



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/08/2025

Agency: Oregon Employment Department

Facility: Director's Office

New Revised

This position is:

Classified
 Unclassified
 Executive Service
 Mgmt. Svc – Supervisory
 Mgmt. Svc – Managerial
 Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Consultant Advisor 1</u>	b. Classification No: <u>7598</u>
c. Working Title: <u>Policy & Government Affairs Director</u>	d. PPDB No/WD ID: <u>0003637</u>
e. Section Title: <u>Director's Office</u>	f. Agency No: <u>47100</u>
g. Employee Name: _____	h. Budget Auth No: <u>912620</u>
i. Supervisor Name: <u>Sarah Foster</u>	j. Repr. Code: <u>MMN</u>
k. Work Location (City – County): <u>Central Office – Salem, Oregon</u>	

I. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent	<input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
m. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer	n. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

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

The Oregon Employment Department (OED) is a large state agency with a mission to Support Business and Promote Employment. We accomplish this by accurately administering the unemployment insurance (UI) program for Oregon workers and business (Unemployment Insurance and Contributions and Recovery divisions); recruiting and referring applicants to job openings and assisting job seekers in their employment searches (Workforce Operations division); developing and distributing workforce and economic information (Workforce and Economic Research); administering a paid family and medical leave insurance program for Oregon workers and businesses (Paid Leave Oregon and Contributions and Recovery divisions); and providing administrative services to the Office of Administrative Hearings, which adjudicates citizen and business disputes with agencies.

The Oregon Employment Department fosters fairness, equity, and inclusion to maintain a

workplace environment where everyone is treated with respect and dignity regardless of race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking. This policy applies to every aspect of our employment practices, including recruitment, hiring, retention, promotion, and training. The goal of the Oregon Employment Department is to become an employer of choice for individuals of all backgrounds and promote an inclusive workplace culture that encourages diversity and allows employees to excel.

The Director's Office is responsible for the overall leadership, vision, strategic direction, resource allocation, administrative oversight, and policy direction for the agency. The Director's Office priorities include building a positive, inclusive, and enduring agency culture; using research, data, and analytics to inform decisions; advancing equity and inclusion; increasing meaningful engagement with partners; and becoming an interconnected organization.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This position leads and manages a comprehensive government relations program for the Oregon Employment Department (OED), encompassing federal, state, and local legislative and liaison activities aligned with OED's mission to support businesses and promote employment. It is responsible for developing, directing, and implementing OED's legislative strategies and programs at both the state and federal levels.

As the agency's primary representative for government relations, this position speaks on behalf of the OED Director to legislators, business partners, and other state agencies. It plays a key role in setting internal and external policy direction, working closely with the Executive Leadership Team to shape public policy, resolve policy and program conflicts, and lead change management efforts that enhance agency operations and impact.

Externally, the position builds and maintains high-level partnerships with key stakeholders to advance state and federal policy initiatives. It identifies and engages cross-sector partners, brokers strategic commitments, and drives collaborative efforts to achieve OED's strategic goals. The role also provides expert consultation that informs department goals and guides the Director's decision-making, balancing legislative priorities, public expectations, legal requirements, and financial considerations.

Additionally, this position contributes to the development of agency-wide policies, budgets, and strategic goals. It leads the creation and execution of legislative and government affairs agendas in coordination with OED leadership. The role also represents the agency on legislative and interagency councils, committees, and workgroups, ensuring alignment with OED's overall legislative strategy.

