



State of Oregon Position Description

Company: Department of Revenue
Organization: Property Tax Division - DOR
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Executive Support Specialist 1	Job Profile ID:	0118
Business Title:	Executive Support Specialist 1 (Unfilled)	Position ID:	000000042355
Employee Name:		Company ID:	15000
Representation:	MENN	Budget Auth No:	29430
Location:	Salem DOR Revenue Building		
Supervisor:	Bram Ekstrand (Business Operations Administrator 2)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

This position is located in the Property Tax Division. This division is responsible for supervising the administration of the assessment and taxation of approximately \$550 billion worth of property in Oregon. The division consists of approximately 90 employees located in Salem. The work of the division is accomplished through close working relationships within the Department of Revenue and all counties and taxing districts in the state.

Our mission, vision, and values guide us as we serve our customers and collect revenue that supports the critical infrastructure of Oregonians' daily lives. The Department of Revenue's mission is, "together, we collect the revenue that Oregon counts on." The agency's vision is to create a clear and easy experience for our customers.

Our Values are:

- We work to earn the trust of taxpayers.
- We seek dignity and inclusion for all.
- We do the right thing.
- We build partnerships.

- We rise to the occasion.

State of Oregon DEI Vision:

Within this context of historical harms, changing demographics, intersectional identities, and more; our vision for the next five years and beyond is to:

- Dismantle institutional and structural racism in Oregon state government, and by doing so, have resounding impacts on the communities of our great state.
- Build a more equitable Oregon where everyone has the opportunity to thrive and everyone's voice is heard.
- Ensure an inclusive and welcoming Oregon for all by celebrating our collective diversity of race, ethnicity, culture, color, disability, gender, gender identity, marital status, national origin, age, religion, sex, sexual orientation, socio-economic status, veteran status, and immigration status.

State of Oregon DEI Values:

- Putting racial equity at the forefront while understanding intersectionality. We must be bold and put racial equity at the forefront as a primary and pervasive location of oppression that connects with and worsens other identity-based inequities.
- Prioritize equity, anti-racism, and racial justice actions. Commitment to prioritizing equity and eliminating racial disparities involves taking action in our policies, budgets, decision-making, and daily work.
- Foster internal and external partnerships. Across the state enterprise and other institutions, community-based organizations are crucial to achieving racial equity. True partnership means shared power, listening, resolving tensions by creating solutions together, and scaling up what already works well.
- Ensure collective responsibility and accountability. As public servants, we have a collective responsibility at every level of government to proactively reduce racial disparities and barriers. We must establish measurements of success so that we can ensure improvements are real and ongoing.

State of Oregon DEI goals:

1. Establish strong leadership to eradicate racial and other forms of disparities in all aspects of state government.
 2. Center equity in budgeting, planning, procurement, and policymaking.
 3. Strengthen public involvement through transformational community engagement, access to information, and decision-making opportunities.
 4. Improve equitable access to services, programs, and resources including education, health, housing, human services, environmental justice, criminal justice, and economic opportunities.
 5. Foster an inclusive workplace culture and promote equitable hiring, retention, and promotion practices
- Provide assistance to the administrator, two section managers and six first-line managers in the division by relieving them of administrative detail and coordinating day-to-day administrative functions for the division. In addition, the position provides support through coordinating major projects for the Property Tax Division in cooperation with the PTD Administrative Support Unit team lead and others. This position processes all confidential materials for the division, including personnel matters.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

35%

Acts as a confidential assistant to the administrator of the Property Tax Division. Responsible for maintaining confidential and sensitive division records. Acts as a liaison with Revenue Leadership Team to coordinate commitments. Maintains administrator's calendar, schedules appointments, and meetings and makes travel arrangements for the administrator and assistance in setting up travel arrangements for the section managers and others in the division as appropriate.

Prepare travel packages-preauthorization request including out of state. Arrange conference registrations, hotel, flight reservations and ground transportation needs. Prepare Travel Expense Detail Summary (TEDS) ensuring compliance with state policy and council procedures.

Experience providing administrative support in an environment requiring a fast-pace, including tracking the status of multiple projects, reviewing and formatting documents and presentations, and coordinating schedules.

50%

Makes frequent contact with management personnel of other departments, local governments, and with private executives, professional persons, and other officials; arranges for meetings; handles both routine and non-routine matters for the division administrator.

