STATE OF OREGON
POSITION DESCRIPTION

Agency: Dept of Transportation

Division: Highway/Statewide Project Delivery Branch

This position description is for:
- ☒ A new position that is being established
- ☐ An existing position that is being revised
- ☐ No change – Annual review

Service Type of this position is:
(Only change if revisions are made)
- ☒ Management Service (X)
- ☐ Supervisory (MMS)
- ☒ Managerial (MMN)
- ☐ Confidential (MMC)

Unclassified:
- ☐ Executive Service (Z)

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations & Policy Analyst 4
   Classification No: X0873
b. Establish Date: July 1, 2009
   Position No: 6000068
c. Working Title: Asset Management Program Manager
   Section Title: Statewide Project Delivery Branch
   Agency No: 73000
d. Employee Name: Vacant
   Union Repr Code: N/A

k. Work Location (City – County): Salem - Marion
l. Supervisor Name: Steve Cooley

m. Position:
   - ☒ Permanent
   - ☐ Seasonal
   - ☐ Limited Duration
   - ☐ Double Fill

n. Position:
   - ☒ Full-Time
   - ☐ Part-Time
   - ☐ Intermittent
   - ☐ Job Share

o. FLSA:
   - ☒ Exempt
   - ☐ Non-Exempt
   If Exempt:
     - ☐ Executive
     - ☒ Professional
     - ☒ Administrative

p. Eligible for Overtime: ☐ Yes, ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

   The Oregon Department of Transportation exercises leadership and vision in promoting, developing and managing a statewide network of transportation systems and facilities. These systems and facilities provide access to Oregon for the State’s citizens and visitors, provides efficient movement of commerce, goods and services, ensures the safety of transportation systems users, and enhances Oregon’s competitive position in national and international markets. ODOT is a geographically-spread organization of approximately 4500 FTE with a $3.8 billion biennial budget.
ODOT provides comprehensive planning, design, construction, maintenance, and operation of the transportation system to serve the public of the State of Oregon. These systems include all forms of transportation such as auto, air, rail, bicycle, pedestrian, and encompasses various licensing activities. The Department carries out these activities under the direction of the Oregon Transportation Commission. Its purpose is to provide the citizens of the state a safe and efficient transportation system. ODOT is committed to supporting a workplace environment that encourages a diverse workforce. This support focuses on respectful treatment of others, reducing conflict by increasing understanding of and respect for differences amongst all people. ODOT’s eight divisions include Communications, Central Services, Driver and Motor Vehicle Services, Motor Carrier, Transit/Rail, Transportation Development, Transportation Safety, and Highway Division.

This position resides within the Highway Division which is composed of approximately 2,400 employees who work in ODOT’s five transportation Regions, Statewide Project Delivery Branch (SPDB) and the Office of Maintenance and Operations. Through its delegated authority and influence roles, Highway Division’s SPDB is responsible for the overall management of the State’s Transportation System and ensures the success of ODOT’s transportation program by: 1) managing highway-related state-owned assets (i.e., bridges, roads, culvert, etc.); 2) ensuring the technical skills and abilities of ODOT staff are sufficient to do assigned work; 3) promoting continuous technical improvement efforts through the development and communication of clearly articulated, locatable and understandable policies and practices, and providing qualitative and performance measurement information and analysis, and 4) supporting Region project delivery in direct work for transportation infrastructure projects.

The Statewide Project Delivery Branch (SPDB) has three sections and a branch that directly report to the Statewide Project Delivery Branch Manager: Business Operations Section, Project Development Section, Construction Section and the Engineering and Technical Services Branch which consists of the following Sections: Bridge, Engineering Automation, Geo-Environmental, Right of Way and Traffic-Roadway. ODOT’s Chief Engineer manages the Engineering and Technical Services Branch (ETSB).

The ETSB ensures statewide consistency in Engineering and Technical standards, policies, procedures, and practices; reduces Agency engineering quality risk; ensures compliance through oversight of the Engineering/Technical aspects of the Departments work including project development, construction, maintenance and other divisions of the Agency; researches and analyze best practices, trends and research related to transportation engineering solutions; maintains key strategic relationships with regulatory agencies and other business partners; conducts value engineering, quality assurance and other review activities; develops tools, techniques, analysis and performs specialized support to Region project delivery in direct work for transportation infrastructure projects.

Strategic Improvement & Project Delivery Services’ mission is to provide the transportation functions with continual improvement, leadership, and governance that ensure effective and efficient project delivery.

