



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
1/12/26

This position is:

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

Agency: Oregon Employment Department

Facility: Salem, Central Office

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Budget/Fiscal Administrator 1</u>	b. Classification No:	<u>7072</u>
c. Working Title:	<u>Chief Financial Officer</u>	d. PPDB No/WD ID:	<u>0001281</u>
e. Section Title:	<u>Administrative Business Serv.</u>	f. Agency No:	<u>47100</u>
g. Employee Name:		h. Budget Auth No:	<u>641610</u>
i. Supervisor Name:	<u>Karen Madden Humelbaugh</u>	j. Repr. Code:	<u>MMS</u>
k. Work Location (City – County):	<u>Salem - Marion</u>		
l. Position:			
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year			
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share			
m. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input checked="" type="checkbox"/> Executive/Supervisory <input 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 Employment Department is a large state agency with a mission to Support Business and Promote Employment. We accomplish this by accurately administering the unemployment insurance (UI) benefits program, recruiting and referring applicants to job openings and assisting job seekers in their employment searches (Workforce Operations), developing and distributing workforce and economic information (Workforce and Economic Research), collecting contributions through payroll deductions and recovering owed monies (Contribution and Recovery) and administering Paid Leave benefits (Paid Leave Oregon).

This position is within the Administrative Business Services division (ABS). The ABS strategizes with, leads, and supports agency operations through five core units: Administration, Budget and Budget Analysis, Contracts and Procurement Services, Financial Services, and Property and Risk Management.

These units administer: general administration for ABS, policy and related strategy, services and support for the agency; the collection and analysis of fiscal information and the publishing of actuarial, fiscal, and economic data of benefit levels, taxes and contributions, and trust fund reserves to support policy development and informed decision making; vendor management, contracts, purchases, and reporting; central payroll services, accounts receivable, accounts payable, travel reimbursements, agency accounting, and statewide annual financial reporting; and facilities leasing and sub-leasing agreements, operations and maintenance of owned and leased facilities, vehicle management and monitoring, and safety and risk management.

ABS researches and develops effective ways to improve the agency's ability to achieve its mission and goals through performance measurement, strategic planning, and continuous improvement strategies, and serves as primary liaison between the Employment Department and the Legislative Fiscal Office, the Secretary of State, the Department of Administrative Services' Chief Financial Office, Procurement Services, Risk Management, and Enterprise Asset Management, and property owners and management companies.

The Oregon Employment Department strives to create an inclusive environment that welcomes and values diversity of the people we serve. The Department fosters fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity regardless of race, color, national origin, religion, sex, sexual orientation, gender identify, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault or stalking.

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:

The purpose of the Oregon Employment Department Chief Financial Officer is to direct the Administrative Business Services of the agency including Accounting Services, Agency Budget Management, Property and Risk Management Services, and Procurement Services. The Chief Financial Officer (CFO) provides leadership and direct management to five subordinate managers: The agency Budget Manager (Budget and Fiscal Manager-2), the Financial Services Manager (Accounting Manager-2), Property and Risk Manager (Construction and Facility Maintenance 2), Procurement Manager (Procurement Manager 2) and Deputy CFO (Budget and Fiscal Manager-3). In addition to subordinate managers, the CFO also directly manages an Executive Support Specialist 2, Operational Policy Analyst 2, two Economists 4, and an Economist 3.

The CFO ensures timely implementation of and compliance with:

- a) all budget and financial reporting and record-keeping in conformance with Federal and State actuarial, financial, accounting, and business process laws, requirements, and standards.
- b) all Oregon OSHA laws and requirements.
- c) all Department of Administrative Services' property and risk, asset, and procurement policy and requirements.

