STATE OF OREGON
POSITION DESCRIPTION

Agency: Dept of Transportation
Division: Operations

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
Management Service (X):
- ☒ Supervisory (MMS)
- ☒ Managerial (MMN)
- ☐ Confidential (MMC)

Unclassified:
- ☐ Executive Service (Z)

SECTION 1. POSITION INFORMATION

| a. Classification Title: | Operations & Policy Analyst 4 |
| b. Classification No: | X0873 |
| c. Effective (Est.) Date: | 7/1/2019 |
| d. Position No: | 1921090 |
| e. Working Title: | NEPA Contract Manager |
| f. Agency No: | 73000 |
| g. Section Title: | Urban Mobility Mega Projects |
| h. Budget Auth No: | 001361790 |
| i. Employee Name: | Vacant |
| j. Union Repr Code: | N/A |
| k. Work Location (City – County): | Portland-Multnomah |
| l. Supervisor Name: | Lucinda Broussard |

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 Delivery and Operations is responsible for construction, improvement, maintenance, and operation of the state highway systems to serve the public of the State of Oregon.

The Urban Mobility and Mega Projects office is engaged in complex projects with a high degree of public interest that entail responsibility for analyzing and resolving the policy implications of new ODOT programs and policies. The UMMP is the lead unit responsible for developing these projects, including the policy basis for their implementation, as well as the development of project concepts, with stakeholder input, prior to and during environmental review in accordance with the National Environmental Policy Act (NEPA).

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:

This position serves as the contract project manager for the environmental review, planning and traffic and revenue analysis for the tolling program, which advances tolling projects on I-5 and I-205. This position advances tolling projects for further study on both I-5 and I-205 to effectively manage north-south travel through the Portland metro area and evaluate revenue potential. The position provides project management expertise to advance the Tolling Program based on the work conducted under the Value Pricing Feasibility Analysis (2018) and subsequent direction and approvals from the Oregon Transportation Commission (OTC) and the Federal Highway Administration (FHWA). This requires close coordinate with other departments and major projects.

This position will manage the complex and emerging Tolling Program planning and environmental review phases, as required by the National Environmental Policy Act (NEPA). This includes developing and maintaining both project definition deliverables and plans, providing status tracking and reporting, overseeing consultant scope, schedule and budget, managing initiatives within the project, coordinating with other ODOT disciplines and agency partners, developing and maintaining project and program management related tools, templates, processes and procedures when needed, and serving as a representative for the program in state and agency forums.

This position is a member of the UMMP office and Tolling Team and provides planning guidance to ODOT agency management, on policy and project matters.

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.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
</table>

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

731-0729 (8/2014) ODOT HR Non-Management
Project Management and Policy Advice – Planning and Environmental Review:

- Manage all activities necessary to ensure Tolling Program is moved through the Project Development process, including required planning, environmental review (NEPA), and regulatory processes.
- Lead the Tolling Program with partners, stakeholders and the public. Work will include high-level plans, and detailed workflows and logs. Develop master project plans to coordinate scope, schedule and budgets for the each phase.
- Work with Federal, State, regional, and local governments in Region 1 to further define and develop Tolling Program. This will include working within the framework of the National Environmental Policy Act (NEPA) as well as state, regional and local plans, including the Metro 2040 land use concept and the Regional Transportation Plan (RTP), and state Transportation Planning Rule.
- Guide the planning study, environmental documentation, and public education and engagement processes for the Tolling Program including, but not limited to preparing presentations to the Oregon Transportation Commission, stakeholders and the public.
- Manage the revenue and tolling analysis and associated traffic analysis required for the planning and environmental review phases.
- Manage status tracking and reporting for the Tolling Program. Ensuring compliance with all applicable state, agency and division policies and procedures, and applying industry best practices whenever possible. Develop and/or optimize program and project management related processes and tools for the project team, leveraging existing PMO procedures and templates whenever possible. Establish standards and guidelines, develop and/or refine estimates and assumptions as required. Manage and administer consultant contracts.
- Lead multi-disciplinary teams from participating state agencies and other jurisdictions, as well as private service providers to ensure project progress is on schedule and within budget.
- Create documentation that supports the project team’s efforts including staffing plans, schedules, budgets and change management documentations.
- Prepare and manage work plans, scheduled and budget for highlight politicized topics and tasks.
- Develop consensus on project schedules and inform team members of project progress and potential schedule slippages.
- Monitor the progress of work assignments to ensure project team members meet deadlines. Keep consultants and project team focused on the project schedule to ensure that adequate time is allotted for all project tasks, and milestones are met.
- Track budget by analyzing budget reports. Identify areas that need to be addressed by the project team, and work with them to adopt efficient ways to accomplish tasks.
• Administer agreement and contracting procedures; provide oversight for significant and complex contracts and scopes of work
• Administer vendor contracts, including monitoring, evaluating, and approving contractor performance by ensuring that deliverables meet the intended purposes, are satisfactory, and otherwise meet expectations.
• Lead steering committee and technical advisory committee meetings, and document decisions.
• Identify project risks. Document and collect risks and mitigation plans. Develop and analyze policy strategies to mitigate risks.
• Clearly communicate risks and mitigations with project team members and stakeholders.
• Resolve schedule and budget issues.
• Maintain appropriate communication with team, consultants, and others including agencies. Write and disseminate project status reports.
• Develop personal services contracts and intergovernmental agreements.
• Prepare a project budget that summarizes the total expected costs for each project element and translates that into actual charges for consultants and each responsible unit involved with the project.
• Track ongoing expenditures.
• Analyze budget reports to determine expenses to date and compare to budgeted amount. Determine excessive or erroneous expenditure patterns and takes appropriate action to resolve.
• Notify unit manager if project is projected to overrun the budget. With the project team, adjusts parameters to keep project on budget.
• Provide team members with information on project methodology and processes to enable success.

