



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Employment Department

Facility: Salem/CO

[X] New [ ] Revised

This position is:

- [X] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc - Supervisory
[ ] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Fiscal Analyst 1
b. Classification No: C1243
c. Effective Date:
d. Position No: 2510520
e. Working Title: Budget Analyst
f. Agency No: 47100
g. Section Title: Budget
h. Budget Auth No:
i. Employee Name: VACANT
j. Repr. Code: OAH
k. Work Location (City - County): Salem, OR
l. Supervisor Name: Natasha Gaspar
m. Position: [X] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[X] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [X] Exempt [ ] Non-Exempt
If Exempt: [ ] Executive [X] Professional [ ] Administrative
o. Eligible for Overtime: [ ] Yes [X] 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 (Communications and Research); creating and administering a paid family and medical leave insurance program for Oregon workers and businesses; and providing administrative services to the Office of Administrative Hearings, which adjudicates citizen and business disputes with agencies.

The department employs more than 2,000 employees in offices located throughout the State, with the central administrative office in Salem.

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. A 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.

This position is within the Budget and Policy Analysis, unit which exists within the Administrative Business Services section. The Administrative Business Services section supports agency operations through four core units: Budget and Policy Analysis, Contracts and Procurement Services, Financial Services, and Property and Risk Management. These units administer: the collection and analysis of fiscal information and the publishing of fiscal and economic data to support policy development and informed decision making; purchases, contracts, vendor management, and reporting; central payroll services, accounts receivable, accounts payable, travel reimbursements, 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. The section 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 liaison between the Employment Department and the Legislative Fiscal Office, the Secretary of State, the Department of Administrative Services’ Chief Financial, Procurement Services, Risk Management, and Enterprise Asset Management, and property owners and management companies

**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:**

Provide professional, high-quality, efficient, calm, and confidential support to the agency. This position assists with agency budget development, analyses of financial data, maintenance of records, and preparation of financial reports. The position coordinates with senior fiscal analysts to analyze fiscal, policy and operational issues.

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

Ongoing	NC	E	<ul style="list-style-type: none"> <li>Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and</li> </ul>
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			<p>supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere.</p> <ul style="list-style-type: none"> <li>• Foster and promote the importance and value of a diverse, discrimination and harassment free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity related efforts in order to diversity the workforce.</li> <li>• Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.</li> </ul>
50%	NC	E	<p><u>Budget Support</u></p> <ul style="list-style-type: none"> <li>• Responsible for projecting and monitoring small agency programs in collaboration with the division Administrator, division managers, and the Chief Financial Officer.</li> <li>• Assists Senior Fiscal Analysts and Chief Financial Officer in the development and execution of the agency budget.</li> <li>• Assists with gathering and analyzing budget information for reasonableness, accuracy, and compliance with agency guidelines and rules.</li> <li>• Assists in developing and maintaining agency-wide tracking reports for assignments, deadlines, and fixed costs such as, but not limited to, State Government Service Charges, facility rent, and financial performance report scheduling.</li> <li>• Assists in developing and maintaining agencywide budget tools.</li> <li>• Assists in developing and maintaining financial reporting tools such as, but not limited to, financial performance reporting tools, policy option package cost estimates, and other pricing requests.</li> <li>• Manages and coordinates budget record retention files</li> </ul>
40%	NC	E	<p><u>Financial Reporting</u></p> <ul style="list-style-type: none"> <li>• Coordinates monthly with accounting and program staff to obtain expenditure and revenue data.</li> <li>• Prepares and reconciles financial performance reporting tools.</li> <li>• Coordinates with accounting to identify and reconcile discrepancies in financial data.</li> <li>• Prepares, monitors, and maintains monthly financial reports.</li> <li>• Updates and maintains agencywide reports and reconciles to DAS and Workday systems.</li> </ul>
5%	NC	E	<p><u>Legislative Support</u></p> <ul style="list-style-type: none"> <li>• Sets up and maintains agency legislative bills tracking</li> </ul>

			<ul style="list-style-type: none"> <li>Monitors and updates legislative bill tracker and sends notifications to internal bill stakeholders as needed.</li> <li>Drafts fiscal impact statements for small program areas in collaboration with subject matter experts and division managers to ensure accuracy and completeness.</li> </ul>
5%	NC	E	<u>Other Job Functions</u> <ul style="list-style-type: none"> <li>Makes recommendations for system improvements and efficiencies.</li> <li>Performs special data projects and other duties as assigned by manager.</li> </ul>
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.**

This position functions in a highly visible, highly productive, fast-paced environment. The person must be able to produce quality work on multiple projects, sometimes with rigid and competing deadlines, with frequent interruptions.

