



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
July 2023

Agency: The Department of Administrative Services

Division: Office of the Chief Information Officer

New       Revised

This position is:

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

**SECTION 1. POSITION INFORMATION**

a. Classification Title:	Information Systems Spec 6			b. Classification No:	C1486		
c. Effective Date:				d. Position No:	0221003		
e. Working Title:	Software Engineer			f. Agency No:	10700		
g. Section Title:	DAS IT			h. Budget Auth No:	000001690		
i. Employee Name:	Vacant			j. Repr. Code:	OAS		
k. Work Location (City – County):	Salem / Marion						
l. Supervisor Name: Jonathan Corbett							
m. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent	<input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share			
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

DAS IT is a central component of DAS and reports to the DAS Chief Information Officer who reports directly to the DAS Director. DAS IT provides internal support to the divisions in DAS, as well as 20 small agencies, boards and commissions. Our purpose is to bring people and technology together by providing reliable service, accurate information, and creative solutions within an agile organization that is able to meet current and future challenges.

DAS IT is comprised of over 40 FTE and consists of the following units: Office of the DAS Chief Information Officer, IT Solutions & Application Delivery, Security & Risk Management, IT PMO & Governance, Purchasing and Contracts, and Technology Operations. DAS IT provides the technology systems and services that support more than 1300 staff and 2500 devices deployed across the state, and the service desk responds to over 12,000 tickets each year. In addition, the Office of the Chief Information Officer provides management support for IT projects, integration services, systems architecture, database services, IT assets and change management, while also coordinating network and computing operations with the Oregon State Data Center.

**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:**

This position is part of the DAS IT Organization and provide IT application integration support and application development to DAS and DAS client agencies. It is responsible for developing and supporting high performing, scalable and secure end-to-end web applications for DAS and its client agencies by applying SDLC principles and methodologies such as Agile Development, Product Security, best practice testing techniques and Continuous Integration. Applications are critical to conducting the business of the State of Oregon and support areas such as statewide financials, budgeting, procurement, payroll, human resources and internal auditing as well as the Governor's and Legislative Fiscal Offices.

### **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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
25%	R	E	<p><b><u>Customer Assistance (help, use and fix):</u></b></p> <ul style="list-style-type: none"><li>• Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.</li><li>• Develop good working relationships with agency staff and supervisors through active participation in accomplishing group projects and in identifying and collaborating to resolve problems in a constructive manner.</li></ul> <p>Software (operating and applications)</p> <ul style="list-style-type: none"><li>• Document procedures for diagnosing and solving problems that involve using multiple programming languages and techniques in a complex environment composed of integrated new and existing applications residing on a diverse population of servers.</li><li>• Support critical applications by providing guidance, instructions and detailed specifications to ISS staff. Specifications must consider system security, system performance and efficient integration of new code.</li></ul> <p>Data</p> <ul style="list-style-type: none"><li>• Trouble shoot problems and coordinate problem solving efforts with applications staff, other state agency staff and vendors.</li></ul>

			<ul style="list-style-type: none"> <li>• Assist with performance tuning on databases.</li> </ul>
40%	R	E	<p><b><u>Operations (day to day):</u></b></p> <ul style="list-style-type: none"> <li>• Engage in team participation and collaboration through the willingness to assist and support co-workers, supervisors, and other work-related associations.</li> <li>• Demonstrate openness to constructive criticism and suggestions to strengthen work performance.</li> </ul> <p>Software (operating and applications)</p> <ul style="list-style-type: none"> <li>• Coordinate the implementation of software releases, requiring organized and timely contacts with Product Owners and users, software developers, DBAs and IT Operations staff.</li> <li>• Ensure that documentation for operations is completed and accurate. Provide programming support, documentation, and on-going operational procedures.</li> <li>• Design, develop and test software fixes and enhancements based on team standards, user requests and vendor specific solutions.</li> <li>• Evaluate existing programming for efficiencies and suggest changes to user and technical communities. Some changes must be implemented quickly under short timelines because of federal or legislative mandates.</li> <li>• Ensure that changes to applications are compatible within that application and compatible with other systems.</li> </ul> <p>Data</p> <ul style="list-style-type: none"> <li>• Monitor log data, such as deployment logging, application logging, App Service logs, etc.</li> <li>• Identify problems with performance and determine the cause, recommend implementation solutions.</li> <li>• Use GitHub to collaborate with other developers on software projects, using features such as branching, merging, and code reviews.</li> </ul>
30%	R	E	<p><b><u>Construction (new):</u></b></p> <p>Software (operating and applications)</p> <ul style="list-style-type: none"> <li>• Meet with Product Owners as well as internal and external users to understand business needs and requirements and translate them into user stories.</li> <li>• Review functional requirements and determine how to most effectively implement them into new or existing software applications. Analyze their impact on software design and project schedule. Analysis includes examining alternatives and evaluating the cost of solutions in terms of time and dollars.</li> <li>• Design, analyze and document complex application requirements by working with agency personnel to determine what information is needed and how it can be most effectively implemented into new or existing software applications. Analysis includes examining</li> </ul>