SECTION 3. DESCRIPTION OF DUTIES

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.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
50%	R	E	<u>Legislative and Policy Leadership, Planning, and Implementation</u> • Serves as the primary representative and liaison for the Oregon Employment Department (OED) with the Oregon Legislature. Develops and maintains great and positive working relationships with the Governor's office, legislative leadership, legislators, and staff. Speaks on behalf of the Director, Chief of Staff, Deputy Director and takes

		<p>direction from the Governor and Governor's staff with authority to commit the Department to implement new programs and services; or change existing programs and services.</p> <ul style="list-style-type: none"> • Recommends agency policies by analyzing all pertinent issues and information regarding the impact of proposed policies on the provision of services, to priority populations, businesses , regional and local economic development and workforce agencies, and in coordination with other state agencies; and provides technical and political guidance and direction on the impacts of legislations, and rules that impact the Department. • Directs the Department's legislative agenda, including coordination of testimony, bill analysis, bill tracking, follow up and legislative liaison with legislators and their respective staff members. Works to ensure passage of agency proposals by adequately informing legislative committee members and other interested public and private sector parties about agency programs and policies. • Evaluates potential long- and short-term effects of state legislation; research and compile information for legislative testimony and presentation. Represents the Department in giving testimony and educating policy makers on legislative initiatives and key policy issues. • Provides guidance and direction to the Agency's Executive leadership team and staff in the development of presentations, testimonies and reports to the legislature. Assists with the development of the testimony of the Director, Deputy Director, Chief of Staff, Program Leadership, and agency staff appearing before various committees. • Assigns staff to prepare reports to the legislature as mandated by law on new programs and legislation; reviews and approves final reports. • Directs a coordinated legislative program for OED, establishing policy direction on high profile policy projects. Develops interim and session strategies for Executive Leadership. Directs and coordinates all state, federal and local government liaison activities for all levels of staff within OED. Develop and coordinate OED's legislative agenda including new legislative concepts. • Directs and assigns work to executive team, management team and staff to ensure accurate and timely information and responses are provided to the legislature, the Governor and Policy Advisors, other state agencies and partners and interested parties. Manages the process from concept development through implementation of new legislation. • Responsible for providing input and developing decisions with department-wide impact. As a senior leader at OED, develops changes to improve the organization, working systems and supporting systems; this includes proposing, analyzing, adopting and implementing changes affecting administration of programs.
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			<ul style="list-style-type: none"> • Establishes and maintains productive and positive working relationships with private sector organizations, regional and local governmental entities, local and regional economic and workforce development organizations, and business and community partners. • Works with department's management team and staff and other state and local agencies in ensuring that disputes are resolved, and good working relationships are maintained. • Prepare fiscal impact statements in partnership with the agency management and fiscal analysts prior to submission to the Legislative Fiscal Office and assure reasonableness of fiscal impact statements for legislative proposals • Interpret law, rules, regulations, program policies and procedures in partnership with division and program leadership. Explain rules and policies to representatives of other agencies, legislators, partners, and interested parties. • Monitor, prioritize, and direct the evaluation of bills introduced into the legislature for programmatic and/or fiscal impact • Assign reviews of legislation to subject matter experts to analyze impacts of legislative measures. • Prepare or direct the preparation of agency reports required or requests by the legislature. Responsible for ensuring accuracy, timeliness, and correct formatting for submission. • Assemble work groups and subject matter experts to facilitate the resolution of legislative issues, engaging in root cause analysis on issues and opportunities that could impact the agency's outcomes, goals, stakeholders, and community partners. • Testifies before legislative committees to present or respond to new bills or laws.
25%	R	E	<p><u>Strategy, Consultation and Advice</u></p> <ul style="list-style-type: none"> • Serves as a top policy advisor to the OED Director on the development and maintenance of a broad public policy agenda, balancing agency goals, existing policies, public expectations, legislative priorities, legal considerations, and overall financing. • Makes decisions affecting the long-range plans of department legislative, funding, and human capital needs. • Routinely reports and advises leadership of emerging issues. • In partnership with the executive leadership team, identifies and addresses gaps shared across the agency.

