



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3/11/2026

Agency: Department of Consumer & Business Services

Facility: Labor & Industries Building

[X] New [] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Information Systems Specialist 7
b. Classification No: OA C1487
c. Working Title: .Net Applications Architect
d. PPDB No/WD ID: 0001.076 / 42552
e. Section Title: Information Technology & Research
f. Agency No: 44000
g. Employee Name:
h. Budget Auth No: 1041510
i. Supervisor Name: Jessica Arrey
j. Repr. Code: OAS
k. Work Location (City – County): Salem/Marion

I. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share

m. FLSA: [X] Exempt [] Non-Exempt
If Exempt: [] Executive/Supervisory [] Administrative [] Professional [X] Computer
n. Eligible for Overtime: [] Yes [X] 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 Consumer and Business Services (DCBS) is Oregon's largest business regulatory and consumer protection agency. The department administers state laws and rules to protect consumers and workers in the areas of workers' compensation, occupational safety and health, financial services, insurance and building codes.

DCBS consists of the Workers' Compensation Division; Oregon Occupational Safety and Health Division; Division of Financial Regulation; Building Codes Division; Small Business Ombudsman; and Ombudsman for Oregon Workers. The department provides shared services to all divisions through the Director's Office and Central Services Division. The department also provides shared services to the Workers' Compensation Board. DCBS employs 950 employees and has a biennial operating budget of approximately \$685 million.

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:

The purpose of this position is to lead the strategic planning, design, and modernization of the .NET application development and production architecture. This includes defining and executing the transition from legacy .NET Framework environments to modern platform, while ensuring both environments remain stable, secure, and fully supported throughout the lifecycle. The role ensures alignment with enterprise technology strategies and seamless integration with network architecture and complementary development platforms.

The position is responsible for overseeing and administering both legacy .NET and future development and production environments, including installing, configuring, upgrading, securing, and optimizing frameworks, toolsets, and pipelines. This includes maintaining the reliability of existing systems while implementing new standards and capabilities within the modern code framework.

The role drives the development and continuous improvement of code framework standards, processes, and governance to support scalable, and maintainable application architectures. The position provides technical leadership through training, coaching, and mentoring IT&R staff on modern design, development patterns, and migration strategies, while also supporting ongoing work within the legacy environment. The role manages and contributes to complex application infrastructure and modernization projects, ensuring successful execution from strategy through implementation.

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
Ongoing	NC	E	<ul style="list-style-type: none"> • Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. • Foster and promote the importance and value of a diverse, discrimination and harassment free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity related efforts in order to diversify the workforce. • Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.
25%	NC	E	<p>.Net Applications Architecture Planning and Design</p> <ul style="list-style-type: none"> • Performs strategic planning for .Net applications architecture for the agency. • Designs, builds, and manages the application framework architecture for the agency including integration with the database, web application, data warehouse, and reporting frameworks.

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

			<ul style="list-style-type: none"> Coordinates .Net application architecture changes with agency network architecture, database architecture, and other software development frameworks. Works with agency and state IT staff to resolve configuration and compatibility issues. Monitors the industry health of .Net application development platforms and tools and recommends technology changes to IT&R management including preparing feasibility studies or cost benefit analyses. Identifies and/or investigates new directions or technologies which may be needed or useful for the support of agency application development architecture. Participates in cross agency teams to determine state wide direction and tools for software development platforms. <p>Interacts with technical staff both inside and outside the agency to ensure the .Net application development and production environments meet the needs of the agency.</p>
35%	NC	E	<p>.Net Applications Development Environment Administration</p> <ul style="list-style-type: none"> Works with network infrastructure team to install, configure, and upgrade .Net application development frameworks and toolsets. Contacts software development platform vendors for technical support. Ensures compliance with software development vendor licensing requirements. Creates development utilities and shared code libraries for use by .Net development frameworks to provide consistency and rapid application development. Develops, decides, and enforces .Net application development standards, processes, and guidelines using a collaborative standards development process which takes IT&R staff feedback into consideration. Researches and recommends options for software development tools used by IT&R staff. Works independently from an approved test workstation with administrative rights provided by a third party software administrator to install, configure, and upgrade application development tools. Works with third party software administrators to install, configure, and upgrade application development tools. Develops and implements process to review software development work for quality, standards, and best practices. Provides .NET code reviews when requested by other .NET developers. Define software product quality standards and create procedures within the software development life cycle to facilitate, evaluate, and confirm products meet quality standards.
25%	NC	E	<p>IT Staff Mentoring and Training</p> <ul style="list-style-type: none"> Provides expert level mentoring and advice to IT&R staff on .Net application development standards, object-oriented software design, database interaction, and coding. Develops training curriculum and documentation Trains staff on .Net application design and coding best practices, standards, processes, and development tools. Identify new training and mentoring needs through project team, supervisor, and staff interaction. Develops and maintains onboarding training materials for new IT staff. Coordinates and conducts onboarding training for new IT staff.
15%	NC	E	<p>IT Project Coordination</p>

