



# STATE OF OREGON

## POSITION DESCRIPTION

**Position Revised Date:**

October 7, 2025

**Service Type of this position is:**

Management Service (X)

**Agency:** Oregon Department of Transportation

**Division:** Operations

This position description is for: An existing position that is being revised

### SECTION 1. POSITION INFORMATION

<b>a. Classification Title:</b>	Transportation Infrastructure Development & Project Delivery Administrator 1		
<b>b. Classification Number:</b>	7822	<b>c. Position Number:</b>	1601041
<b>d. Business Title:</b>	Rose Quarter Program Director	<b>e. Agency Number:</b>	73000
<b>f. Section Title:</b>	Rose Quarter Program	<b>g. Budget Auth Number:</b>	442690
<b>h. Employee Name:</b>	Vacant		
<b>i. Representation Code:</b>	MMS - MGMT Supervisory		
<b>j. Work Location (City – County):</b>	Portland - Multnomah		
<b>k. Supervisor Name:</b>	Kristopher Strickler		
<b>l. Position Sub-Type:</b>	Permanent	<b>m. Position Time Type:</b>	Full-Time
<b>n. Fair Labor Standards Act (FLSA):</b>	If Exempt: Exempt	<b>o. Eligible for Overtime:</b>	No

### SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the agency, division, program/unit in which this position exists.** Add a paragraph for each and include its overall purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Transportation (ODOT) 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, provide efficient movement of commerce, goods, and services, ensure 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 4900 FTE with a \$6.1 billion biennial budget.

We act with integrity as we are accountable and transparent and hold ourselves to ethical standards as stewards of public funds. We share ownership and responsibility for ensuring safety in all that we do. ODOT is committed to building a diverse workforce, supported by equitable operations and policies, and establishing an informed culture that delivers authentic inclusivity through our policies, programs, projects, investments, and actions. We use our skills and expertise for continuous improvement and strive to be

more efficient, effective, and innovative. We work together as One ODOT to provide better solutions and ensure alignment in our work.

The I-5 Rose Quarter Improvement Program delivers one of Oregon’s most complex transportation infrastructure projects, focused on improving safety and reducing congestion along I-5 between I-84 and I-405. The project also restores community connectivity in the historic Albina neighborhood through the construction of a new highway cover, improved local streets, and expanded multimodal connections.

- b. **The I-5 Rose Quarter Improvement Program delivers one of Oregon’s most complex transportation infrastructure projects, focused on improving safety and reducing congestion along I-5 between I-84 and I-405. The project also restores community connectivity in the historic Albina neighborhood through the construction of a new highway cover, improved local streets, and expanded multimodal connections. Describe the primary purpose of this position, and how it functions within this program.**

The Rose Quarter Program Director provides executive leadership for the end-to-end delivery of the I-5 Rose Quarter Improvement Program –overseeing all phases of project development and construction, including planning, environmental review, design, Construction Manager/General Contractor (CM/GC) preconstruction, construction and closeout. The Program Director is directly accountable for project scope, schedule, budget, risk, quality, and safety, and ensures compliance with all technical, regulatory and engagement requirements associated with state and federal processes. This position leads CM/GC delivery including preconstruction services, constructability reviews, risk workshops, and development and negotiation of Guaranteed Maximum Price (GMP) packages: oversees change orders, time extensions, and claims within delegated authority; and ensure robust project controls and QA/QC are applied.

The Program Director provides leadership and direction to multidisciplinary teams supporting the Project, including roadway design, traffic analysis, environmental, and resident engineering functions. They supervise and mentor Resident Engineers, ensure design and construction teams are staffed with appropriate technical expertise, serves as the first point of escalation for technical or constructability issues. The Program Director engages engineering decision-makers to resolve conflicts promptly, manage consultant contracts, and oversee all financial and operational systems to ensure effective project delivery. In addition, the Program Director builds and maintains strong partnerships with agency and community stakeholders to advance the successful delivery of the Program.

The Rose Quarter Program Director recommends high level, complex transportation policies and implementation strategies for Oregon to the agency leadership, ODOT Director, Deputy Director, and the Oregon Transportation Commission. These policies and projects impact the full scope of local, regional, and statewide public and private interests. The Rose Quarter Program Director articulates this vision to transportation partners and interest-holders, gains support for the Department’s objectives and seeks consensus on key priorities for the transportation system.

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## SECTION 3. DESCRIPTION OF DUTIES

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### List the major duties of the position.

- **% of Time:** State the percentage of time for each duty/duty segment.
  - Place in order from the highest percentage to lowest percentage.
  - Duty statement percentages should not exceed 60%.
- **N/R/NC:** Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties.
- **For Americans with Disabilities Act (ADA) purposes:** Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter.” To delete a row, right click the row, click “Delete Cells,” and click “Delete Rows.”

