

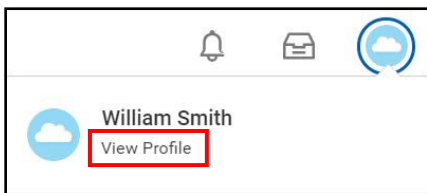
Identify Your Place in the Organization

Workday contains information about all employees within Oregon state government. This job aid will help you understand your place within the organization.

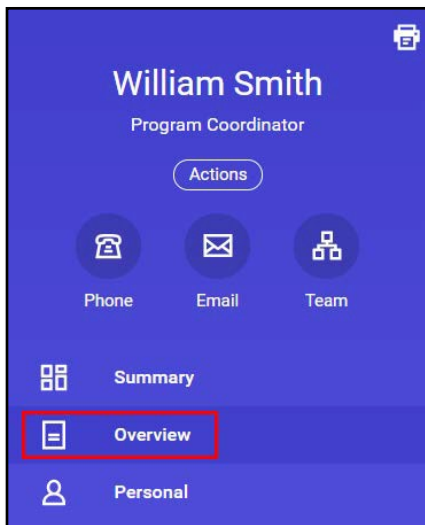
Step 1: On the *Home* page, click your **Profile** icon.



Step 2: From the *Profile* menu, click **View Profile**.



Step 3: Click on the **Overview** tab.



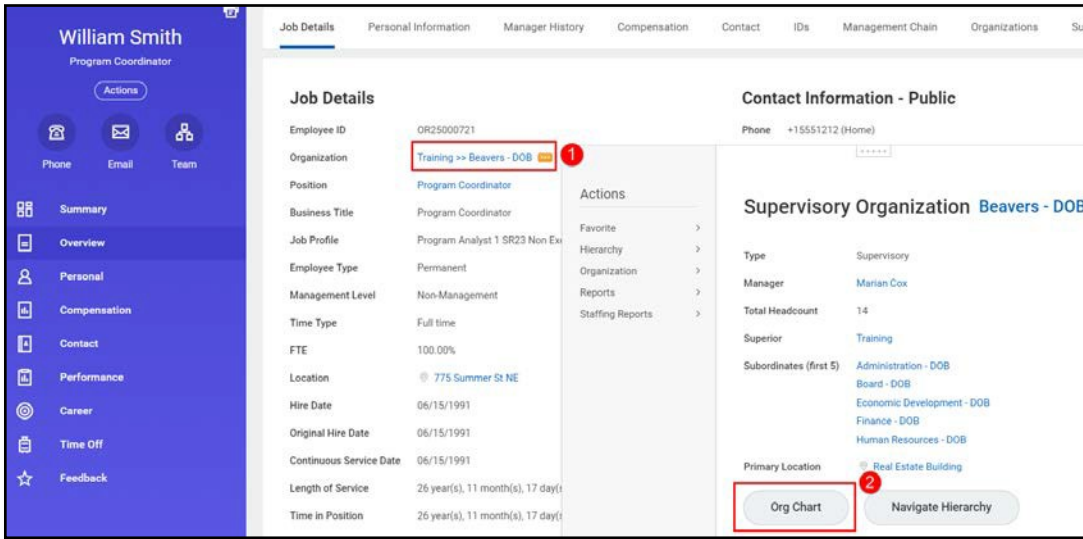
Step 4: The Job Details sub-tab will display employee information.

Step 5: Hover your mouse to the right of the Organization to display the Related Actions  icon.




Note: Anywhere you see [blue](#) hyperlinks in Workday you can click to view additional information.

