



**State of Oregon**  
**Department of Administrative Services**

**Position Description**

**This Position is:**

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

\*\*\* PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM \*\*\*

- New
- Revised

**SECTION 1. POSITION INFORMATION**

- a. Class Title: Operations & Policy Analyst 3
- b. Class No.: OAS C0872
- c. Effective Date: April 12, 2022
- d. Position No.: 0003.084
- e. Working Title: Financial Policy Analyst
- f. Work Unit: Division of Financial Regulation
- g. Agency No.: 44000
- h. Agency Name: DCBS
- i. Employee Name:
- j. Work Location (City-County): Salem/Marion

- k. Position:  Permanent       Seasonal       Limited Duration       Academic Year
- Full Time       Part Time       Intermittent       Job Share

- l. FLSA:  Exempt      If Exempt:  Exec      m. Eligible for Overtime:  Yes  No
- Non-Exempt       Prof
- Admin

**SECTION 2. PROGRAM/POSITION INFORMATION**

- a. Describe the program in which this job exists. Include program purpose, persons affected, size, and scope. Include relationship to agency mission.

The mission of the **Department of Consumer and Business Services** is "to protect and serve Oregon's consumers and workers while supporting a positive business climate in the state." The Division of Financial Regulation's mission supports that of the department by protecting Oregonians' access to fair products and services through education, regulation, and consumer assistance. The division is responsible for ensuring the safety and soundness of financial institutions, the availability and affordability of financial products, and the fair treatment of consumers. Functions include licensing, regulating, and monitoring the conduct of banks, credit unions, financial services providers, health care service contractors, insurance companies, and licensed or registered agents of such entities.

- b. Describe the purpose of this position, and how it functions within this program, by completing this statement:  
**The purpose of this job/position is to . . .**

Serve as a policy analyst to the Policy Manager, Deputy Administrators, Division Administrator, Deputy Director and Department Director . Researches, analyzes and evaluates financial policy issues having statewide impact. Engages with other state government entities and both public and private jurisdictions throughout the State of Oregon. This position is key to division long-range policy planning and development and plays a vital role in the development of legislation and policy direction. This position also provides consultation and technical guidance to division management. Emphasis of this position is in policy affecting the regulation of financial products and services and consumer financial protection, including but not limited to issues affecting consumer lending and debt, depository institutions and securities.

**SECTION 3. DESCRIPTION OF DUTIES**

List major duties. Note percentage of time duties is performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

% of Time	N/R	DUTIES
50		<p><b>Policy analysis and development</b>            Researches, analyzes, and develops recommendations for policy positions and program priorities on various financial policy topics affecting Oregonians. Represents agency and division in explaining program priorities, policy issues and the effect of proposed legislation to federal and state agencies, public, and special interest groups. Meets with internal and external stakeholders to gather and discuss issues related to division programs, policies and practices. Coordinates activities with other divisions in DCBS and with other states' agencies in areas concerning finance regulation and activity. Conducts advisory committee meetings, which involve members of varying jurisdictions, representatives from affected industries and consumers.</p> <p>Proactively monitors and drafts briefs of proposed federal regulations for impacts on Oregonians. Makes recommendations to Policy Manager on options to comment on changes, and strategies for implementing changes. Keeps up with recent developments in Oregon jurisprudence, briefs the Policy Manager and others how those changes might impact Division operations, and makes recommendations for changes to policy or law as a result.</p> <p>Evaluates statutes, legislative and executive intent, and operating procedures; develops comprehensive evaluation of proposed policy changes based on probable political and public reaction. Conducts comprehensive research on policy issues. Formulates policy and designs operational systems to support policy direction. Advises agency management on benefits and risks of different policy options. Writes or revises policy to mitigate operational risk. Provide input and propose changes to administrative rules based on changes in statute or policy direction.</p> <p>Participates in projects and acts as one of our primary contacts with association staff, including the North American Securities Administrators Association and the Conference of State Bank Supervisors, keeping informed on changes and resources available at those associations and nationally.</p>
10		<p>Reviews and analyzes state and federal legislation to determine impact on Division and the finance industry in Oregon. Submits opinions and analysis to Policy Manager, Administrator and Director regarding Division and Department positions on legislation.</p> <p>Evaluates and makes recommendations on proposals for legislative changes affecting agency programs.</p> <p>Writes reports outlining impact of legislative proposals. Write suggested draft language for legislative bills and amendments. Monitors legislative hearings and work sessions and prepare feedback reports summarizing the testimony. Coordinates projects generated as a result of inquiries made during such presentations.</p> <p>Provides advice, history and recommendations on administrative law and the statutes administered by the Division for the Policy Manager, Administrator and the Deputy Administrators, and other department personnel upon request. Drafts Division legislation as needed. Assists in determining needed policies and rules to implement new legislation.</p>
30		<p><b>Project management</b>            Develops, plans, manages, and monitors special projects that impact one or more of the division's various programs or stakeholders. These programs are broad in scope and may impact other state agencies and boards. These duties may include: conducting independent research, analyzing and documenting results; meeting with stakeholders, survey and focus groups; coordinating summit forums; coordinating with other Oregon agencies and other jurisdictions; meeting and discussing projects with key legislators and policy makers; preparing project reports and recommendations for policy positions, new legislation and administrative rules. Plan operational improvement projects and</p>