% of Time	N/R/NC	E/NE	Duties
40%	NC	E	<p><b>Rose Quarter Program Leadership</b></p> <ul style="list-style-type: none"> <li>• Manages the I-5 Rose Quarter Improvement Program team, including the ODOT staff, the Owner's consultant team and the A&amp;E Design and CM/GC teams in delivering and constructing the project. Manages and monitors work plans to ensure performance to approved scope, schedule, and budget.</li> <li>• Leads A&amp;E and CM/GC contractors to integrate design and construction means/methods, staging, and traffic control strategies.</li> <li>• Lead development of risk registers and mitigation plans with the CM/GC and Resident Engineers, report on risk exposure and contingency usage.</li> <li>• Ensure a formal QA/QC framework for each discipline is planned, staffed, and executed throughout design and construction.</li> <li>• Coordinate hand-offs between planning, project development, construction, and maintenance to avoid scope and schedule gaps</li> <li>• Represents ODOT to outside agencies and interests including federal, state, and local governments. Represents ODOT's interests and commits agency resources and budget in arriving at agreed-upon strategies. Serves as primary external contact for ODOT for the I-5 Rose Quarter Improvement Project.</li> <li>• Coordinates with the City of Portland and is responsible for managing partnership and collaboration between agencies. Responsible for identifying needs and opportunities for ODOT and City leadership coordination.</li> <li>• Represents ODOT while coordinating with various community groups to ensure effective working relationships are built, developed, and maintained. Responsible to create broad-based interest holder involvement and partnerships by identifying, enlisting, educating, and developing community-based teams, working together for integrated transportation solutions.</li> <li>• Coordinates various public involvement and community solutions with Headquarters. Promotes collaborative and consensus decision making when reaching agreements around prioritization of 1) problems/needs; 2) solutions; and 3) approval of area program. Provides effective communication to ODOT leadership.</li> <li>• Provides leadership and guidance to those who staff Oregon Transportation Commission (OTC) meetings, so they effectively and efficiently meet the established goals of the OTC as they relate to the I-5 Rose Quarter Improvement Program.</li> <li>• Serves as the primary contributor for using "lessons learned" from interest holder involvement on the I-5 Rose Quarter Improvement Program to effect meaningful changes in making ODOT a more customer responsive organization.</li> <li>• Serves as the primary external contact for ODOT for the I-5 Rose Quarter Improvement Program. Establishes and</li> </ul>

			<p>maintains effective working relationships with local governments, which may include legislators, county commissioners, mayors and other elected or appointed officials to work collaboratively to develop plans/projects that will maximize the use of available funding.</p> <ul style="list-style-type: none"> <li>• Responsible for developing and implementing a government relations and strategic communications strategy to support achieving the project goals, objectives, and schedule milestones.</li> <li>• Manages the ODOT Resident Engineers for the I-5 Rose Quarter Improvement Program and is responsible for overall team coordination and cohesion (co-located and remote members included)</li> <li>• Ensure design and construction project teams are staffed with the appropriate technical skills to successfully deliver the program.</li> <li>• Identifies planning and maintenance issues within the program area (for the I-5 Rose Quarter Improvement Program) that require integration into the project delivery process.</li> <li>• Collaborates with Region and Statewide Project Delivery leadership to ensure that appropriate "handoffs" between planning, project development and construction, and maintenance occur smoothly, and that overlapping jurisdictions between these functions are managed well for the I-5 Rose Quarter Improvement Program.</li> <li>• Brings together technical, planning, maintenance or political resources needed to resolve problems and ensure that projects continue to move forward.</li> <li>• Ensures that the Project has accurate, current schedule.</li> <li>• Ensures applicable ODOT procedures and protocols are followed.</li> </ul>
25%	NC	E	<p><b>Construction Program Management</b></p> <ul style="list-style-type: none"> <li>• Ensures the delivery of quality construction of the Program by monitoring the change order process and making the necessary contract adjustments to project timelines and costs.</li> <li>• Oversees and coaches Resident Engineer - Construction in effectively managing construction contracts, engineering budgets, and field crews; ensures proper use of statewide management systems and performance measures; and conducts regular reviews of project schedules, budgets, and contractor issues to maintain accountability and successful program delivery.</li> <li>• Oversee field implementation of construction staging, sequence of work, and temporary traffic control; verify and quality objectives are met through construction engineering.</li> <li>• Approve (or recommend) acceptance of contract work based on QA/QC evidence and compliance with specifications.</li> <li>• Ensures proper integration with project development program requirements.</li> <li>• Consults with Technical Center and agency central contracts unit in the development of final contract provisions, timelines, proposed staging and sequence of construction, and bid opening time.</li> </ul>