Step 6: Click on the Related Actions icon  (1) to display the Actions Menu > Click the Org Chart button. (2)



William Smith
Program Coordinator

Job Details

Employee ID	OR25000721
Organization	Training >> Beavers - DOB  1
Position	Program Coordinator
Business Title	Program Coordinator
Job Profile	Program Analyst 1 SR23 Non Ex
Employee Type	Permanent
Management Level	Non-Management
Time Type	Full time
FTE	100.00%
Location	775 Summer St NE
Hire Date	06/15/1991
Original Hire Date	06/15/1991
Continuous Service Date	06/15/1991
Length of Service	26 year(s), 11 month(s), 17 day(s)
Time in Position	26 year(s), 11 month(s), 17 day(s)

Contact Information - Public

Phone +15551212 (Home)

Supervisory Organization Beavers - DOB

Type Supervisory

Manager Marian Cox


Total Headcount 14

Superior Training

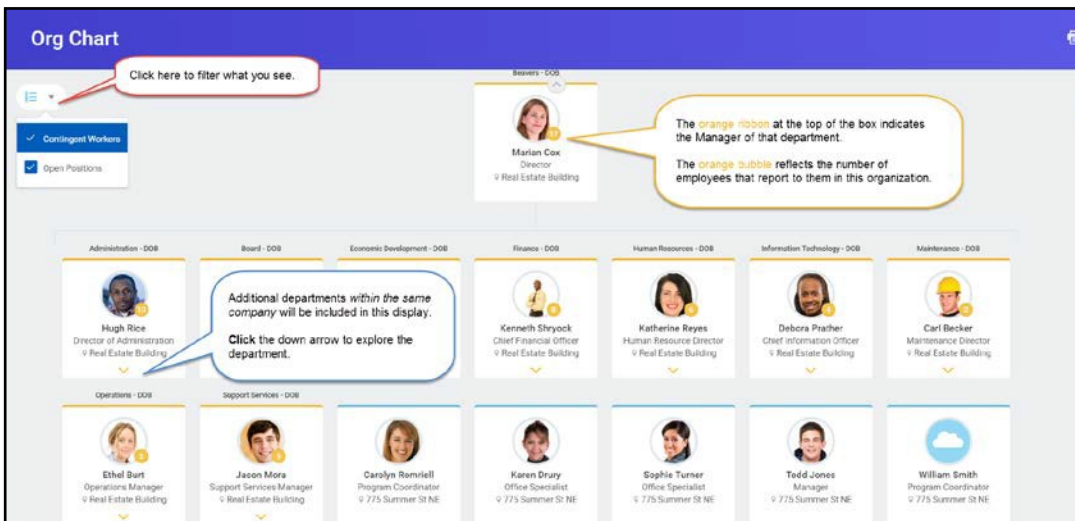
Subordinates (first 5)

- Administration - DOB
- Board - DOB
- Economic Development - DOB
- Finance - DOB
- Human Resources - DOB

Primary Location Real Estate Building

Org Chart 

Step 7: View the department's Org Chart.



Org Chart

Click here to filter what you see.

Beavers - DOB

Marian Cox
Director
Real Estate Building

The orange ribbon at the top of the box indicates the Manager of that department.
The orange bubble reflects the number of employees that report to them in this organization.

Administration - DOB

Hugh Rice
Director of Administration
Real Estate Building

Additional departments within the same company will be included in this display.
Click the down arrow to explore the department.

Board - DOB

Economic Development - DOB

Finance - DOB

Kenneth Shryock
Chief Financial Officer
Real Estate Building

Human Resources - DOB

Katherine Reyes
Human Resource Director
Real Estate Building

Information Technology - DOB

Debra Prather
Chief Information Officer
Real Estate Building

Maintenance - DOB

Carl Becker
Maintenance Director
Real Estate Building

Operations - DOB

Ethel Burt
Operations Manager
Real Estate Building

Support Services - DOB

Jacon Mora
Support Services Manager
Real Estate Building

Carolyn Romliell
Program Coordinator
775 Summer St NE


Karen Drury
Office Specialist
775 Summer St NE

Sophie Turner
Office Specialist
775 Summer St NE

Tedd Jones
Manager
775 Summer St NE

William Smith
Program Coordinator
775 Summer St NE



Note: Profile pictures will default to a cloud icon  until a picture is uploaded and approved by management. Consult your company policy for profile guidelines.