25% NC E

Communications and Public Engagement:
• With Tolling Manager and consultant team, develop and implement a communications plan that takes into consideration the interests of all affected stakeholders.
• Clearly communicate with project team members and stakeholders.
• Lead project team meetings and serve as primary contact for stakeholder and sponsor concerns, lead discussions to reach resolution, and resolve conflicts between team members.
• Provide team members with information on project methodology and processes to enable success.
• Lead and present at public information meetings to convey project details and gather information.
• Review work products created by ODOT staff and consultant team
Intra- and Inter-Agency Coordination:
- Provide policy and planning guidance to UMMP and Tolling Manager and ODOT executive management team, as well as Tolling Program staff.
- Represent the agency to the public and on project advisory committees or other state committees.
- Serve as the main point of contact with the Federal Highway Administration and other governmental agencies during the planning and environmental phases of project development.
- Recommend policies and procedure that reflect regional needs and statewide policy goals.
- Liaison to Office of Innovation, including coordination with back-office and software development tasks.
- Collaborate with fiscal and budget staff to develop implementation timelines and approaches.
- Coordinate government relations for assigned projects, in coordination with Region 1 Government Affairs department. Responsibilities include briefings with elected officials and interagency leadership.

Other:
- Work collaboratively with other areas of the organization to identify efficiencies and innovative means to deliver services.
- Other duties as assigned by the supervisor (i.e., serving on committees, attending conferences, special projects).
- Complete ongoing training. Maintain knowledge of current industry practices/development, new laws and other developments affecting tolling and value pricing.

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.

ODOT believes in a diverse and inclusive work environment. All employees are expected to contribute to a work environment that collectively values and benefits from respecting its diversity and promotes a culture of inclusiveness. Work is performed indoors in a typical office environment and includes frequent use of office equipment such as personal computers, printers, teleconference equipment, conference room cameras and display systems, and copiers.

This position operates in an environment, with a heightened need for transparency and accountability. Work often involves multitasking, short timelines, strict deadlines, and the need to deal with conflicting priorities. Includes scheduled or unscheduled weekend work and working before and after the normal scheduled shift. Long hours could be required for certain tasks. May require contact with agitated customers, coworkers and vendors. This type of work requires extensive use of desktop computing systems. Requires the ability to work and make decisions independently in accordance with guidelines, as well as collaborate and work on a team. Requires driving on an as needed basis to respond to problems and provide service at varying locations throughout the state, so a valid driver license and the ability to drive is required.

Additional conditions:

General office conditions: Employee will have frequent, short notice and short time frames for completion of assignments. Position may require occasional travel that may include driving a state or personal vehicle on state business. Position may also have extended periods of time sitting at a desk or working on a computer terminal.
Diversity: ODOT is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by ODOT.

Team Environment: ODOT has a team oriented environment. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. Team participation requires being prepared for meetings, bringing issues and possible solutions for the team to resolve, obtaining agreement through the use of consensus when appropriate, giving and receiving feedback, committing to support and help other team members, sharing in the leadership of the team and agreeing to buy-in and actively support decisions made by the management team. This position may also be required to participate in cross functional or problem solving teams as needed.

Data sensitivity: This position might have access to personally identifiable information and will be expected to follow the department’s policies related to data security.

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.
   The person in this position will be expected to maintain a thorough understanding of applicable laws, rules, policies and procedures, including those specific to tolling and value pricing. Auditors rely upon Oregon Revised Statutes, Oregon Administrative Rules, and any applicable procedures that may be established for the projects.

   House Bill 2017
   National Environmental Protection Act
   Federal Highway Administration policies and procedures
   ODOT Strategic Plan for Region 1
   ODOT Strategic Communications Plan
   Oregon Transportation Initiative
   Statewide Transportation Improvement Plan
   Metro’s Regional Transportation Plan
   Transportation Efficiency Act 21
   Department of Administrative Services Administrative Rules, Policies and Procedures
   ODOT Mission, Values and Goals
   Federal laws applicable to ODOT programs
   ODOT Rules and Procedures Manual
   Oregon Transportation Investment Acts I, II, III

b. How are these guidelines used?
   This position requires familiarity with Oregon and federal transportation, environmental and land use laws and rules. It also requires a clear understanding of the policies, and planning direction, that play an important role achieving planned transportation objectives. The position requires the exercise of considerable judgement and broad discretion in determining how to apply rules and policies.

