

Department of Administrative Services



UNCLASSIFIED SERVICE
(PRINCIPAL ASSISTANT) PROJECT

Agenda

- Background & Why
- Definitions & Examples
- Overview of Agency Responsibilities
- DAS Project Support
- Project Deadlines
- Unclassified Service, Principal Assistant Analysis
- Q&A



Background & Why



Background



In April 2025, the Oregon Department of Justice briefed Agency HR Directors on a key legal requirement regarding Principal Assistant positions in the Unclassified Service.

According to **ORS 240.205(4)**, any time an agency wants to designate a position as a “**Principal Assistant**”, it must first get **written approval from the Director of the Department of Administrative Services (DAS)**. This is the **only part** of the Unclassified Service statute that requires this level of approval.

Because of this unique requirement, the Chief Human Resources Office (CHRO) is leading this project to ensure agencies follow the correct process.

Why are you here?



- You've been identified by your agency's HR Director as a key point of contact for the Unclassified Service (Principal Assistant) Project.
 - Agency HR Director
 - Agency Class & Comp Manager
 - Agency Class & Comp Analyst
 - Agency HR Analyst or Generalist
- This training will provide agencies with project requirements, responsibilities, and deadlines.
- Agency and HR Directors will be notified if deadlines are not met.

Definitions & Examples



Unclassified Service



To be a part of the unclassified service commonly referred as “executive service” or “unclassified, executive service”, positions must satisfy the specific requirements defined in [ORS 240.205](#).

Positions in the unclassified service serve at the pleasure of the Governor, the agency director or appointing authority, and are “at will” employees. In other words, positions in the unclassified service do not have a right of appeal of personnel actions to the Oregon Employment Relations Board, nor do they have grievance rights under a collective bargaining agreement.

Some unclassified positions are identified in an agency’s enabling statute, found in the Oregon Revised Statutes. [Enabling statutes](#) describe the authority granted to state agencies and how they are to make certain appointments to positions. ***It is important to understand an agency’s enabling statute before determining whether a position satisfies the specific requirements in ORS 240.205.***

Unclassified Service Examples



ORS 240.205 (1): The Executive Officer and One Secretary for Boards and Commissions With Members Who Are Elected or Are Appointed by the Governor.

ORS 240.205 (2): Department and Agency Heads.

ORS 240.205 (3): Division Administrators Who Are Required to be Appointed By a Department Director With the Approval of the Governor.

ORS 240.205 (4): Principal Assistants, Deputies, and Private Secretaries.

(See ORS 240.205 for complete list)

Principal Assistant



An employee qualifies as a “principal assistant” only if the employee satisfies all these criteria:

1. Manages a major agency organizational component
2. Reports directly to a deputy or an employee listed in subsections (1-3) of ORS 240.205, meaning:
 - a) An executive officer for a board or commission, if the board or commission members are elected officers or are appointed by the Governor
 - b) The director of each department of state government or the full-time salaried head of a state agency, board or commission required by law to be appointed by the Governor
 - c) The administrator of a division within a department required by law to be appointed by the director of the department with the approval of the Governor
3. And is designated as a principal assistant by the executive or administrative officer listed in paragraph (2), above, with the approval of the DAS Director

Principal Assistant Example



Overview of Agency Responsibilities



Agency Lists



Company	Worker Job Profile	Workday Position ID	PPDB Position Number	Worker Job Code	Is this position part of the Principal Assistant Unclassified Project? (Yes / No)	Type of Memo?	Memo Issued Date (If multiple, list most recent)	Notes: (Current review is in progress, etc.)
Consumer & Business Services, Department Of	Business Operations Administrator 2 - SR40 - Exempt	000000009466		4700 7081-SR40-E				
Consumer & Business Services, Department Of	Business Operations Administrator 2 - SR40 - Exempt	000000020658		7000021 7081-SR40-E				
Consumer & Business Services, Department Of	Business Operations Administrator 2 - SR40 - Exempt	000000006409		8000020 7081-SR40-E				
Consumer & Business Services, Department Of	Business Operations Administrator 2 - SR40 - Exempt	000000020376		5000096 7081-SR40-E				
Consumer & Business Services, Department Of	Business Operations Administrator 2 - SR40 - Exempt	000000052840		3001 7081-SR40-E				
Consumer & Business Services, Department Of	Business Operations Manager 1 - SR31 - Exempt	000000000559		1000047 7085-SR31-E				
Consumer & Business Services, Department Of	Business Operations Manager 2 - SR33 - Exempt	000000003980		1000747 7084-SR33-E				
Consumer & Business Services, Department Of	Communications Manager 3 - SR35 - Exempt	000000020962		7100166 7663-SR35-E				
Consumer & Business Services, Department Of	Communications Manager 3 - SR35 - Exempt	000000103686		1000002 7663-SR35-E				
Consumer & Business Services, Department Of	Compliance and Regulatory Manager 2 - SR33 - Exempt	000000162332		1056 7144-SR33-E				
Consumer & Business Services, Department Of	Consultant Advisor 1 - SR35 - Exempt	000000009389		1000652 7598-SR35-E				
Consumer & Business Services, Department Of	Human Resources Administrator 1 - SR38 - Exempt	000000017937		1100744 7342-SR38-E				