The Asset Management Program Office (AMPO) serves as a strategic leader and partner in providing a framework for understanding performance gaps, prioritizing actions to address the gaps, and helping to establish business processes that streamline asset management activities; a portfolio management team that is responsible for the “big picture” of Asset Management initiatives across all Highway and Planning Division business lines; and manage and coordinate future updates to the Transportation Asset Management Plan (TAMP) per MAP-21 requirements. Program work directly supports and aligns with the direction and priorities established by the Chief Engineer and Highway Division Administrator.

AMPO is responsible to connect, blend, merge and optimize competing objectives, priorities, goals, policies/practices interests, needs and available capital resources to achieve ODOT goals statewide.

ODOT is committed to supporting a workplace environment that encourages a diverse workforce. This support focuses on respectful treatment of others, reducing conflict by increasing understanding of and respect for differences amongst all people.
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:

Act as a senior strategist and policy advisor to the Highway Division and ODOT Executive Management. This position formulates and manages ODOT’s strategy and policy for asset management. The AMPO supports and informs strategic capital investment decision-making through close integration and coordination with the Statewide Transportation Improvement Program (STIP) and “Fix-It” Committee.

The primary purpose of this position is to provide a consistent statewide asset management leadership and approach by focusing on the relationship between people, process, data, and the technology that enables them. This requires partnering on an ongoing basis with executive staff and state management teams to achieve improvements in support of increased efficiency, accountability and business performance.

This individual is responsible for leading the development, management and analysis of Asset Management Strategic plans, initiative prioritization and work plans. Because of the broad-based knowledge necessary for success in this position, this individual contributes to the development or implementation efforts of other ODOT plans, such as the Strategic Business Plan, Strategic Data Business Plan, and influences Asset Management nationwide.

This position works with state and local officials, executives, federal, Oregon and other state jurisdictions and agencies to integrate department objectives providing executive level decision-making and oversight.

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 – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

Be a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.

Be responsible for achieving the Department’s Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>NC</td>
<td>E</td>
<td>Statewide Asset Management Leadership</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Drive policy and institutionalize Asset Management best practices.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Create and implement a long-term Asset Management strategy to address gaps in performance and further ODOT’s Asset Management capabilities.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Develop, communicate and collaborate on agency strategic planning, goals, and priorities related to Asset Management.</td>
</tr>
</tbody>
</table>

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

731-0729M (12/2019) ODOT HR – Management
<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>NC</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

**Program Management and Delivery**

- Lead the updates of the federally mandated Transportation Asset Management Plan (TAMP) per MAP21 requirements.
- Lead the development of an Asset Management Strategic Plan in coordination with ODOT business lines, Regions, and executive management to address gaps in performance and further ODOT’s Asset Management capabilities.
- Coordinate with executive management to secure funding for Asset Management initiatives within the Highway and Planning Divisions that support the vision, mission and objectives of an Asset Management Strategic Plan.
- Lead prioritization activities to ensure that all Asset Management initiatives are rolled-up through the Highway Division portfolio management process, have appropriate business justification, are aligned with larger strategic goals, and can be logged centrally and filtered against agreed upon criteria.
- Act as a knowledge center, making available program management related information, such as how initiatives progress through the approvals process.