The CFO advises, strategizes, collaborates, and leads with the Director, Deputy Director, Division Directors, and other managers on short and long-term financial objectives, and on customer service delivery of shared services within the Department. As a member of the Department's Executive Team, the CFO proposes, analyzes, adopts, and implements policy and continuous improvements to ensure sound fiscal management and to support overall business operations of the Department. The CFO directs, administers, and timely coordinates Department-wide budget and policy analysis (budget, forecasting, budget reporting, policy analysis, grant administration), financial services (accounts payable, accounts receivables, general ledger, cash management, fixed assets), procurement services (contracts, procurements, vendor administration), and property and risk management services (leased and owned properties, mailroom, vehicles, safety/security, risk management) to divisions in furtherance of the Department's mission.

The CFO works directly with the Legislative senior advisor team and the Communications Director to coordinate the development and preparation of presentations for legislative consideration of the

Department's biennial budget of \$4+ billion (\$694+ million operating budget) and approximately 1900 employees and monitors the execution of the legislatively adopted budget. Ensures compliance with state and federal law for the expenditure of revenues from multiple Federal, General, and Other Funds sources. Provides direction on the interpretation, implementation, and compliance with administrative rules and guidance, local, state, and federal policies, and best practices. Serves as a Department liaison to the DAS CFO and the Legislative Fiscal Office on all fiscal and budget matters relating to the Department. Represents the Department on statewide projects and cross-Departmental initiatives.

The CFO determines policy, program priorities and the most effective utilization of resources to carry out the goals and objectives set by the Executive Leadership Team and others with direct authority such as the Governor, State Treasurer, or the state Chief Operating, Financial, or Information Officers. The CFO accomplishes this work by analyzing all pertinent issues and information, assessing the impact on OED customers and other agency departments, and determines the resources necessary to implement policies to ensure the efficient and effective provision of services.

The CFO is responsible, as a member of management, for the implementation of the Department's Affirmative Action Plan and fulfilling the agency's affirmative action, diversity, equity, and inclusion goals and responsibilities.

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%	NC	E	<p>Leadership- modeling, leading, and enabling administrative excellence.</p> <p>Key strategic advisor and lead to the Oregon Employment Department, accountable for long-term financial stability for the agency. Serves as a member on the agency Executive Leadership Team. Provides overall leadership and vision for ABS including long-term strategic objectives for ABS and the agency. Builds strong professional and highly functional teams. Manages organizational health of ABS. Makes operational decisions that reflect and support the agency's vision, mission, values, operating principles, and strategic goals. Responsible for setting and accomplishing the mission and objectives of the ABS. Manages and communicates ABS teams towards unified long term direction and strategic goals. Models our agency values of respect, integrity, and community. Provides expertise and accountability for the agency's Financial Services. Actively engages diverse groups of managers and subject matter experts. Makes decisions and manages ABS resources toward agency priorities and operations. Oversees agency performance and quality in ABS. Keeps equity, diversity, and inclusion principles at the forefront. Effectively carries out the agency's affirmative action, diversity, equity, and inclusion goals and responsibilities to achieve affirmative action objectives.</p>