			<p>alternatives and evaluating the cost of solutions in terms of time and cost.</p> <ul style="list-style-type: none"> <li>• During design phase, considers the impact of the changes on the overall system performance and anticipates any workload issues.</li> <li>• Work with Service Validation/QA Testers to plan and coordinate testing activities. Review test plans and assist with program and system debugging.</li> <li>• Coordinate system implementations. Ensure operations documentation is completed and accurate.</li> <li>• Code, test and implement new and changes to existing functions, triggers and procedures.</li> <li>• Testing emphasizes unit, system and integration testing.</li> <li>• Participate in design and code reviews.</li> <li>• Assist with program and system debugging.</li> <li>• Document standards for application development and lead by example in following best practices for system and software design, security, coding, and testing. Provide technical leadership, mentoring and direction to other team members in implementing these standards and work with team members to continually improve development processes and practices.</li> <li>• Prepare and maintain standards documentation in accordance with the DAS IT Application Delivery Team Processes, Procedures, and Standards. Documentation must include any needed changes to the Disaster Recovery Plan.</li> <li>• Develop training materials. Train users in the functionality and security of applications and the associated databases.</li> <li>• Plan and secure the approval of the Product Owner to work iteratively and to release working software as quickly and frequently as possible.</li> </ul> <p><b>Data</b></p> <ul style="list-style-type: none"> <li>• Participates in the design of databases on multiple platforms to ensure that data redundancy is avoided and optimum performance is obtained.</li> <li>• Code, test and implement new changes to existing database or application functions, events, grids, triggers and procedures.</li> <li>• Considers the security requirements of systems and works with higher IS staff to ensure those requirements are built into the database design.</li> <li>• Defines problems, coordinates resolution and tracks project schedules that involve multiple databases.</li> <li>• In planning for a new database or system change, must consider security and the possibility of users external to the agency.</li> </ul>
5%	N	NE	<u>Other duties as assigned.</u>
100 %			

## 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.**

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available each week during established work hours, as determined by the business need.

DAS IT is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS IT. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

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## SECTION 5. GUIDELINES

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

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- Statewide Policies and Processes
- IT Standards
- Enterprise Information Services Statewide Security Standards
- Criminal Justice Information (CJIS) Rules, Regulations and Security Policies
- Oregon State Police Rules and Regulations
- DAS IT Processes, Procedures, and Standards
- DAS IT Application Delivery Team Processes, Procedures, and Standards
- Vendor Supplied Manuals
- ITIL
- WCAG 2.1 AA
- CCPA
- Section 508 of the U.S. Rehabilitation Act of 1973
- Plain Language Act of 2010

**b. How are these guidelines used?**

They provide general guidance and policy direction, as well as application development technical standards, to deliver application development and support services to DAS and DAS client agencies.

## 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
DAS IT Managers and Leads	In person, virtually, phone, e-mail	Problem resolution and recommendations	Weekly or as needed.
State Agency & Internal Staff	In person, virtually, phone, e-mail	Troubleshooting	Daily/weekly /monthly
Vendors	In person, virtually, phone, e-mail	Problem resolution	Daily/weekly /monthly
State Agency External Management & Staff	In person, virtually, phone, e-mail	Problem resolution	Daily/weekly /monthly
Governors Office	In person, virtually, phone, email	Problem resolution	Daily/weekly /monthly

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position is responsible for providing software expertise in IT Service Delivery and IT Business Controls. It must always consider the broad ramifications of decisions made on behalf of the state. If incorrect decisions are made, the efficient and effective utilization of state resources are at risk.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Information Technology Manager 2	2514887	In person, virtually, phone, e-mail	Quarterly, Weekly or as needed.	Regular check ins; Review and progress of work
			Quarterly	Performance Evaluations

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS

ONLY

a How many employees are directly supervised by this position? N/A

How many employees are supervised through a subordinate supervisor?

b Which of the following activities does this position do?

<input type="checkbox"/> Plan work	<input type="checkbox"/> Coordinates schedules
<input type="checkbox"/> Assigns work	<input type="checkbox"/> Hires and discharges
<input type="checkbox"/> Approves work	<input type="checkbox"/> Recommends hiring
<input type="checkbox"/> Responds to grievances	<input type="checkbox"/> Gives input for performance evaluations
<input type="checkbox"/> Disciplines and rewards	<input type="checkbox"/> 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:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

### Additional skills, abilities and requirements:

#### 1. Required experience

Must be skilled in and have demonstrated experience and ability to program/utilize the following:

- C#, .NET Core, or another OOO language
- MVC or Razor Pages
- JavaScript or Typescript

- Git

Must have working knowledge of:

- Azure DevOps (formerly TFS - Team Foundation Server)
- ReactJS
- SQL

## 2. Desired attributes and skills

- Experience developing full stack and supporting web applications end-to-end
- Experience with Entraid
- Experience with Containerization
- Experience creating reports using PowerBI
- Familiarity with a variety of SDLC principles and methodologies including Agile Development
- Strong customer service and communication skills with the ability to explain complex technical issues to non-technical customers
- Ability to voice opinions with clear rationale based on data and factual evidence
- Ability to troubleshoot problems and isolate the root cause and to propose permanent solutions with estimated work effort
- Ability to establish and maintain effective and collaborative working relationships with members of leadership, co-workers, customers, other agencies and the public.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".*

NA		
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## 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
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Appointing Authority Signature	Date
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