			<ul style="list-style-type: none"> • Consults and engages colleagues in a mentoring capacity to develop greater intergovernmental leadership and community building skills and approaches. • Works collaboratively to resolve problems, mitigate risk, and continuously address unconscious and systemic and historical biases in existing agency policies and practices. • Supports Executive Leadership and staff in their ability to raise critical issues internally with the director and receive needed responses, guidance, and decisions. • Recommends operating policies, procedures, and organizational structures, as well as person-centered implementation and change management strategies, in alignment with agency objectives. • Actively solicits and engages diverse groups in planning and implementation efforts to establish and steward ongoing reciprocal working relationships.
10%	R	E	<p><u>Outreach & Communication</u></p> <ul style="list-style-type: none"> • Serves as a representative of the agency and trusted liaison with members of the public. • Works with advocates, partners, and advisors to implement comprehensive approaches to provide the public, businesses, advocates, and partners with information they need to provide knowledgeable input on policy decisions about business and infrastructure. • Addresses community and professional organizations on agency programs and policies, and speaks on behalf of the Director, on OED policy and direction. • Resolves disputes with community and professional organizations and other state agencies; prepares reports and correspondence; and maintains liaison with representatives of other agencies and/or the public. Works frequently with legislators, legislative or other public bodies with policy making authority; other high-level officials; department, agency, division or institution staff; representatives of professional organizations, citizens and citizen groups, the news media, other states; and other State, Federal and municipal agencies.
10%	R	E	<p><u>Federal Engagement</u></p> <ul style="list-style-type: none"> • Develops and implements engagement strategy with federal agencies with the goal to identify opportunities for the Department to win federal grants and/or funding, shape federal policy to the benefit of the state, and ensure good working relationships with federal agencies' staff. • Develops and maintains good working relationships with Oregon's federal delegation, and their staff in both Oregon and in Washington, D.C.

5%	R	E	Other duties as required.
100%			

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.

- The employee must maintain confidentiality and exercise discretion.
- Regular attendance is a requirement of the job. In-state, out-of-state and international travel with overnight stay may be required. This employee may be required to use a state vehicle to conduct business; and must possess and maintain a current, valid driver's license and a satisfactory driving record.
- Work is performed in an open office area, heavy computer terminal and mouse usage; heavy phone usage; extensive periods of sitting and keyboarding while using an automated computer system; photocopy machine or retrieving copies from a printer; retrieving and/or filing from a central filing location requiring bending, stooping, reaching, and/or grasping.
- The person in this position must have the ability to manage a heavy workload with multiple tasks, constant interruptions with competing deadlines. Occasionally long hours and weekend work is required.
- Hybrid work options and flexible schedules available. In-person demand during legislative session and legislative days may be high and may require working outside of normally scheduled working hours.

SECTION 5. GUIDELINES

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

- Federal rules, regulations and statutes related to the Employment Department
- Oregon Revised Statutes
- Oregon Administrative Rules
- Oregon Ethics Commission Processes, Rules, and Regulations
- Employment Department Affirmative Action Plan
- Department of Administrative Services Policies and Procedures
- Oregon Employment Department policies, procedures, standards, methodologies, user manuals, guidelines Employment Department Strategic Plan
- Governor's Executive Orders and Declarations
- Federal Family Medical Leave Act and Oregon Family Leave Act

b. How are these guidelines used?

- Provide the legal framework for recommendations and administration of a comprehensive statewide program for foreign and domestic small business assistance.

- To provide both general and specific guidance for administration of the duties of the position; to provide basis for development of programs and policies; to respond to questions and to guide the work of the Agency.
- As a source to inform and guide policy, performance, project, and operational work.
- As a source to ensure alignment of operations with federal and state guidance and law.
- As sources of information for research, analysis and providing guidance.
- Guidelines are used in proposing legislation, and in the daily problem solving, planning, and marketing involved in the duties of this position.

