ANNOUNCEMENT NUMBER: OST17-0012
OPEN: July 21, 2017
CLOSE: August 4, 2017 at 11:59 PM
LOCATION: Salem, Oregon

JOBS FOR ROTATION
Operations and Policy Analyst 3
(Data Analyst)
Salary Range of $4765 - $6977 Monthly Depending on Experience

GENERAL INFORMATION

Oregon State Treasury (OST) is recruiting for the position of Operations and Policy Analyst 3 (Data Analyst). This position is located in our Salem, Oregon location. This position will report to the Organizational Risk and Resiliency Manager and is part of the Shared Services Division.

This recruitment will be used to fill a six month job rotation. Work out of class may be awarded if applicable. This is an SEIU represented position. You must be a current, permanent (temporary and contract workers excluded) employee of the State of Oregon and attach your supervisors’ approval to apply (applications submitted without attached authorization will be rejected).

OST is led by the State Treasurer, a constitutional officer and statewide elected official. The Treasurer serves as the chief financial officer for the state and is responsible for the prudent financial management of state money. The Treasurer serves a four-year term, and, if reelected, may hold the position for two terms. The current State Treasurer is Tobias Read, who was sworn into office in January 2017.

OST has developed into a highly sophisticated organization with a wide range of financial responsibilities, including managing the state’s pension fund, issuing all state debt, and serving as the central bank for state agencies. OST manages the daily investment of nearly $90 billion in assets, held in a diversified investment portfolio of domestic and international equities, fixed income securities, alternative and opportunistic investments, real estate and cash. The 120+ member OST staff takes great pride in their statewide and national reputation for progressive approaches to service delivery.

This position acts as an advisor to the Administrative Services team and the Executive Division. The position develops key performance measures that are in line with the team and division vision, goals and processes. It is also tasked with developing and gathering data for Treasury-wide key performance measures. Research and studies conducted by the position will typically contain findings of major significance to Treasury and often serve as the basis for new organizational improvements, resource requests, and projects. Issues given to this position will have unidentified nature and scope and will require high levels of analytical complexity and be highly visible in Treasury.

OST offers an attractive benefit package which provides contributions toward Public Employee Benefit Board (PEBB) sponsored individual and family health and dental insurance and term life insurance. Other benefits include participation in the Oregon Public Service Retirement Plan (OPSRP), paid holidays and paid vacation, and both sick and personal leave time. Optional benefits include long- and short-term disability and participation in the Oregon Savings Growth Plan (a deferred compensation plan).

TO QUALIFY

You must have the following to qualify:

You must have the following:

A Bachelor’s Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills; AND four years professional-level evaluative, analytical and planning work.

OR

Any combination of experience and education equivalent to seven years of experience that typically supports the knowledge and skills for the classification.
**DUTIES AND RESPONSIBILITIES**

**Data Analysis**

Perform complex research, analysis and interpretation of data. Provide technical, analytical, and consultative support to projects and teams within Treasury. Manage and coordinate comprehensive studies of data. Research current trends in subject area related to Treasury operations, analyze data, and suggest changes and performance measurement to support philosophy or changes in practice. Establish and lead external and internal stakeholder groups in support of planning efforts. Evaluate data from different systems and divisions to identify trends, design operational systems, and need for policies and procedures. Integrate budgetary and operational data to analyze for alignment with overall policy strategies. Design and oversee the collection of data for organizational surveys; analyze data, evaluate findings, and recommend operational and policy changes.

**Performance Measures**

Develop performance measures that align with Treasury and division mission and values. Evaluate programs, services, systems, and program effectiveness through comprehensive operational research. Develop new information about subject under study, establish criteria to identify and measure program effectiveness, and develop methods to improve operations or develop new approaches to program evaluation that serve as precedents for others. Develop processes for systematic organizational improvement. Evaluate the feasibility of system projects by analyzing the benefits, the required resources, projected timeframes and system lifecycles; build statistical financial models and recommend go ahead of system projects. Collaborate with fiscal and budget staff to do financial projections of projects.

Coordinate or lead planning initiatives, develop process and procedures for agency strategic planning, consult with senior management and program managers on the strategic planning process and methods. Support and facilitate planning meetings with cross-functional and interdisciplinary teams to arrive at organizational improvements. Guide managers in methods of formulating performance measures and evaluating data.

**Project Management**

Lead and manage research projects. Plan operational improvement projects and comprehensive research studies; identify project scope, required training, and resources. Recommend project budget and spending plan. Identify potential risks and difficulties, and design strategies to mitigate or avoid them. Collaborate with stakeholders and follow contracting guidelines to develop contractor statement of work; obtain bids from contractors. Manage projects to make certain that projects are completed within planned timelines.

**HOW TO APPLY**

Apply using the State of Oregon on-line recruitment system (link below):

[Data Analyst Application](#)

**BACKGROUND CHECK**

Prospective employees are subject to an extensive background check that may include, but not be limited to, validation of all application materials, prior employment and personal references, credit history, driving records and fingerprint-based state and federal criminal and civil records. Adverse background data may be grounds for immediate disqualification.

**WORK AUTHORIZATION**

OST does not offer visa sponsorships, and within three days of hire, the successful candidate will be required to complete the U.S. Department of Justice form I-9, confirming authorization to work in the United States.

**VETERANS' PREFERENCE**

Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference you MUST attach
appropriate documentation as outlined by the Department of Administrative Services at the following website: Veterans Resources. You may also call the Oregon Department of Veterans' Affairs at 1-800-692-9666

OST is an equal opportunity, affirmative action employer committed to a diverse workforce.