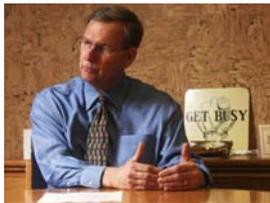


State managers' positions to be redefined



Hannah Hoffman, Statesman Journal 8:17 a.m. PDT October 6, 2014



(Photo: Thomas Patterson / Statesman Journal file)

Managers in state government might start seeing their jobs change, or at the very least, see their titles change over the next several months as the state creates new definitions for every type of manager across about 4,000 jobs.

The definitions will lead to a recalibration of salaries that will go into effect in 2016.

The new job descriptions are the latest step toward standardizing management positions across state government.

Michael Jordan, director of the Department of Administrative Services, said the goal is to have managerial positions that are consistent across state government. Each level should be equally difficult, when taken on the whole, considering factors including number of people supervised, size of the budget and amount of influence over policy.

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The process, called the Oregon Management Project, included a survey of 3,400 managers — or 80 to 90 percent of managers in state government — that was completed by mid-December.

The hour-long survey required employees to describe "why (their) position exists" and to rank and describe six to 10 duties they were directly responsible for. They also were asked to describe the education and experience necessary for the position, the decisions they make and how much money they're in charge of.

The survey showed that jobs have changed a lot since the process was last done 20 years ago, Jordan said, and it showed that what managers actually did often failed to match their official job descriptions.

Those descriptions were then compiled into manager classifications that will be used across agencies. Those classifications are then divided into different fields, and the specifications for managers in each field are being written systematically through the fall and winter. (<http://www.oregon.gov/COO/ELT/Documents/Spec%20Writing%20-%20Classification%20Writing%20and%20Allocation.pdf>)

Right now, managers are classified as "principal managers/executives," Jordan said, and assigned levels lettered A through J. There's little description of specific duties, and the jobs are vague enough to apply across departments, where people adapt them to their actual duties.

In the future, managers' jobs will be defined by the field they're in.

For example, DAS on Friday completed writing the specifications for managers in the "business operations" and "mathematical science" fields. Those include managers who supervise purchasing agents, management analysts and actuaries, among others.

Under the new guidelines, people who manage budget and policy analysts, for example, can be "administrators," "managers" or "supervisors." (<http://www.oregon.gov/DAS/CHRO/Pages/ManagementReview.aspx>) Each of those has either two or three levels.

The levels each have specific explanations of job duties and qualifications.

The end goal is for a Manager 2 of fiscal analysts at DAS to be paid the same and have essentially the same job as a Manager 2 of fiscal analysts in the Oregon Health Authority.

Managers will find out where their jobs fit as the specifications for each field are completed, spokesman Matt Shelby said.

That means some people will find out very soon what their job will be called going forward.

However, they won't know their potential pay scales for a long time. It will take until February to finish writing all the specifications, and then the state will do a market analysis for each position, Jordan said.

Jobs that are not "in market," which is defined as between 95 percent and 105 percent of the midpoint, will be adjusted, he said.

All of these changes won't be implemented until 2016, Shelby said, and there will be an opportunity for managers to appeal the decisions made about their jobs in the meantime.

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