- Provide organizational leadership to prioritize Asset Management initiatives across the Highway and Planning Divisions using established decision-making frameworks and criteria.
- Develop and lead critical AMPO program governance structure including Asset Management Executive Committee, Asset Data Management Committee, other standing and ad hoc Asset Management committees or advisory teams.
- Review proposed state and federal legislation and rule-making related to Asset Management; analyze policy issues that cross or affect other transportation governmental entities such as Federal Highway Administration, cities, counties, and other local area transportation authorities; develop and implement proposals, policies and strategies to address issues.
- Provide leadership to implement changes in agency policy, procedures, and administrative rules in response to AMPO strategies and data standards.
- Participate strategically on agency leadership teams to provide Asset Management program input and leadership.
- Plan, organize and direct projects and change initiatives involving multidisciplinary teams, consultants, managers, internal and external partners.
- Communicate and coordinate change initiatives across ODOT Divisions, business lines, management teams, and road authorities for implementation.
<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Lead activities that collect and report on metrics across the portfolio of Asset Management initiatives and programs.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• Lead the development of a communication plan that articulates the AMPO’s vision and strategy and deliver via town-hall meetings, roadshows across the Regions, leadership team meetings, etc. Manage the budgeting and expenditures of the biennial and fiscal year Asset Management program budgets.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• Lead activities to update the 10-year Asset Data Maintenance Plan.</td>
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<tr>
<td></td>
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<td></td>
<td>• Actively lead and support AMPO team members, working together to accomplish the Asset Management vision and strategy. Coordination and collaboration with business lines and IS to develop systems for collecting, storing, sharing, and reporting asset data. Establish and maintain personal contact with all key internal and external participants involved in ODOT Asset Management efforts and related programs as a method of ensuring consistent program implementation. Participate on various ODOT statewide leadership teams to facilitate problem resolution and coordinate integration of Asset Management policies and procedures with other department business operations and work units.</td>
</tr>
<tr>
<td>10%</td>
<td>NC</td>
<td>E</td>
<td><strong>AMPO Contract Administration</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Collaborate with stakeholders and follow contracting guidelines to develop contractor statement of work, scope of work and other contracting documents to implement identified bodies of work in alignment with Asset Management plans and capacities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Manage contractors and contracted work; review and accept deliverables to ensure compliance with contract specifications; review invoices and recommend approval/denial based on delegated authorities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Administer AMPO contracts; monitor and evaluate contractor performance.</td>
</tr>
<tr>
<td>10%</td>
<td>NC</td>
<td>E</td>
<td><strong>Other duties</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Unique or special assignments from Highway Division Administrator, Transportation Development Division Administrator, Chief Engineer/Technical Services Manager, Maintenance and Operations Engineer. Demonstrate commitment to building and maintaining a respectful workplace and valuing diversity by communicating and working effectively and appropriately with individuals or groups with diverse beliefs, values and behaviors.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Remain current on existing and emerging fields of expertise.</td>
</tr>
<tr>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

Employees in AMPO are expected to participate in a team format and participate in a fluid and changing environment. This position primarily works in an office environment but will also work in external meetings in other locations, primarily within Oregon. Requires travel throughout the state in all types of weather, with some trips necessitating overnight lodging. May require out-of-state travel to represent the agency at state and federal conferences. A regular part of this position is making presentation at the executive, state, and federal level, giving testimony, and meeting deadlines, often under stressful situations. Often interacts with individuals and groups over highly emotional content. This position occasionally requires working long hours to do the work necessary to perform the duties of the position.

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.

- State Constitution
- ODOT Administrative rules, policies, procedures & directives
- Project Development Guidebook
- Statewide Transportation Improvement Program
- State Constitution
- ODOT Strategic Business Plan, ODOT Strategic Data Business Plan,
- Project Development Guidebook
- Oregon Administrative Rules
- State & Federal statues, rules & regulations on transportation modes & systems
- ODOT Highway Design Manual
- ODOT Administrative rules, policies, procedures & directives
- Federal Laws and Rules applicable to agency programs
- ODOT Financial Management & Budgeting plans & practices
- ODOT Administrative rules, policies & procedures
- State & Federal Funding
- Federal Register
- ODOT Strategic Business Plan
- Statewide Transportation Improvement Program
- Federal Register
- ODOT Mission. Values & Goals
- ODOT Highway Design Manual
- Federal Register
- ODOT Administrative rules, policies & procedures
- Federal Laws and Rules applicable to agency programs
- ODOT Financial Management & Budgeting plans & practices
- Federal Register
- Oregon Administrative Rules
- ODOT Strategic Business Plan
- Oregon Administrative Rules
- Statewide Transportation Improvement Program
- Oregon Administrative Rules
- ODOT Strategic Data Business Plan,
- Oregon Administrative Rules

Discipline-specific guidelines for conducting action and technical research and analysis and for employing quality asset management and improvement tools.

b. How are these guidelines used?

These provide source material for making decisions pertaining to Asset Management and development of the program. They provide the basis for monitoring and executive and managerial decisions necessary for the successful accomplishment of departmental and program policies and objectives. However, the unique nature of the program and the variety of issues require the incumbent to make many decisions without any existing guidelines or precedents. Varied combinations of these guidelines inform new development of guidelines where none have existed before.
### SECTION 6. WORK CONTACTS