			<ul style="list-style-type: none"> <li>• Ensures adequate technical support and advice is provided to the Resident Engineer - Construction. Approves change orders, time extensions, and claims within delegated authority, or providing recommendations that are outside of delegated authority. Ensure proper documentation of the above.</li> <li>• Reviews and oversees contract progress and project quality with Resident Engineer - Construction, approving Rose Quarter Program acceptance of contract work, and recommending ODOT acceptance.</li> <li>• Interprets rules, regulations, etc. governing the construction work and communicates same to Resident Engineer - Construction and others.</li> </ul>
10%	NC	E	<b>Leadership within Project Delivery Business Line</b> <ul style="list-style-type: none"> <li>• Serve as liaison to the statewide leadership for the I-5 Rose Quarter Improvement Program.</li> <li>• Ensures that the Statewide Transportation Improvement Program (STIP) process is understood and followed for the I-5 Rose Quarter Improvement Program.</li> <li>• Clarify and reinforce CM/GC process expectations (preconstruction deliverables, (GMP packaging, approvals) with statewide Project Delivery and Technical Services leadership.</li> <li>• Ensure engineering/constructability reviews and decision records are complete and meet ODOT standards before major commitments.</li> <li>• Coordinates with the ODOT project delivery and technical services leadership and staff to gain required approvals throughout Engineering and Construction phases of the I-5 Rose Quarter Improvement Program.</li> <li>• Keeps ODOT and key interest-holders informed of all significant issues and ensures all material decisions are properly approved by ODOT. Responsible for obligation ODOT resources.</li> </ul>
10%	NC	E	<b>Fiscal/Contract Management</b> <ul style="list-style-type: none"> <li>• Directs the preparation and administration of the biennial and annual budget requests for the I-5 Rose Quarter Improvement Program.</li> <li>• Direct development and negotiation of CM/GC preconstruction scopes, fee structures, and GMP packages; ensure change orders, time extensions, and claims are processed with complete documentation and within delegated authority.</li> <li>• Use project controls (schedule, cost, earned value) to identify trends early and take corrective action.</li> <li>• Makes all approvals required of ODOT for the I-5 Rose Quarter Improvement Program throughout Engineering and Construction phases per the limits of execution authority.</li> <li>• Works with Region and Statewide project delivery leadership to identify any additional resource needs required to deliver the I-5 Rose Quarter Improvement Program.</li> <li>• Within Delegated Authorities, performs contract administration and management duties for all State, Federal, and local agency contracts within their Area.</li> </ul>

5%	NC	E	<b>Human Resource Management</b> <ul style="list-style-type: none"> <li>Recruits, selects, supervises, appraises, mentors, and coaches Resident Engineers and staff as needed and approved for the I-5 Rose Quarter Improvement Program. This includes setting performance expectations and monitoring for compliance with statewide standards and measures.</li> </ul>
5%	NC	NE	<b>Lead project development efforts and participate as a member of the Rose Quarter Program.</b> <ul style="list-style-type: none"> <li>Lead early project delivery packaging, risk workshops, and constructability planning to smooth the transition into construction</li> <li>Moderate amounts of travel may be required, including limited out-of-state travel.</li> </ul>
5%	NC	NE	Other duties as assigned.

100%

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions.** See the PD instructions Section 4 for more information on how to complete this table.

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter." To delete a row, right click the row, click "Delete Cells," and click "Delete Rows."

Working Condition Category	Describe the Conditions
Schedule Restrictions/Demands:	<ul style="list-style-type: none"> <li>The position may require flexibility in scheduling, including occasional extended hours or varying start and end times to accommodate project needs, meetings, or deadlines.</li> <li>Certain responsibilities may require working outside of standard hours based on project timelines and scheduling availability.</li> <li>This position requires regular and predictable attendance as an essential function.</li> <li>This position has competing demands, tight timelines, and simultaneous projects with overlapping deadlines.</li> </ul>
Physical Demands:	<ul style="list-style-type: none"> <li>Primarily office-based with some physical demands related to occasional lifting of light to moderate materials and moving within the office environment.</li> </ul>
Environmental/Sensory Demands:	<ul style="list-style-type: none"> <li>Work is typically performed in a normal office environment; however, occasional site visits may expose the incumbent to various outdoor conditions, noise, and other environmental factors. Periodic site visits to active construction zones may expose the incumbent to traffic, heavy construction equipment, uneven terrain, and inclement weather.</li> </ul>
Travel/Driving Requirements:	<ul style="list-style-type: none"> <li>This position does require occasional travel within Oregon for meetings, with the potential for overnight stays.</li> <li>Occasional travel outside of the state may be required.</li> <li>Traveling is essential to this position, and a valid driver license, an acceptable driving record, and the ability to drive is required for this position.</li> </ul>