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 Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Governor's office/Government Agencies/ Agency Staff	Phone/person/written correspondence	Policy Development/ Collabortion	As needed
State Legislators and legislative staff	Phone/person/written correspondence	Policy Development/ Collabortion	As needed
Federal Agencies	Phone/person/written correspondence	Policy Development/ Collabortion	As needed
Industry/Business Organizations	Phone/person/written correspondence	Policy Development/ Collabortion	As needed
Local and Regional Government and economic development entities	Phone/person/written correspondence	Policy Development/ Collabortion	As needed
Public, Customers, Constituents	Phone, email, other correspondence.	Answer questions, provide materials.	As needed
Agency Director, Deputy Director, & Chief of Staff	Phone, in-person, video confer, email, other correspondence.	For consultative advice on legislative and policy strategies, present problems, recommend solutions, strategy, planning, problem resolution.	Daily, As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

a) Describe the typical decisions of this position.

The decisions made by the incumbent typically:

- Determines the implications of state, local and federal legislation on divisions within OED, including analyzing the opportunities and risks to state programs and budget.
- Uses judgment to identify issues that need the involvement of Agency Director, OED Chief of Staff, Director of Government Relations, Director of Communications, or other members of the leadership team or state agencies.
- Monitors local, state and federal policy and political issues and advises and recommends decisions to Executive Leadership.
- Identifies issues that need Governor's Office involvement and/or contact with state legislators and/or the Congressional Delegation. In partnership with the agency Director and executive leadership team,

evaluates and determines legislative, local government and communication strategies that often involve politically sensitive issues, which can both positively and adversely affect the agency, partners, and the public on a large scale.

- Develop policies to mitigate risks to state programs and budget, which will have far reaching impact on the state population.

b) Explain the direct effect of these decisions:

The incumbent has the authority to commit and significantly impact fiscal and service resources of the agency and the state. Identify issues that need Governor's Office involvement and/or contact with state legislators and/or the Congressional Delegation. In partnership with the Agency Director, Deputy Director, Chief of Staff, and Executive Leadership Team, evaluate and determine legislative, and local government need and the strategies that often involve politically sensitive issues, which can both positively and adversely affect the agency, its customers and partners. Failure to comply with federal regulations could jeopardize federal funding of the State's programs. State laws and regulations also must be adhered to by recipients and failure to comply may affect the Legislature's decision to continue or terminate agency programs.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Agency Head	0002358	In person, phone, video, confer, email, other correspondence	As needed for OED topics	Review work products, provide direction
Deputy Director	0000819NB	In person, phone, video, confer, email, other correspondence	As needed for OED topics	Review work products, provide direction
Chief of Staff	2311206NB	In person, phone, video, confer, email, other correspondence	As needed for OED topics	Assign work, review work products, plans, progress, provide direction, performance evaluation and coaching

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? _____ 0
How many employees are supervised through a subordinate supervisor? _____ 0

b. Which of the following activities does this position do?

<input type="checkbox"/> Plan work	<input type="checkbox"/> Coordinates schedules
<input type="checkbox"/> Assigns work	<input type="checkbox"/> Hires and discharges
<input type="checkbox"/> Approves work	<input type="checkbox"/> Recommends hiring
<input type="checkbox"/> Responds to grievances	<input type="checkbox"/> Gives input for performance evaluations
<input type="checkbox"/> Disciplines and rewards	<input type="checkbox"/> Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

- Must have thorough knowledge of the legislative process at the state level; and experience working with legislative bodies at all levels (local, state and federal).
- Requires exercising considerable professional judgment in dealing with collaborators in a highly competitive and very politically-charged arena.
- Requires excellent understanding of economic and economic development principles in a wide variety of industry sectors.
- Must have excellent communication skills, both written and verbal.
- Must have extensive knowledge of the principles and practices of budgeting as it relates to program management.
- Detailed oriented with ability to follow through on dozens of initiatives and produce results under the stress of short timelines and changing agendas.
- Ability and skill in achieving results through people who do not report to this position.

This position also requires successfully passing a criminal background check as a condition of employment. This position will have access to Federal Tax Information, which requires fingerprint-based background checks.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date

Organizational Chart