		comprehensive research studies. Participates in division activities that seek to improve communications, work processes, customer service, and outcomes supporting the division's mission and strategic goals.
10		<b>Outreach</b> Analyzes and interprets statutes, rules, case law and legal and technical information in order to answer questions raised by regulated entities, attorneys, consultants, consumers, and other sections and agencies. Conducts and answers surveys. Participates in seminars and workshops designed to educate the industry and the consumer on the regulatory authority of the Division of Financial Regulation. Attends educational courses to keep abreast of the industry and keeps current on issues needed to evaluate products.
Ongoing		Expectation of all DFR employees: Provide prompt customer service; create and maintain productive working relationships; treat colleagues and the public fairly, courteously, and respectfully; fully participate in work teams, division and department projects; collaborate with coworkers in the improvement of work processes; improve interpersonal and job skills; provide and receive feedback and suggestions in an open and constructive manner; and, regularly and timely report to work.  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 workplace.
100%		

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#### SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

Open office work environment with factors that include noise, overhead lighting, and temperature variations during weather transitions. Must be able to handle a variety of interruptions and have the ability to perform varied tasks throughout the workday. Occasional travel within Oregon and out of state.

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#### SECTION 5. GUIDELINES

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

Oregon Revised Statutes vol. 2, 11, 14, 15 and 16, Oregon Administrative Rules ch. 441 and 836, the Administrative Procedures Act and model rules specific to rulemaking, Division Bulletins, various Codes of Federal Regulations, filing instructions with regulations.gov, Model Regulations and Guidance from national organizations including but not limited to NASAA and CSBS, various weekly and monthly industry publications, DAS, DCBS & Division of Financial Regulation policies and procedures

- b. How are these guidelines used to perform the job?

As guideline and reference.

**SECTION 6. WORK CONTACTS**

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

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
<b>Director/Deputy Director</b>	In person, by phone, in writing	Policy direction and special projects, clarification of rules/regs	As needed
<b>Administrator/Deputy Administrator</b>	In person, by phone, in writing	Policy direction and special projects	Often
<b>Division/Dept. Staff</b>	In person/by phone, email	Respond to questions, advice, clarification of rules/regs	Daily
<b>Other State Agency Staff</b>	In person, by phone, email	Collaboration of areas of mutual concern	As needed
<b>Legislators</b>	In person, by phone, in writing	Information on financial policy issues and advocacy for division policy priorities	Infrequently
<b>News Media</b>	In person, by phone	Information on financial policy issues	Infrequently

**SECTION 7. JOB-RELATED DECISION MAKING**

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible. Exercises independent decision making authority. This position initiates legislative changes and law and rule changes having statewide impact. Conclusions as to the meaning of laws and regulations directly affect the effectiveness of the division's regulation and enforcement efforts. Any lack of attention to detail can result in the improper application of the law, causing detriment to consumers, regulated entities, and the Department.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Policy Manager, Principal Executive Mgr. E, 0002.543: Reviews the work of the person in this position informally through daily consultations, observation, review of work and reports and formally through monthly check-ins.

**SECTION 9. SUPERVISORY DUTIES TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE**

a. How many employees are directly supervised by this position? 0 Through Subordinate Supervisors? 0

b. Which of the following supervisory/management activities does this job perform?

- Plans Work
- Assigns Work
- Approves Work
- Responds to Grievances
- Disciplines/Rewards
- Hires/Fires (or Effectively Recommends)
- Prepares and Signs Performance Appraisals

**SECTION 10. ADDITIONAL JOB-RELATED INFORMATION**

This position is eligible for remote work full-time, 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.

Per ORS 731.228 no Division employee shall be a director, officer, or employee of or be financially interested in any person regulated by the insurance code, except as a policyholder or claimant under an insurance policy or by rights vested in commission, fees, or retirement benefits prior to being employed with the division.

As an employee, you must comply with the Oregon government ethics laws, **ORS 244.010 – 244.280**, and **DCBS Policy EMP-01**, Ethics and Conflict of Interest.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:

1. Excellent public relation skills.
2. Ability to communicate effectively and collaboratively, both orally and in writing, to a broad spectrum of executive, management, professional, technical and support staff within the Department, other state agencies, and the public.
3. Knowledge of legislative and rulemaking procedures and format.
4. Ability to draft rules and legislation.
5. Ability to facilitate meetings and committees and work with people who have diverse interests.
6. Policy development and strategic planning.
7. Ability to understand and communicate how policy changes may affect the market for financial products and services.

This position is subject to a fingerprinted criminal background check.

- Preference may be given to candidates with a J.D., and/or candidates that have an in-depth knowledge of the finance industry, financial regulatory policy and/or consumer advocacy.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

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**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. See instructions for detail to be included on the chart.

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Employee Signature	Date	Supervisor Signature	Date
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Appointing Authority Signature	Date
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