			<p>Work to improve implementation of the agency's affirmative action plan using professional development, performance assessments, and/or performance evaluations.</p> <p>Maintains a professional attitude and inclusive work environment free of harassment and other forms of discrimination.</p> <p>Significantly contributes to decisions about agency-wide policies, organizational structure, and strategy execution.</p> <p>Maintains and grows external partner engagement and relationships.</p> <p>Works collaboratively and openly to identify opportunities and resolve risks and issues.</p> <p>Shares information and seeks input early when work in one division or section may impact other areas of the agency.</p> <p>Prepares the agency for the future through ongoing and equitable development of new leaders and talent.</p> <p>Makes agency expectations clear and uses targeted dashboard tools to manage agency performance.</p> <p>Sponsors cross-agency initiatives.</p> <p>Ensures appropriate subject matter expert and leadership representation in Oregon state government initiatives and national associations (NASWA, Designated Procurement Officer (DPO) Council).</p>
30%	NC	E	<p>Administration- Financial Services</p> <p>Administers through subordinate management, the agency budget and financial services.</p> <p>Leads financial services consisting of Budget, Accounting, and Fiscal Grants that provide critical leadership, support, guidance, and direction through general accounting, internal controls, financial reporting, cash flow management, budget development, budget execution, and grant tracking and reporting. The CFO oversees the quality development of a \$4.6 Billion biennial budget and serves as a senior financial advisor to agency leadership.</p> <p>Sets the financial strategy and direction of the agency.</p> <p>Develops short- and long-term financial plans.</p> <p>Ensures timeliness, accuracy, quality, and usefulness of financial and management reporting for federal and other fund requirements.</p> <p>Establishes reporting relationships and administrative controls for Finance Services.</p> <p>Oversees leaders of the agency budget, accounting, and finance services to ensure compliance with laws, regulations, reporting requirements, accounting standards, and operational excellence.</p> <p>Oversees and manages the quality of accounting systems, functions, and appropriate internal control safeguards.</p> <p>Establishes accounting and financial services policies and procedures.</p> <p>Ensures quality and timely submission of reports (i.e., Annual Comprehensive Financial Report (ACFR), Statewide Accounts Receivable Management Report (SWARM))</p>
20%	NC	E	<p>Administration- Operations</p> <p>Administers through subordinate management, the following shared services</p> <p>Oversees the development, evaluation, drafting, revision, and retirement of agency policies and procedures.</p>

			<p>Oversees effective contract and procurement policies, procedures, practices, processes, and systems.</p> <p>Authorizes purchases consistent with the policies of the agency and state.</p> <p>Ensures procurement practice compliance with state and federal regulations.</p> <p>Ensures appropriate development of complex contracts affecting agency programs, ensuring that contract specifications, procurement methodology and terms and conditions for various procurements are consistent, fair and will result in cost effective purchasing, ordering, delivery, and payment that meets agency needs.</p> <p>Oversees effective property and risk management policies, procedures, practices, processes, and systems.</p> <p>Ensures operational excellence with agency facilities leasing and sub-leasing agreements, operations and maintenance of owned and leased facilities, vehicle management and monitoring, and safety and risk management.</p> <p>Ensures appropriate representation and leadership between the Employment Department and DAS Risk Management, Enterprise Asset Management, and property owners and management companies.</p> <p>Develop, identify, resolve, and implement efficiencies and process improvements where applicable and within allowable regulations, laws, statutes, and rules.</p>
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.

On-going working conditions for this position include highly visible and demanding office work with sometimes rigid and competing deadlines. Work is performed with a workforce who sometimes works remotely. The position requires regular and timely attendance and extended time working at a computer with multiple screens and frequent use of common office technology. Normal office hours are standard with occasional circumstances that require working a flexible schedule or additional hours or both to meet inflexible deadlines. Occasional in-state and out-of-state travel may be required.

This is a high level executive service position that requires strong and fast problem solving, decision-making, analysis, and leadership skills. The work requires coordinating multiple initiatives at the same time and frequent status/progress updates to the agency Director, Deputy Director Executive Team members, Legislative Fiscal Office, state Chief Financial Officer office, and the Governor's office.

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.

- Accounting theory and an understanding of Generally Accepted Accounting Principles (GAAP), the Oregon Accounting Manual (OAM), the Governmental Accounting Standards Board (GASB) Statements, the Oregon State Payroll System (OSPS) process, Workday, and Statewide Budget and Management processes.
- State financial software package; R*STARS, ORBITS, ORPICS, etc.

- Oregon Public Contracting Code (ORS Chapters 279A, 279B, and 279C)
- Federal and state laws governing budget development and execution.
- Federal and state laws and policies governing contract and procurement.
- Federal and state laws governing employment, including Americans with Disabilities Act and the Equal Opportunity Act requirements.
- Employment Department Affirmative Action Plan
- Oregon OSHA regulations.
- Oregon governor's goals, strategic priorities, and directives.
- SEIU Local 503 Collective Bargaining Agreement.
- DAS policies and procedures.
- Employment Department policies and procedures.

b. How are these guidelines used?