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

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODOT Director / Deputy Director</td>
<td>In person/ email/ phone</td>
<td>Consultant. Advise/recommend on policy. Plan/manage projects, report out on project status, or present findings. Obtain and verify information. Explain processes. Facilitate meetings/outcomes.</td>
<td>As needed</td>
</tr>
<tr>
<td>ODOT Division Administrators</td>
<td>In person/ email/ phone</td>
<td>Consultant. Advise/recommend on policy. Plan/manage projects, report out on project status, or present findings. Obtain and verify information. Explain processes. Facilitate meetings/outcomes.</td>
<td>Monthly</td>
</tr>
<tr>
<td>ODOT Executive Staff</td>
<td>In person/ email/ phone</td>
<td>Consultant. Advise/recommend on policy. Plan/manage projects, report out on project status, or present findings. Obtain and verify information. Explain processes. Facilitate meetings/outcomes.</td>
<td>Weekly</td>
</tr>
<tr>
<td>Region Managers &amp; members of their management teams</td>
<td>In person/ email/ phone</td>
<td>Consultant. Advise/recommend on policy. Plan/manage projects, report out on project status, or present findings. Obtain and verify information. Explain processes. Facilitate meetings/outcomes.</td>
<td>Monthly</td>
</tr>
<tr>
<td>ODOT Division &amp; Section Management</td>
<td>In person/ email/ phone</td>
<td>Consultant. Advise/recommend on policy. Plan/manage projects, report out on project status, or present findings. Obtain and verify information. Explain processes. Facilitate meetings/outcomes.</td>
<td>Weekly</td>
</tr>
<tr>
<td>ODOT Executive &amp; Management Teams</td>
<td>In person/ email/ phone</td>
<td>Communicate program goals. Advise/recommend on policy. Obtain and verify information. Explain processes. Report out or present findings.</td>
<td>Monthly</td>
</tr>
<tr>
<td>ODOT Project Managers</td>
<td>In person/ email/ phone</td>
<td>Process improvement. Resolve issues. Obtain and verify information. Facilitate meetings/outcomes.</td>
<td>As needed</td>
</tr>
<tr>
<td>Other ODOT Staff</td>
<td>In person/ email/ phone</td>
<td>Process improvement. Resolve issues. Obtain and verify information. Facilitate meetings/outcomes.</td>
<td>As needed</td>
</tr>
</tbody>
</table>

**EXTERNAL TO ODOT**

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal, State &amp; Local Agencies</td>
<td>In person/ email/ phone</td>
<td>Communicate program goals. Coordinate common objectives. Develop reports to comply with external reporting requirements. Report out or present findings. Obtain and verify information. Explain processes.</td>
<td>Monthly</td>
</tr>
<tr>
<td>Legislature</td>
<td>Email/ phone</td>
<td>Prepare and provide testimony/information</td>
<td>As needed</td>
</tr>
<tr>
<td>Attorney General’s Office</td>
<td>In person/ email/ phone</td>
<td>Obtain legal opinion. Provide information when requested.</td>
<td>As needed</td>
</tr>
</tbody>
</table>
### SECTION 7. POSITION RELATED DECISION MAKING

#### a. Describe the typical decisions of this position.

This position has primary responsibility for managing the delivery of the Asset Management program with a program budget of about $1.7 million, but impacting decisions related to decisions on expenditures that total hundreds of millions of dollars. This position exercises wide-ranging judgment and discretion in decision making, often varied and complex, and committing ODOT to a particular course of action. Decisions include management of asset management projects, enterprise systems and tools – typically done without benefit of existing practices, policies and procedures - and directing and evaluating the progress of these projects. Principle accountabilities include full-authority program management with direct program, budget and administrative responsibilities.

Work is conducted in an environment characterized by general supervision and broad policy guidance, with wide latitude for independent decision-making and collaboration across the agency congruent with ODOT, Highway and TDD priorities, practices and guidelines. Decisions made affect both the efficiency and effectiveness of the Divisions and the Department. These decisions have significant statewide impact and long-term effects on the Oregon transportation system.

In fulfilling the role and responsibilities of this position, this individual via partnerships and collaboration with Agency Executive Staff members and division management teams, is responsible for decisions that determine:

- Various program responsibilities and limits
- The timing and scope of the agency recommendation to be approved
• Makes division-level decisions regarding planning efforts, prioritization and Asset Management capacity-building initiatives
• Makes all decisions necessary to successfully fulfill the role as program manager of Asset Management Program Office.