Tools & Equipment:	<ul style="list-style-type: none"> <li>• This position requires the use of general office equipment, including but not limited to a personal computer, mouse, keyboard, headset, monitors, cell phone, multi-line telephones, fax machines and copiers, or alternate equipment based on accommodation, etc.</li> <li>• In some cases, specialized tools and software may be needed for project work.</li> </ul>
Client Relations:	<ul style="list-style-type: none"> <li>• Professionalism and strong communication skills are essential for managing inquiries and resolving concerns.</li> <li>• This role requires working closely with numerous partners, both within and outside of the agency. It involves negotiation and conflict resolution. The individual in this position must skillfully navigate through challenging conversations, demonstrating empathy, tact, and assertiveness. It is a role that demands not only skill and proficiency but also a deep sense of passion and dedication to fostering harmonious relationships and achieving positive outcomes.</li> <li>• Often interacts with policy makers with regard to sensitive information, including the Oregon Transportation Commission, state legislators and the Governor's office.</li> </ul>
Other:	

## 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, State Laws, Federal Laws and Regulations
- Oregon Department of Transportation Policies and Directions
- State and Federal funding bills
- State and regional land use and transportation statutes
- Federal, state, and regional transportation planning procedures
- State and Federal environmental and hazardous materials laws and regulations, including NEPA and NPDES
- Department Administrative Rules
- Oregon Transportation Plan
- Department of Administrative Services administrative rules
- Personnel rules and policies
- ODOT policies and procedures
- Oregon Benchmarks
- ODOT management and team directives, branch policies and state account procedures
- Collective Bargaining Agreements (OPEU and AEE)
- Oregon Revised Statutes
- Oregon Highway Plan
- ODOT Strategic Action Plan
- ODOT Standard Specification for Highway Construction
- Contract Plans & Special Provisions
- Supplemental Standard Specifications
- ODOT Field Test Procedures Manual
- Highway Design Manual
- OSHD Standard Drawings & Materials Manual
- Geotechnical Design Manual

- Hydraulics Manual
- Manual on Uniform Traffic Control Devices (MUTCD)

These guidelines ensure decisions and work products adhere to design standards, sound engineering and construction management principles and the project's QA/QC requirements.

**b. How are these guidelines used?**

These guidelines provide the foundation for decisions necessary to successfully accomplish the tasks presented to the incumbent. A great deal of the work requires making judgement calls in an environment characterized by ambiguity or incomplete information. Flexibility in using several approaches and resources/guidelines to arrive at decisions is key to the position's success. The guidelines and manuals listed above provide a critical reference source to ensure that decisions are made, and action taken in accordance with relevant laws and regulations, and that staff are led using acceptable personnel practices.

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## SECTION 6. WORK CONTACTS

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

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter." To delete a row, right click the row, click "Delete Cells," and click "Delete Rows."*

Who Is Contacted?	How	Purpose	How Often?
ODOT Director and Program Director	In person, virtually, email, phone, etc.	Obtain/Share information, performance evaluation (annual)	Daily
Region 1 Managers	In person, virtually, email, phone, etc.	Provide Technical Advice	Daily
HQ Government Relations	In person, virtually, email, phone, etc.	Obtain/Share Information	Daily
Department Managers and Staff	In person, virtually, email, phone, etc.	Obtain/Share Information	Daily
Region Project Delivery Manager	In person, virtually, email, phone, etc.	Obtain/Share Information	Daily
Members of the public	In person, virtually, email, phone, etc.	Manage program communication	Daily
State and Local Agency Staff	In person, virtually, email, phone, etc.	Manage program communication	Daily
Businesses/Community Organizations	In person, virtually, email, phone, etc.	Manage program communication	Daily
Engineering Consultants	In person, virtually, email, phone, etc.	Discuss progress, assignments, and performance; resolve issues	Daily or as needed
Contractors (CM/GC and subs)	In person, virtually, email, phone, etc.	Coordinate projects, manage contract parameters, resolve field and schedule issues	As needed
Legislators	In person, virtually, email, phone, etc.	Manage program communication	Weekly
Local Elected Officials	In person, virtually, email, phone, etc.	Manage program communication	As needed



Media representatives	In person, virtually, email, phone, etc.	Share information	As needed
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## SECTION 7. POSITION RELATED DECISION MAKING

### a. Describe the typical decisions this position makes. Be as specific as possible.

Day-to-day executive decisions on shorter term issues relating to personnel, budgets, schedules, performance and project quality, problem resolution, workload balancing, etc.,

This position carries broad authority and freedom to act as a representative of the Department to the public and the region's state and local elected officials. Additionally, this position represents the Rose Quarter Program in negotiation, discussions and makes decisions affecting the I-5 Rose Quarter Improvement Program budget and direction.