This position has daily contact with co-workers, customers, partners, and others from the Employment Department, federal and state governments, and other entities. The position has extensive contact with staff in Administrative Business Services. All communications require care in order to maintain and constantly improve relationships with internal and external customers, stakeholders, and peers; and, must deal with customers in a calm and courteous manner.

Requires extended time working at a computer with frequent use of common office technology. Work may include long periods of sitting and/or standing. Normal office hours are standard; however, circumstances may require working a flexible schedule or additional hours or both to meet deadlines, especially during unit, section, or agency-wide initiatives and projects, or during trainings that require the individual to operate under pressure during what may be a real or perceived emergency. Occasional in-state and out-of-state travel may be required.

**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, statutes, and guidelines related to the Employment Department and the Department’s budget
- Oregon Revised Statutes, Administrative Rules, manuals, policies and procedures
- Department of Administrative Services policies, protocols, and procedures
- Employment Department plans, policies, procedures, standards, and guidelines
- Regulations, statutes, and guidelines related to the Employment Department

- Legislative Fiscal Office policies, protocols, and procedures
- Collective Bargaining Agreements
- US Department of Labor Program Letters and Advisories

**b. How are these guidelines used?**

These guidelines provide general guidance, policy direction, and framework to the employee who must interpret and apply them as necessary to perform their functions. Knowledge of these guidelines is used to make recommendations to Employment Department executives, managers, and staff to maintain conformity, continuity, efficient, and effective operations of the agency.

**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>			
Employment Department Employees	Verbal, written, video, in person	Obtain and provide information regarding all job duties. Explain results, make recommendations	Daily
OED Executive staff	Reports, Verbal, written, video, in person	Explain fiscal impacts and program implications.	Monthly, Periodic – As needed
Agency Program and Management Team	Reports, Verbal, written, video, in person	Reports, fiscal trends and analysis, and provide recommendations relating to changes	Weekly / Monthly
DAS / LFO budget and fiscal staff	Verbal, written, video, in person	Share and distribute budget and fiscal information. Explain budget and fiscal issues.	Monthly; daily during legislative session
State Agencies	Phone, email, in-person, written	Explanation of fiscal issues, exchange of information.	Periodic – As needed
Federal Dept. of Labor	Phone, email, in-person, written	Discuss federal funding issues	Monthly

**SECTION 7. POSITION RELATED DECISION MAKING**

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

The position consults with Senior Fiscal Analysts, Budget Manager, Chief Financial Officer (CFO), as well as department administrators on biennial budget and fiscal policy matters. This position identifies any discrepancies in data and, through research and analysis, determines where the discrepancy originated and provides solid recommendations to the Budget Manager and SFA on how best to resolve.

This provides for accurate budget reporting so appropriate impact statements can be developed, including staffing levels, position detail, and fee schedules.

In most of these cases, the impact of poor decisions is a loss of efficiency, credibility, and/or customer service. In some cases, especially those regarding personnel issues, consequences of poor decisions may include inappropriate disclosure of personnel-related information and/or delays to personnel-related actions.

Errors in judgements or decisions could be harmful or detrimental to the scope, quality, budget, and timely delivery of the Employment Department’s services and operations, other state agencies, partners, stakeholders, and vendors and supplies, and could result in significant material and monetary loss and legal litigation.

Must exercise diplomacy and discretion in responding to confidential and private information dealing with personnel actions and other confidential information. Requires ability to maintain confidentiality. Processes personnel related and other items containing confidential information, ensuring security, and confidentiality of the information is maintained and timeliness requirements are met.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Budget Manager, Budget & Fiscal Manager 2	0000769	Verbal, written, video, in person	As needed	General guidance, review work, priority setting, coaching, training, specific feedback, annual review

*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?                                0
- How many employees are supervised through a subordinate supervisor?                                0

- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input checked="" 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:

- This position requires successfully passing a criminal records check, which may require a fingerprint-based records check, as a condition of employment.
- This position must understand and support the agency’s affirmative action goals/objectives and implement plans to meet them. The person in this position will promote and foster a diverse workforce and a discrimination/harassment-free workplace, consistently treating customers, stakeholders/partners co-workers and subordinates with dignity and respect.
- This position may be subject to lead worker reviews, if applicable.

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

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


### 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		