Provides general guidance, policy direction, and framework. Knowledge of these guidelines is used to make recommendations and direct agency compliance to maintain conformity, continuity and efficient and effective operations 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.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Director, Deputy Director, Executive Team Members and their De12uties	Phone, virtual, email, in-person	Convening, problem solving, escalating, customer service, quality control, and team building. Decision making	As needed up to daily
Department Managers and their support	Phone, virtual, email, in-person	Develop and implement administrative support systems, interpret rules, provide direction and ensure compliance	As needed up to daily
Governor's Office/Staff and Legislative Offices	Phone, virtual, email, in-person	On behalf of Director or Deputy Director for meetings, projects, ABS topics.	As needed
Department of Administrative Services Chief Financial Office	Phone, virtual, email, in-person	Develop and implement agency budget. Answer questions, consult.	As needed up to daily
U.S. DOL and other Federal Agencies	Phone, virtual, email, in-person	Discuss policies and procedures, resolve issues, provide consultation, ask for consultation, manage grants, and respond to inquiries.	As needed up to daily
Legislative Fiscal Office	Phone, virtual, email, in-person	Develop and implement agency budget. Answer questions, consult.	As needed up to daily
Tribal and other Governmental entities	Phone, virtual, email, in-person	On behalf of Director or Deputy Director for meetings, projects, ABS topics.	As needed
Oregon State Treasury Representatives	Phone, virtual, email, in-person	Develop and maintain state treasury accounts.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The CFO administers agency resources through the management of mid- to senior-level managers. Decisions made and supported by the CFO relates to ensuring operational excellence affecting the entire agency both in the short term and long term. Decisions involve research and analysis on major policy, program, and fiscal issues and must be timely to meet the demands of the Governor's Office, legislative offices and schedules, the U.S. Department of Labor, Oregon Secretary of State, the Department of Administrative Services, and other key customers.

Impact of decisions could result in the loss of major federal and other funds to the state or the inability to meet the agency's goals and objectives. The incumbent has a high level of independent decision-making authority with minimal review by the Director or Deputy Director. Errors in judgement or decisions could be harmful or detrimental to the scope, quality, budget, and timely delivery of the Employment Department's services and operations. Errors could also result in negatively affecting other state agencies, partners, and vendors resulting in material and monetary loss and legal litigation. Must exercise diplomacy and discretion with confidential information.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
OED Deputy Director Deputy/Chief 6)	0000819NB	In-person, email, virtual	At least twice monthly	Status updates, review for quality of work, coaching.
OED Director (Agency Head 3)	0002358	In-person, email, virtual	As needed	Status updates, review for quality of work, coaching.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 13
 How many employees are supervised through a subordinate supervisor? 54
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

Oregon State Government has established a set of enterprise-wide values and competencies to inform what characteristics and behaviors to seek in managers.

Administrators should have a proficiency of proficient- to advanced-level for the enterprise competencies below:

- Communication
- Innovation

- Intentional Engagement
- Mentoring and Developing People
- Stewardship
- Business Acumen

Generally Accepted Accounting Principles (GAAP), the Oregon Accounting Manual (OAM), the Governmental Accounting Standards Board (GASS) Statements, the Oregon State Payroll System (OSPS) process, Workday, and Budget and Management (BAM) processes.
State financial software package; R*STARS, ORBITS, ORPICS, etc.

This position requires successfully passing a criminal record check, which will require a fingerprint based records check, as a condition of employment. This position will become CJIS certified and is designated to have authorized access to Federal Tax Information (FTI). To verify identification, the employee shall be subject to a federal fingerprint-based record check and FTI fingerprint-based record check within 30 days of notice from management to verify identification.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		
Administrative Business Services and Agency	\$149,999	Federal Funds Other Funds
Agency UI and Paid Leave Benefits	No Limit	Other Funds

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