list-style-type: none"> Establish and manage data governance models, standards, and policies to ensure data quality.
			<ul style="list-style-type: none"> Partner with internal business units to align IT solutions with strategic objectives.
5%	NC	E	IT Budget and Resource Management
			<ul style="list-style-type: none"> Assess agency IT needs, follow statewide procurement policies, and manage expenditures.
			<ul style="list-style-type: none"> Monitor section budget and provide quarterly updates to the Division Administrator.
			<ul style="list-style-type: none"> Manage inventory and lifecycle of technology assets, software licenses, and contracts.
			<ul style="list-style-type: none"> Assist in preparing budget requests for IT operations and agency technology needs.
			<ul style="list-style-type: none"> Oversee consultant, personnel, and flexible service contracts related to IT operations.
Ongoing	NC	E	Miscellaneous
			<ul style="list-style-type: none"> Perform duties in a manner that promotes customer service and harmonious working relationships; treat all individuals courteously and with dignity and respect.
			<ul style="list-style-type: none"> Lead and recognize the value of individual and cultural differences, demonstrate evidence of ongoing development of personal cultural awareness and humility, create and foster an inclusive work environment that is respectful, accepts diversity, and where talents and abilities are valued.
			<ul style="list-style-type: none"> Develop positive working relationships with agency staff and supervisors by actively partnering, communicating, and supporting co-workers, identifying and collaboratively resolving problems constructively.
			<ul style="list-style-type: none"> Demonstrate openness to constructive feedback and suggestions to improve work performance.
			<ul style="list-style-type: none"> Contribute to a positive and productive work environment; perform all duties in a safe manner; and comply with all policies, procedures, and agency best practices.
			<ul style="list-style-type: none"> Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.

			<ul style="list-style-type: none"> Participate in collaborative and strategic relationships with key invested, involved, or impacted partners by holding awareness and being attentive to the direct and indirect accountabilities and opportunities to positively impact and influence the goals, strategies, actions, and measures outlined in the agency's strategic plan.
			<ul style="list-style-type: none"> Other duties and special projects as assigned.
			<ul style="list-style-type: none"> Maintains confidentiality of information that is exempt from disclosure under Oregon's public records law.
			<ul style="list-style-type: none"> Ensure regular and consistent attendance to meet job demands and provide necessary services.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The position is primarily office-based in an open landscape with cubicles and potential audible distractions. It requires extended periods of sitting, standing, using a keyboard, performing computer-based work, and using a cell phone. Work may involve lifting or carrying objects up to 15 pounds, bending, crouching, reaching overhead, and transporting oneself throughout the office or to offsite locations. The position frequently requires reading, writing, and preparing documents that demand concentration, attention to detail, and strong written and verbal communication skills. The work environment involves daily use of electronic, audio-visual, and computer equipment. The role may involve exposure to stressful situations, urgent or critical requests, and interaction with challenging or hostile individuals. Work assignments may include multitasking under strict deadlines, changing priorities, and short timelines, and may require flexibility, adaptability, and independent judgment within established guidelines. This position may require extended hours during legislative sessions, short-term project deadlines, or other high-priority agency needs, as well as occasional travel, including overnight trips. The employee is expected to work a regular 40-hour schedule, Monday through Friday, with the possibility of scheduled or unscheduled weekend work or hours outside of normal business hours.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Oregon Revised Statutes (ORS)
- Oregon Administrative Rules (OAR)
- Department of Administrative Services (DAS) policies and directives
- Oregon Department of Energy (ODOE) internal policies and procedures
- Applicable federal statutes and rules
- Federal information security and privacy requirements
- Generally Accepted Accounting Principles (GAAP)
- Internal control frameworks
- Information Security best practices and standards
- IT governance frameworks and enterprise architecture guidelines
- Bonneville Power Administration (BPA) regulations and requirements
- Vendor and contract standards related to IT services and procurement

b. How are these guidelines used?

These guidelines establish the framework for managing, securing, and optimizing the agency's IT systems and data. They guide decision-making for IT strategy, project implementation, data governance, cybersecurity, and resource management, ensuring compliance, operational efficiency, and authorized use of information assets while aligning with both agency and statewide objectives.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Agency Employees	In person, phone, email, virtual	Provide IT guidance, resolve technology issues, and align IT services with business needs	Daily
Oregon State CIO	In person, phone, email, virtual	Advise on statewide IT policy, strategic initiatives, and compliance requirements	Regularly
Other State Agencies	In person, phone, email, virtual	Coordinate IT projects, share best practices, ensure interagency system compatibility	As needed
Contractors/ Vendors	In person, phone, email, virtual	Manage IT contracts, monitor service delivery, resolve technical or performance issues	As needed
External Partners/ Stakeholders	In person, phone, email, virtual	Consult on IT initiatives, support collaborative projects, and ensure technology aligns with agency objectives	As needed

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The incumbent makes strategic and operational decisions regarding the planning, design, implementation, and management of the agency's information technology systems and services. This includes setting IT priorities, allocating IT staff and technology resources, approving system architecture, and guiding project execution to ensure alignment with agency goals and statewide IT direction. Decisions also involve data governance, cybersecurity, compliance with federal and state regulations, and vendor/contract management. The position is expected to exercise sound judgment in setting priorities and may defer to decline requests that do not align with agency priorities, available resources, or risk tolerance.

Reporting to the Chief Operations and People Officer, the position directs the IT section and collaborates with executive leadership to ensure IT initiatives support agency strategy, operational objectives, and workforce planning. Decisions directly affect the availability, reliability, security, and integrity of agency data and IT systems, influencing operational efficiency, service quality, and the agency's responsiveness to internal and external partners. They shape the effectiveness of IT staff and teams, determine the success of major projects and technology initiatives, and have long-term consequences for the agency's ability to achieve its mission and strategic objectives.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Administrator 1	0032002	Through ongoing dialogue, collaborative check-ins, and structured performance evaluations. Feedback may be provided during team meetings or one-on-one discussions.	Quarterly	To provide guidance, support professional development, ensure alignment with program goals, and assess performance and effectiveness.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 10
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards

- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Employment is contingent upon the successful completion of a criminal background check.
- This position requires the ability to travel as needed. The employee must possess and maintain a valid driver's license in their state of residence and have a satisfactory and acceptable driving record.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Central Services	\$2,986,246	Fed & Other

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature Date

Supervisor Signature Date

Appointing Authority Signature Date