Determines action required on items routed to the administrator and handles personally or routes to proper section. Researches files and related material for information requiring the administrator's personal attention. Maintains a register and provides follow-up on administrative assignments.

Provides administrative support to section managers and unit managers by coordinating special projects in the division. These projects often require working jointly with county assessors, tax collectors and taxing districts, as well as department employees. Duties include coordination of meeting throughout the state by making phone calls and sending emails to set up meetings that will be attended by persons throughout the state. Coordinates use of conference lines for use by division personnel. Takes minutes of select meetings, distributes minutes, reports, and other data to group members.

Acts as liaison for department to some special issue groups. Provides a variety of additional support functions for the division including telephone changes, personnel action requests and emergency data records, SPOTS card purchases, division mailings, filing of correspondence and other assistance with other programs within the division needing support.

Acts as a member of the division's management team to identify required resources to achieve long and short range plans. Attends the bi-weekly leadership meeting and records and tracks action items from the meeting. Responsible to understand the agencies affirmative action goals and objectives and to develop and implement plans to meet them.

Consistently treats customers, stakeholders/partners, co-workers with dignity and respect.

10%

Maintains and updates personnel records by processing all personnel actions and changes. Tracks performance appraisals for the division and coordinates with division managers and Human Resources.

Coordinates filling vacancies within the division by working with Human Resources to fill out on-line requisitions and works with managers to facilitate updating of position descriptions and other documentation related to hiring, retirements, and terminations.

Maintains all hiring records for the division.

Training new and other ESS1s Submit -RCAs, Service. desk setup Workday liaison/ Workday processes

Maintains multiple administrator's calendar including Deputy Director and Director as needed.

Procurement training and purchasing, SPOTS training, reconciliation training to new ESS1s.

5%

Maintains and tracks all security items for the division including; motor pool cards, SPOTS purchasing card, and other authorized items.

Tracks SPOTS card purchases and provides monthly documentation for approval by the administrator.

Updates DAS State Directory

May provide executive support to Director and Deputy Director. Tasks include; maintain calendar and advising of commitments, legislators, external partners etc. on behalf of the Director and Deputy Director.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Working under time pressure and deadline constraints. Uses personal computer and various word processing, spreadsheet, presentation, and database software.

Office environment; Normal work schedule, Monday through Friday. Occasional overtime; occasional travel required.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Revenue administrative procedures
Division procedures
Personnel rules
Collective Bargaining Agreement
DAS State Directory procedures
Workday procedures
OAM manual (Oregon Accounting Manual)

How are these guidelines used?

They are used as needed on projects to provide guidance and direction in the completion of tasks.

SECTION 6. WORK CONTACTS

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

Who	How	Purpose	How Often?
County staff	In Person, by mail, email or telephone	Resolve problems and answer questions	As Needed
State employees	In Person, by mail, email or telephone	Resolve problems and answer questions	As Needed
taxpayers	In Person, by mail, email or telephone	Resolve problems and answer questions	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

How to set priorities in scheduling meetings for the administrator and management staff. Determines due dates and priority of assignments so information is timely, and the needs of the section managers are being met. Often decides what information is necessary and when information is given to the administrator or division management team is insufficient and how to secure additional information.

Decides when it is appropriate to commit the administrator to meeting dates, assignments, deadlines, etc. Decides when problems need to be brought to administrator's attention or if other personnel would be more appropriate.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Business Operations Administrator 2	6403	In Person, by mail, email or telephone	Quarterly	review work for completeness and quality

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Works independently, makes decisions within scope of authority; assigns priorities; judges acceptability of work of others; takes and transcribes minutes; types; works under pressure to meet deadlines and with frequent interruptions. Uses tact and discretion in providing information to county personnel, taxpayers and legislators on confidential information.

SPECIAL REQUIREMENTS: List any mandatory special recruiting requirements for this position not listed in minimum qualifications for this class.

MUST COMPLY WITH LAWS AND AGENCY POLICIES ON OREGON'S TAX FILING REQUIREMENTS, AND LAWS PROHIBITING DISCLOSURE OR MISUSE OF CONFIDENTIAL INFORMATION

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee Date

Manager Date

Appointing Authority Date