



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2/13/2026

This position is:

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

Agency: Department of Consumer & Business Services

Facility: Labor & Industries Building

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations & Policy Analyst 4
b. Classification No: X0873
c. Working Title: Data Management Program Analyst
Central Services/IT & Research
Administration
d. PPDB No/WD ID: 7000.018
e. Section Title: Administration
f. Agency No: 44000
g. Employee Name: Vacant
h. Budget Auth No: 001215590
i. Supervisor Name: Dane Wilson
j. Repr. Code: MMN
k. Work Location (City – County): Salem - Marion

l. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year Job Share
m. FLSA: Exempt Non-Exempt If Exempt: Executive/Supervisory Administrative Professional Computer
n. Eligible for Overtime: Yes 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 includes the Workers' Compensation Division (WCD); Oregon Occupational Safety and Health Division (OSHA); Division of Financial Regulation (DFR); Building Codes Division (BCD); Small Business Ombudsman; and Ombudsman for Oregon Workers. The department provides shared services to all divisions through the Director's Office (DO) and Central Services Division (CSD). The department also provides shared services to the Workers' Compensation Board (WCB). DCBS employs 950 employees and has an every-other-year operating budget of about \$685 million.

The Information Technology and Research Section (IT&R) provides a broad range of specialized technical services in the areas of information systems, data analysis/dissemination, and computer/telecommunication services. The staff support the collection, processing, analysis, and dissemination of statewide and regional data about workers' compensation, accident prevention, insurance, financial institutions, corporate securities, and building codes. The section supports several critical systems to meet the regulatory requirements for each program and interact with other state and federal agencies.

DCBS has a complex computer environment which includes Oracle and Microsoft SQL Server, supporting Internet and client-server applications, repository-based data and metadata, and users in a distributed computing environment. The DCBS computer environment has multiple remote locations. It is a mixed environment with LANs, desktops, and servers from multiple vendors.

DCBS has a dynamic business environment that is subject to change.

**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 engages in the planning, assessment, and determination of strategic direction for enterprise-wide data management.

This position serves as a senior advisor to agency and division leadership, program directors and leads, and data and systems teams on large-scale organization improvement and implementation projects.

This position works with partners throughout the agency, including technical and policy staff, to identify risks posed to data collection, storage, and use. This position works with program areas to design operations and policy changes to mitigate those risks.

This position sets the strategic direction for data stewardship and data governance for the agency working to align strategy across divisions and across other state agencies. This work will support highly visible initiatives of significant interest to the state legislature, regulated industries, community groups, and the Governor.

**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”.*

Ongoing	R		<ul style="list-style-type: none"> <li>• Perform position duties in a way which promotes customer service and harmonious working relationships, including treating all people courteously and respectfully.</li> <li>• Engage in effective team participation through willingness to help and support co-workers, supervisors, and other work-related associations.</li> <li>• Develop good working relationships with division and agency staff and supervisors through active participation in carrying out group projects and in identifying and resolving problems constructively.</li> <li>• Show openness to constructive feedback and suggestions, to strengthen work performance.</li> <li>• Contribute to a positive, respectful, and productive work atmosphere.</li> <li>• Foster and promote the importance and value of a diverse, discrimination and harassment free workplace.</li> <li>• Respect diversity of opinions, ideas, and cultural differences.</li> </ul>
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			<ul style="list-style-type: none"> <li>• Support outreach and diversity-related efforts to diversify the workforce.</li> <li>• Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.</li> </ul>
45%	R	E	<p><b>Policy Advice</b></p> <ul style="list-style-type: none"> <li>• Lead or participate in multi-agency or jurisdictional planning efforts to establish state policy and direction for enterprise data sharing and interoperability.</li> <li>• Establish and lead external and internal partner groups supporting planning efforts.</li> <li>• Recommend policy strategies and allocation of agency resources to senior management, agency leadership, and develop proposed legislation to address data and system goals and requirements.</li> <li>• Analyze data and system policy and implementation issues that cross or affect other state agencies and DCBS.</li> <li>• Identify trends, design operational systems, and evaluate program needs supporting DCBS program areas.</li> <li>• Draft agency and legislative proposals supporting data and systems modernization efforts.</li> <li>• Collaborate with a cross-sector of agency program, IT, and leadership to identify shared vision and direction in alignment with agency strategic goals.</li> <li>• Lead data and systems workstreams within large multi-agency projects advocating for the proper collection, storage, and use of program data.</li> <li>• Lead design sessions with policy and/or technical leads to identify reporting and compliance needs.</li> <li>• Translate business needs into actionable requirements for technical solutions.</li> <li>• Elevate risks that arise due to lack of data and systems planning to project and agency leadership.</li> <li>• Represent the agency and communicate data governance and management strategic direction at cabinet-level meetings, before boards and commissions of other agencies, and before the state legislature.</li> <li>• Ensure all policy and proposals uphold and further DCBS program equity.</li> <li>• Represent the agency at national conferences and vendor specific events as needed.</li> </ul>
20%	R	E	<p><b>Legislative Coordination</b></p> <ul style="list-style-type: none"> <li>• Lead the strategic direction to implement legislative or administrative rule changes to align with policy goals.</li> <li>• Coordinate efforts to propose legislative or administrative rule changes to support policy goals.</li> <li>• Design systems to implement changes in legislation.</li> <li>• Coordinate the writing or write reports outlining impact of legislative proposals on agency operations.</li> <li>• Review and approve reports detailing the impact of legislative proposals on agency operations</li> <li>• Write and edit legislative proposals and testimony and approve materials developed by others.</li> <li>• Explain policy issues and the effect of proposed legislation to state legislators, legislative committee members, lobbyists and task forces as needed or requested.</li> </ul>

