

### **Roles and Responsibilities of a Subject Matter Expert**

The purpose of the Management Classification Review portion of The Oregon Management Project is to transition away from the general Principal Executive Manager classification series to more occupationally-specific classifications.

To capture and outline the current occupational duties, responsibilities, and the credentials required for each body of work, DAS CHRO has created preliminary draft classification specifications. DAS CHRO used the information gathered in the 2014 manager surveys and position descriptions to inform the development of the drafts.

In these SME meetings, DAS CHRO will review the draft classifications with SMEs and make appropriate changes to reflect the work. The knowledge and expertise an SME lends in a class spec development meeting is vital to ensure the work being performed is accurately detailed.

Throughout classification specification meetings, the roles and responsibilities of a subject matter expert are to:

- Actively participate in discussions
- Listen to the information shared by others, identify, and share differences in work performed enterprise wide
- Provide feedback based on your experience and knowledge
- Provide knowledge about guidelines, rules, and laws related to the occupational field
- Review and provide feedback on documents as requested