Decision making responsibilities include framing recommendations to the ODOT Director, Deputy Director, OTC, and legislators. This requires a high degree of independence, ability to implement action and skills in constituent engagement. It also includes ability to make accurate interpretations of policies adopted by the OTC that establish direction across the agency. Implementation direction can originate from OARs, ORSs, and from industry and financial best practices.

Make binding decisions on CM/GC delivery (e.g., work package strategy, preconstruction deliverables, and GMP timing) and on change orders/claims within delegated authority; recommend design exceptions as needed.

### b. Explain the direct effect of these decisions. How the decisions impact the agency, customer, budget, risk to the agency, policies, how the position impacts the public, and outside entities, etc.

Major strategic investment and management decisions made in this position have a significant impact on the Rose Quarter Program's ability to meet key milestones and align with departmental strategic action plans. These decisions directly influence the program's success in areas such as staffing, budget management, project timelines, interagency collaboration, and public and legislative confidence. Many issues addressed by this position are politically and publicly sensitive, requiring sound judgement informed by best practices, technical expertise, and a thorough understanding of applicable policies and the broader political environment. . Given the program's scope and budget of approximately \$1 billion, decisions made in this role can affect construction schedules, field safety, and cost management, including the potential for claims or project delays. Errors in judgement or misapplication of guidance may increase risk related to safety, cost, escalation, or schedule impacts. Implementation guidance is informed by Oregon Administrative Rules (OARs), Oregon Revised Statutes (ORSs), and recognized industry and financial best practices.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position? In most cases this will be the direct supervisor.

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter." To delete a row, right click the row, click "Delete Cells," and click "Delete Rows."*

Classification Title	Position Number	How	How Often	Purpose of Review
Agency Head 2	73140011	As needed through oral and written communication.	Daily as issues arise, at weekly communication meetings and	Coach, provide guidance, feedback, and set expectations. Conduct

			bi-weekly senior team meetings for strategic planning.	quarterly performance evaluations.
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## SECTION 9. OVERSIGHT FUNCTIONS – FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

- a. How many employees are directly supervised by this position? 3
- How many employees are supervised through a subordinate supervisor? 14
- b. Which of the following activities does this position do?
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plans work              | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

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

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter". To delete a row, right click the row, click "Delete Cells," and click "Delete Rows."*

Operating Area (Personal Services; Services & Supplies; Capital Outlay)	Biennial Amount (\$00000.00)	Fund Type (General; Other; Federal; Lottery)
Personal Services; Services & Supplies; Capital Outlay	\$2,193,000.00	State

**PRE-EMPLOYMENT CHECKS:** Please complete the questionnaires below and mark the applicable yes/no for the corresponding question/statement.

### 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 are checked yes, a name-based 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	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2. Has responsibility for receiving, receipting, or depositing money or negotiable instruments	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Has responsibility for payroll functions	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2. Has access to driver or customer systems that would permit the entry or modification of driver identity information	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Has tasks associated with taking, reviewing, or accepting photos for driver licenses and identification cards	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. Is a supervisory or management position that can affect the work of employees who perform any of these tasks	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

CJIS

5. Has unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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**DESIGNATION OF DRIVING AND TRAVELING REQUIREMENTS:**

*If the position requires driving as an essential function of their position a driver's license check will be processed at the time of hire. For questions related to driving or traveling please reference the updated Driving and Travel guide on the ODOT Classification and Compensation SharePoint Page.*

1. Is driving a state vehicle an essential function of this position?  By selecting "yes," you are indicating that this position requires, as a condition for both initial and ongoing employment, that an individual must possess and maintain a valid driver's license, along with an acceptable driving record.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is a Commercial Driver's License (CDL) required for this position? This position requires as a condition of employment and continuation of employment, an employee or prospective employee to possess and maintain a valid Commercial Driver's License.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
a. What type of CDL is required?		
i. Class A Commercial Driver's License (CDL-A) or	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
ii. Class B Commercial Driver's License (CDL-B) or	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
iii. Both the Class A (CDL-A) and Class B (CDL-B)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. When is the Commercial Driver's License required?		
i. Upon hire	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
ii. Within 6 months of employment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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