			<ul style="list-style-type: none"> <li>Track federal and state legislation and evaluate for programmatic impact.</li> <li>Plan needed changes in operations and procedures.</li> <li>Develop and coordinate the implementation of federal laws, regulations, or requirements.</li> </ul>
15%	R	E	<p><b>Systems and Operational Improvement</b></p> <ul style="list-style-type: none"> <li>Lead efforts to update or get new technology.</li> <li>Direct and coordinate large-scale system improvement projects ensuring solutions are scalable and aligned with agency goals.</li> <li>Evaluate the feasibility of system projects by analyzing the benefits, the required resources, projected timeframes, and system lifecycles.</li> <li>Collaborate with fiscal and budget staff to do financial projections of projects.</li> <li>Lead visioning forums with agency leaders and key community partners to develop a high-level roadmap and goals for data and systems modernization.</li> <li>Lead the conceptualization and development of specifications, including detailed design documents and technical specifications with cross-functional teams comprising business partners, technical leads, program staff, regulated entities, and community partners.</li> <li>Study impacts of data systems on program design.</li> <li>Lead efforts for data sharing and integration across DCBS divisions and other state agencies.</li> <li>Sponsor data governance efforts that promote data transparency.</li> </ul>
15%	R	E	<p><b>Project Oversight and Direction</b></p> <ul style="list-style-type: none"> <li>Proactively address potential risks and challenges through strategic planning.</li> <li>Lead cross-agency operational improvement projects and comprehensive research studies into the current operations, pain points and potential risks associated with agency data and system technology.</li> <li>Execute and track implementation of operation and process improvement projects.</li> <li>Oversee project management processes to ensure active engagement of project team members, leadership, and partners.</li> <li>Track and control project finances, timeline, and performance metrics.</li> <li>Ensure the quality of project deliverables through rigorous verification processes.</li> <li>Manage the end-to-end process of engaging external contractors for projects, including defining business requirements, overseeing the contracting process, and ensuring effective contract administration.</li> <li>Track and evaluate contractor performance to ensure alignment with project goals and standards.</li> <li>Conduct in-depth analysis to determine root causes and identify gaps and risks in agency-wide system integration and data technology projects.</li> <li>Propose comprehensive mitigation actions, including the termination of projects if considered necessary to address identified issues.</li> </ul>
5%	NC	NE	<p><b>Other Duties as Assigned</b></p> <ul style="list-style-type: none"> <li>May help management with IT planning including long range goals, budget preparation, and research and analysis for IT initiatives to determine impact to DCBS data and programs.</li> <li>May help management to develop policies, procedures and processes related to the Division.</li> </ul>

## 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.

- Hybrid remote work – This position is eligible for remote working on a hybrid basis once the incumbent has gained the skill to perform work independently; however, periodic scheduled office hours may also be required.
- Requires limited physical exertion, mainly office desk work.
- Works extensively using computer monitors which may cause eye fatigue.
- Occasional travel to go to meetings and attend trainings or conferences.