		<ul style="list-style-type: none"> • Defines scope of work for project, which includes defining requirements and deliverables, identifying constraints, assumptions, risks and possible risk mitigation strategies. • Creates and maintains scope of work, schedule, milestones, requirements, and deliverables documentation. • Creates work breakdown structure (WBS); identifying tasks, duration of tasks and dependencies, task completion dates, and resource(s) needed to complete tasks and requests resources using approved processes. • Coordinates project, monitoring progress and providing day-to-day oversight of activities. • Escalates any issues, risks, schedule variances, changes to tasks, and impacts to resources to manager, PMO manager or project manager for guidance and resolution. • Facilitates project team meetings and communicates project status and key project information via status reports or other approved methods. • Identifies need for and creates change request documentation; obtaining approval from manager, PMO manager, or project manager. • Maintains appropriate project documentation and stores it according to IT&R Project Management Office standards and processes. • Understands, applies, and contributes to the improvements of IT&R Project Management Office standards and processes.
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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.

Office environment with these conditions:

- High volume of quality work must be accomplished within tight timeframes with minimal supervision
- Requires concentration while working on highly technical information in an open office environment where there are frequent interruptions
- Requires managing multiple and competing priorities
- May require irregular work hours, including night and/or weekend work
- Requires frequent and extended periods of desktop or laptop computer use
- Requires excellent oral and written communications skills; Facilitation of state and local political and organizational relationships may sometimes include negotiation between groups and individuals with strong disagreement
- Requires conflict resolution skills
- Requires constant use of computer input/output devices

This position is eligible to telework on a full-time basis once the incumbent has gained the proficiency to perform work independently. The incumbent may occasionally be asked to work from the office on an as-needed basis.

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.

- DCBS mission and goals
- DAS and DCBS policies and procedures
- DCBS IT Development Standards
- IT&R Project Management best practices and standards

b. How are these guidelines used?

The mission and goals guide expected outcomes and associated projects required to support the mission and goals.

Policies, procedures, expectations, and contracts establish expected behaviors for both the employee and their staff.

IT development standards instructs the employee on the standards, procedures, and guidelines they must use when developing and deploying computer software for DCBS.

IT&R project management standards instructs the employee on the standards, procedures, and guidelines they must use when managing IT projects for DCBS.

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>			
DCBS Management and Staff	Phone/In Person/Email	Proposing technical solutions, priorities and schedules. Resolution of questions or in project guidance. Resolution of IT project issues.	Daily
Other State Agencies	Phone/In Person/Email	Resolution of questions or in project guidance.	As needed
Vendor Technical Support Staff	Phone/In Person/Email	Resolution of questions or in project guidance.	As needed
Vendor Sales Personnel	Phone/In Person/Email	Resolution of questions or in project guidance.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position exercises discretion and independent judgment in making decisions and resolving technical problems. Independent action is required, although at times management may be consulted before final action is taken. This position also participates in group decisions with technical teams, users, and system managers pertaining to the design and functionality of systems being developed.

Decisions in this role guide the selection and implementation of database and software solutions that directly support user satisfaction, efficient development processes, and responsible use of agency resources. Effective decisions contribute to reliable systems that meet the needs of divisions, the public, and key stakeholders.

This role provides leadership in configuring, designing, and securing database and .NET application development and production environments. Thoughtful application of standards, best practices, and processes ensures timely project delivery, high-quality software performance, strong data integrity, and solutions that are aligned with customer and organizational needs.

The position determines the best approaches for addressing and resolving issues within .NET application development and production environments. Effective problem-solving supports accurate data usage, consistent system availability, strong performance, and high productivity for end users and the public. This position defines, plans, coordinates, and monitors IT projects to meet customer expectations. These decisions create value for business partners, drive timelines, and achieve our objectives.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Solution Development & Delivery Manager	7100.342	1) Weekly Team Meetings 2) Monthly One on One Meetings 3) Quarterly Check-in Meetings 4) As needed during project cycle or ticket assignments (DWR Process)	Weekly/Monthly	Conducts regular reviews for timeliness of delivery, conformance to standards, clarity, accuracy, logical decision making, and quality of customer service. Conducts annual performance reviews.
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SECTION 9. OVERSIGHT FUNCTIONS **THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? _____
 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:

Special Requirements:

Position is subject to a criminal background check.

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".

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
<i>Samantha Powell</i>	3/18/2026		
_____ Appointing Authority Signature	_____ Date		