



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/01/2026

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: Information Systems Specialist 5
b. Classification No: C1485
c. Working Title: Developer/Analyst
d. PPDB No/WD ID: LD
e. Section Title: Information Technology & Research
f. Agency No: 44000
g. Employee Name:
h. Budget Auth No: N/A
i. Supervisor Name: Jessica Arrey
j. Repr. Code: OAS
k. Work Location (City – County): Salem/Marion

I. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent 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 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 primary purpose of this position is to collaborate with a development team to maintain, enhance, and create new reporting products as part of the modernization initiative to transition away from Actuate reports. This role is responsible for ensuring data integrity, validating output accuracy, and aligning deliverables with business requirements. All products developed or modified must meet WCAG 2.1 AA accessibility standards.

The position also works closely with IT&R staff to support the full software development lifecycle, including application security, system integration, testing, deployment, and ongoing maintenance.

**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			<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. 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.</li> <li>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.</li> <li>Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.</li> </ul>
80%	NC	E	<p><b>Programming/Development</b></p> <ul style="list-style-type: none"> <li>Designs logic for, writes, and tests computer program code to construct data system components (database tables, database views, screens, application program interfaces (APIs), batch programs, reports, other output) that perform efficiently and produce desired results for various sized data systems</li> <li>Reviews and evaluates programming assignments to provide accurate estimates of effort</li> <li>Collaborates with staff who assigned work to agree upon realistic timeframes for assignment completion</li> <li>Works cooperatively with project manager, system designer and business systems analyst to understand the needs associated with programming assignments and makes recommendations when appropriate</li> <li>Completes programming assignments timely and efficiently; seeks assistance when appropriate</li> </ul>

			<ul style="list-style-type: none"> <li>• Deploys work products into development, test, and production computer environments</li> <li>• Assists with functionality and usability testing by end users</li> <li>• Develops user training documentation</li> <li>• Creates and maintains programming and system documentation</li> <li>• Develops production instructions for operations staff</li> <li>• Understands and uses DCBS IT&amp;R standard software development languages, tools, and frameworks</li> <li>• Understands and applies IT&amp;R development standards and processes</li> <li>• Understands and applies structured programming concepts and methods and IT&amp;R best practices to create efficient, effective and maintainable computer program code</li> <li>• Suggests changes, reviews change options, and makes change recommendations to IT&amp;R development standards and methods</li> <li>• Works with other IT&amp;R staff to develop, improve and evaluate programming techniques or strategies that would result in more efficient processes and/or higher quality end products</li> <li>• Incorporates accessibility standards (WCAG) and usability best practices to ensure inclusive and user-friendly experiences for users.</li> </ul>
15%	NC	E	<p><b>Systems Analysis and Design</b></p> <ul style="list-style-type: none"> <li>• Analyzes and designs business processes, user requirements, and process workflows into intuitive, user-centered, and accessible system designs.</li> <li>• Conduct and analyze user feedback, usability testing, and accessibility audits to inform design decisions Analyzes and designs data system components (database tables, database views, screens, application program interfaces (APIs), batch programs, reports, other output) and how they will interface with each other</li> <li>• Analyzes and designs data conversion strategies</li> <li>• Performs logical and physical data modeling and designs relational databases</li> <li>• Documents and stores systems analysis and design documents per IT&amp;R Application Development standards and processes.</li> <li>• Validates accuracy of analysis and design with users</li> <li>• Writes or otherwise provides instructions for development staff to program or implement the design of the data system components (database tables, database views, screens, application program interfaces (APIs), batch programs, reports, other output)</li> <li>• Reviews and tests programmed data system components for accuracy and quality</li> <li>• Understands DCBS architecture, standards and processes for implementing data systems</li> <li>• Has a working knowledge of development platforms on which DCBS has standardized, and the ability to determine the best technical solution to meet the needs of the system design</li> <li>• Participates in technical and procedural problem solving as a member of the DCBS development team; documents solutions as appropriate</li> <li>• Understands DCBS technology, platforms and development standards, sufficient to investigate and recommend solutions to system problems, regardless of involvement in creation of the system.</li> </ul>
5%	NC	E	<p><b>Business Analysis</b></p>

			<ul style="list-style-type: none"> <li>• Interacts with agency business partners to understand how the business areas function to accomplish their purpose or mission, what products or services they provide to external customers and how they deliver them, their business processes, their goals and objectives, how their units interact within and outside of the organization, and the current state of the organization</li> <li>• Elicits business, stakeholder, solution, and transition requirements which may include activities such as brainstorming, analyzing documents, analyzing user interfaces, conducting focus groups, conducting interviews, observing work processes, prototyping, conducting requirements workshops, and preparing and analyzing surveys or questionnaires</li> <li>• Manages and communicates requirements which may include obtaining and maintaining consensus among key stakeholders, creating and maintaining documentation, and developing and giving presentations</li> <li>• Identifies actual business needs (beyond expressed desires), problems, and opportunities and defines solutions to meet those needs</li> <li>• Analyzes and prioritizes requirements to define the required capabilities of a potential solution that will fulfill stakeholder needs</li> <li>• Assesses and validates solutions to ensure that they meet the business need and to facilitate their successful implementation</li> <li>• Assists project managers with preparing business cases and other project documentation as appropriate</li> <li>• Performs or participates in IT&amp;R project activities which may include defining and documenting business processes, defining and developing data models, defining and documenting business rules and data edits, defining system access requirements, performing and/or coordinating user acceptance testing, preparing system user documentation, and training end users on system use</li> <li>• Creates and maintains data and system diagrams and documentation</li> <li>• Assists agency business partners with developing business processes to ensure data system reliability and data quality</li> </ul>
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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

**Anytime**

This position is eligible for remote work part- or 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.

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

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

**SECTION 7. POSITION RELATED DECISION MAKING**

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

This position decides how best to design, develop and test, new or enhancements to existing data system components or interfaces using the business requirements, specifications, and development standards. If poor decisions are made, projects could be delayed, delivered software may not function properly or efficiently, delivered software may not meet the customer needs, and software may not be easily maintained.

This position decides how best to elicit accurate business requirements from agency staff based on the knowledge and style of the persons involved. If poor decisions are made, specifications may be incorrect resulting in work products delivered that may not meet the actual needs of the customer or achieve the project objectives.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Solution Development & Delivery Manager	7100.342	1) Weekly Team Meetings 2) Monthly One on One Meetings 3) Quarterly Check-in Meetings 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.

**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

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

\_\_\_\_\_  
Date