## 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's Data Governance and Transparency (DGT) policy, framework, etc.
- Center for Internet Security (CIS) security standards
- Americans with Disabilities Act (ADA) – Web Content Accessibility Guidelines (WCAG)
- Oregon Revised Statutes
- Oregon Administrative Rules
- DAS, EIS, and Governor's Office policies
- Information Security best practices and standards
- State of Oregon Enterprise-wide plans, standards, and guidelines
- Applicable (specific to individual DCBS programs) federal regulations and guidelines
- DCBS policies, procedures, guidelines, and standards
- Technical information, standards, and directives

b. How are these guidelines used?

- To determine requirements and best practices for securing, protecting, sharing, and ensuring information assets are kept in compliance with business requirements and applicable regulations and guidelines.
- To determine the allowable use of information assets, perform gap analysis of compliance with security, privacy, transparency, and other compliance requirements and best practices for the Department.

## 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?
Department senior managers	Phone, in person, and in writing	Give consultative advice, present research findings, facilitate meetings, and recommend policy or legislative changes	Routinely

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

Professional staff and managers from different disciplines within and outside the agency	Phone, in person, and in writing	Plan and manage projects, gather and verify information, and explain policy and processes	Regularly
State Enterprise oversight organizations (DAS, EIS, etc.)	Phone, in person and in writing	Have working relationships, provide help on cooperative work issues, collect and distribute information	Regularly
Other state, federal and municipal agencies	Phone, in person and in writing	Collaborate on legislative or policy changes	As needed
Legislators	Phone, in person and in writing	Explain internal processes, policy and procedures, and promote agency programs and the allotment of funding	As needed
Vendors	Phone, in person and in writing	Research technology offerings, trouble shoot compliance issues, coordinate implementations	As needed

**SECTION 7. POSITION RELATED DECISION MAKING**

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

- This position is relied on to make decisions that affect all Department staff and local, state and federal partners, businesses and the public. These decisions impact users' ability, and processes used, to securely access systems and data used in meeting business needs.
- This position tracks and analyzes data risks and threats, and determines the proper action to take in response.
- Poor decisions or mishandled implementations introduce the Department to risks of significant loss of employee productivity, loss of critical and confidential data, loss of system use, and/or ineffective expenditure of budget funds.

**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".*

Chief Information Officer, Information Technology Manager 3	7100.018	Verbal and visual review of work products at project control points and upon completion.	As needed	Products are reviewed for conformance to standards, clarity, accuracy, and pertinence of logical decision.
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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? 0  
 How many employees are supervised through a subordinate supervisor? 0
- 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:

**Skills:** Knowledge and experience or demonstrated ability to master the following skills:

- Effectively communicate at all levels of the organization and with other federal, state, and local agencies, boards, commissions, and workgroups.
- Lead projects including assessing project scope, develop project plans (budget, schedule, tasks, deliverables, etc.) and project oversight documentation.
- Experience in data governance, management, and modernization of data programs, systems, and practices.

**Attributes:**

- Desire and ability to learn and master new technical and business skills.
- Keen understanding of data management and governance best practices and technology solutions.
- Proactive troubleshooting, listening, and problem-solving skills.
- Ability to plan and perform assignments with minimal or no supervision.
- Ability to meet deadlines while maintaining attention to detail and accuracy.
- Strong communication skills with the ability to communicate clearly, concisely and so technical information is understood by all customers and users, both verbally and in writing.
- Ability to work independently or on a team as a partner to collectively meet goals.
- Strong interpersonal skills with the ability to establish and maintain great working relationships with all levels of staff in the Department and with outside federal, state and local agencies.
- Strong organization skills with the ability to shift priorities quickly while continuing to make progress on all work assignments.

**Special Requirements:**

Position is subject to a criminal background check.

Education and experience in support and compliance of federal and state security, privacy, data governance, accessibility, and other compliance areas policies and rules.

**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".*

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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

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date