Agency Responsibilities

1. Review positions on the list

- Verify position numbers, WD ID, PPDB, incumbents
- Check and note if ORPICS budgeted class & service type match filled class & service type
- Make note of any errors or corrections that need to be made.

2. Add positions we may have missed

- If your agency identifies other positions that are or should be principal assistants, add them to the list and include all fields.



Agency Responsibilities

3. Check to see if positions identified have a review in progress or memo

If YES:

- Note on the list that there is a current or completed review for this position already.
- Email Bill & Mary the CNC review number (if in progress) or memo (if completed).

If NO:

- Go to the next step



Agency Responsibilities

4. Determine if the position meets the criteria for the Unclassified Service, Principal Assistant designation based on your agency's enabling statute and ORS 240.205(4).

If YES:

- Gather PD (w/ AA signature) and org chart for the position
- Write an analysis, using the "Unclassified Service Review Template"

If NO:

- Fill in the column that indicates the position is not under the scope of this project.
- **IMPORTANT:** Your agency may still need to reconcile or correct the position!

Agency Responsibilities



5. Repeat the step 4 for each position identified

- Every position should have their own analysis!
- Do NOT combine multiple positions into one review

6. Once ALL reviews in this project are completed for your agency

- Submit a classification review request in Smartsheets for EACH position identified
 - Attach the agency list, org chart, PD and analysis
 - Include in the “Comments”:
Unclassified Service, Principal Assistant Project Review

Agency Responsibilities (continued)



For agencies with multiple principal assistants identified:

After you have completed your **FIRST** analysis, reach out to the HR Consultants (Bill & Mary)

- We will review and provide feedback on your analysis.
- This gives you a “template” to use for all the other reviews in this project.

Project Support & Deadlines



DAS – HR Consultant Support



- Bill Roman and Mary Yang are the designated consultants and point of contact for this project.
- Can conduct follow up meetings after this training, as needed.
- Will provide guidance on analysis, as stated in the previous slide.
- Available to answer questions throughout the project.
- Responsible for issuing all determinations for each position in this project.

Deadlines



Please submit all your agency reviews ***at the same time*** (for agencies with multiple reviews). Submit as early as possible!

See the **deadlines** below for the different agency levels:

Oct 17, 2025: Deadline for **Agency Levels 7, 8, 9**

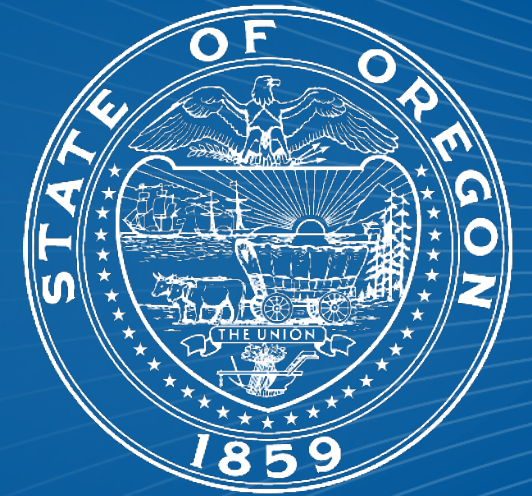
Oct 24, 2025: Deadline for **Agency Levels 5 & 6**

Nov 7, 2025: Deadline for **Agency Levels 3 & 4**

Nov 21, 2025: Deadline for **Agency Levels 1 & 2**

For agency level information, see page 5 of the [Oregon Management Allocation Guide](#)

Writing an Unclassified Service, Principal Assistant Review





Thank you!

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