b. Explain the direct effect of these decisions.
• The lack of timely, defensible decisions that are supported by FHWA or regulatory agencies, threatens federal funding levels and FHWA support.
• Without this work, the OTC, Governor, legislators, Director, is not provided a complete and timely set of information from which to make the best informed decisions possible.
• The work of this individual in this position also provides the processes and mechanisms by which information is raised to the Director, Executive staff, and other management upon which agency-wide financial and other resource allocations are made.
• If this individual makes the wrong decisions (or fails to make decisions) regarding business area involvement and communications, vital programs, priorities and initiatives may not be funded or implemented.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Position No.</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEM H</td>
<td>1011040</td>
<td>In person, phone, email</td>
<td>As special needs arise, annual performance review</td>
<td>Plan, consult and advise on critical decision; and to provide updates on progress of projects and work objectives. Annual job performance review.</td>
</tr>
<tr>
<td>PEM H</td>
<td>1011040</td>
<td>Periodic informal meetings</td>
<td>As needed or requested</td>
<td>Provide guidance; keep abreast of issues.</td>
</tr>
</tbody>
</table>

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

SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

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

b. Which of the following activities does this position do?

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- 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:

The individual in this position must be able to work proactively and independently, and must be tactful and sensitive in dealing with others. The individual must be able to adapt products, services, methodologies, and style to align with ODOT values and priorities, priorities, policies and practices. Because the processes and products for which this position is responsible are heavily interrelated to other agency, state and federal efforts, the workload and expectations vary throughout the year/biennia. The individual must be able to plan for and accommodate those variables and the impact on his/her work schedule.

It is a high-level complex position, requiring tact and diplomacy to manage it successfully. The individual must be able to work proactively, autonomously and independently. The individual must be skilled at communicating and operating with executives, managers, supervisors vertically and horizontally across functions and across the organization. The individual must be skilled in bringing together diverse and/or opposing groups and working through diverse and sometimes antagonistic viewpoints to arrive at mutually acceptable solutions. The individual must possess highly specialized expertise of an expanded body of theory and best practices related to asset management; application of project and portfolio governance approaches at the organizational level; experience in developing and executing program strategies, plans and initiatives; process development, documentation and training; organizational change management, and experience in thought leadership such as white papers and conference presentations. This knowledge can be gained through significant work experience and/or through formal study at the graduate level.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

<table>
<thead>
<tr>
<th>Operating Area (Personal Services; Services &amp; Supplies; Capital Outlay)</th>
<th>Biennial Amount ($00000.00)</th>
<th>Fund Type (General; Other; Federal; Lottery)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Payments</td>
<td>$15,000.00 Monthly</td>
<td>EA IN7030</td>
</tr>
</tbody>
</table>

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

DESIGNATION OF NAME-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:

Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, a CBC is required prior to filling the position.

The employee in this position…

1. Provides information technology (IT) services and has control over access to Department information technology systems that could allow the individual to harm these systems or the information contained within the systems. This relates to having responsibilities that involve development, programming, installation, maintenance or other technical aspects related to Department hardware and software. It is not intended to include positions with responsibilities that only utilize IT systems, such as entering and retrieving data. ................................. ☐ Yes ☐ No

2. Has responsibility for receiving, receiving, or depositing money or negotiable instruments. ............................................................................................................................................ ☐ Yes ☐ No

3. Has responsibility for payroll functions. ............................................................................................................................................ ☐ Yes ☐ No

4. Has responsibility for purchasing or selling property, or has access to private property in the Department’s custody (such as Right of Way and Facilities). It is not intended to include positions with responsibilities that may involve simply being on private property to perform certain duties. ............................................................................................................................................ ☐ Yes ☐ No

5. Has access to personal identification information about employees or members of the public, including Social Security numbers, date of birth, driver license numbers, medical information, personal financial information or criminal background information. ............................................................................................................................................ ☐ Yes ☐ No
DESIGNATION OF NAME-BASED AND FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:

Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, both a name-based and a fingerprint-based CBC are required prior to filling the position.

The employee in this position...

1. Has tasks associated with the verification, data entry, or modification of driver identity information.................................................. ☐ Yes ☑ No
2. Has access to driver or customer systems that would permit the entry or modification of driver identity information.................. ☐ Yes ☑ No
3. Has tasks associated with taking, reviewing, or accepting photos for driver licenses and identification cards.................................................................☐ Yes ☑ No
4. Is a supervisory or management position that can affect the work of employees who perform any of these tasks.....................☐ Yes ☑ No

CJIS
5. Has unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas.................................................................☐ Yes ☑ No

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, and employee name and position number.

SECTION 12. SIGNATURES

______________________________  ____________________________
Employee Signature                  Date

______________________________  ____________________________
Supervisor Signature                Date

______________________________  ____________________________
Appointing Authority Signature      Date

______________________________
Printed Name of Appointing Authority