   Applicable requirements of the Oregon Administrative Procedures Act, the Attorney General’s Rules of Procedure and Administrative Law manual are pertinent when the position is involved in procuring consulting services, advising on issuing grants or assisting in development of rules.
These guidelines/reference materials are used frequently. This position must determine/interpret which of these constraints are applicable in arriving at appropriate solutions and implementation actions. With the wide range of duties and responsibilities required by the position, these guidelines and manuals provide a critical reference to ensure the work is done in accordance with relevant laws and regulations, design standards and specifications, sound engineering principles, and that staff are led using acceptable personnel practices.

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? |
|----------------------------------------------------|----------------------------------------------|                                                                    |            |
| Director, Assistant Directors, UMMP Manager, Region 1 Manager | In person, by phone, in writing, via email | Exchange information seek clarification, get approval, and resolve issues | Daily/As needed |
| Other jurisdictions (states, counties, municipalities) | Telephone, in person, and by email or written correspondence | Gather and provide information related to assigned projects; assist them with resolving issues related to developing programs in their jurisdictions; serve as a resource related to assigned projects. | Daily / as needed |
| FHWA                                               | Telephone, in person, and by correspondence | Present information related to assigned projects.                   | As needed. |
| Private sector partners                            | Telephone, in person, and by email or written correspondence | Convey information.                                                  | As needed |
| ODOT managers, staff, and coworkers                | Discuss audits and explain assessments and methodology | Discuss assessments and methodology; present material related to projects. | Daily / as needed |
| External Stakeholders                              | In person, by phone, in writing, via email | Exchange information, seek clarification, get approval, and resolve issues. Interviews, request information and records. | As needed |
| OTC                                                | Meetings/Hearings/email                      | Information, recommendations on projects                            | Occasionally |
| Asst. Attorney General                             | Phone/email                                  | Information/advise                                                  | Occasionally |
| News media                                         | In-person/phone                              | Explain project activities/alternatives                             | Occasionally |

SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position.
This person works under the guidance and direction of the Tolling Manager. The scope of decisions include program and project related policies and procedures that have a direct effect on ODOT key initiatives, and the credibility and perception of all of ODOT. Self-direction must be used in decision making in order to meet time constraints, technical information demands, and to leverage available information. In consultation with management, decisions frequently commit the agency to both a course of action and spending level.

Poor decisions about general policies and procedures can result in unsuccessful operational outcomes, service levels not being met, customer dissatisfaction and complaints, low employee morale, negative publicity in the media, and severely reduce ODOT’s credibility with the legislature. Poor program and project management decisions can result in unsuccessful program and project outcomes, schedules not being met, loss of funding or over-expenditure, and corrective actions not being taken.
b) Explain the direct effect of these decisions.
It is imperative that decisions avoid negative impact on the public, employee grievances, our ability to meet legislative timeframes, and our ability to accomplish organizational mission and goals. Poor decisions about general policies and procedures can result in unsuccessful operational outcomes, service levels not being met, customer dissatisfaction and complaints, low employee morale, negative publicity in the media and severely reduce ODOT’s credibility with the legislature. Poor program and project management decisions can result in unsuccessful program and project outcomes, schedules not being met, loss of funding or over expenditure, and corrective actions not being taken. Furthermore, decisions leading to inaccurate analyses and cost/workload forecasts can adversely affect meeting requirements in legislation, credibility with the legislature and other key external stakeholders.

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>Tolling Manager PEM G</td>
<td>Individual meetings, team meetings, and review of staff reports</td>
<td>On a regular basis, generally weekly and at key junctures in the course of major work assignments.</td>
<td>To monitor overall progress on assigned duties, coordinate work, evaluate the quantity and quality of work performed and review the status of projects. The review is also to respond to unexpected or highly sensitive matters and to provide direction where agency policy position is not clear.</td>
<td></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

NOT APPLICABLE FOR THIS SERVICE TYPE

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:

This position will be very important to effectively developing major statewide and interstate significant transportation projects. This will require much work within ODOT and close coordination with federal agencies, DLCD, local government staff and elected officials and the general public.

• Establish and maintain professional and collaborative working relationships with all contacts.
• Contribute to a positive, respectful and productive work environment.
• Maintain regular and punctual attendance
• Must maintain a valid driver’s license and the ability to drive.

The person in this position must have the ability to communicate information effectively orally and in writing, have knowledge of research techniques sufficient to collect, analyze, interpret, and report in narrative and statistical formats, be able to work effectively with others in a collaborative environment, possess excellent customer service skills, have the ability to work independently and use sound judgement, be able to use a personal computer, have expert knowledge and proficiency in Microsoft Project, Microsoft Office, and Microsoft Outlook, be able to plan and manage multiple concurrent projects,
have the ability to accomplish results through others that do not report directly to them, successfully manage shifting priorities, and be able to work under pressure to meet aggressive timelines.

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>N/A</td>
<td>N/A</td>
<td>N/A</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 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.

2. Has responsibility for receiving, receipting, or depositing money or negotiable instruments.

3. Has responsibility for payroll functions.

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.

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.

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