



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: _____

Agency: Oregon Employment Department

Facility: Salem/Central 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:	Fiscal Analyst 3	b. Classification No:	C1245									
c. Effective Date:		d. Position No:	0003632									
e. Working Title:	Budget Analyst	f. Agency No:	47100									
g. Section Title:	Budget	h. Budget Auth No:										
i. Employee Name:		j. Repr. Code:	OAH									
k. Work Location (City – County):	Salem, OR											
l. Supervisor Name:	Natasha Gaspar											
m. Position:	<table><tr><td><input checked="" type="checkbox"/> Permanent</td><td><input type="checkbox"/> Seasonal</td><td><input type="checkbox"/> Limited Duration</td><td><input type="checkbox"/> Academic Year</td></tr><tr><td><input checked="" type="checkbox"/> Full-Time</td><td><input type="checkbox"/> Part-Time</td><td><input type="checkbox"/> Intermittent</td><td><input type="checkbox"/> Job Share</td></tr></table>			<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	
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n. FLSA:	<table><tr><td><input checked="" type="checkbox"/> Exempt</td><td>If Exempt:</td><td><input type="checkbox"/> Executive</td></tr><tr><td><input type="checkbox"/> Non-Exempt</td><td></td><td><input checked="" type="checkbox"/> Professional</td></tr><tr><td></td><td></td><td><input type="checkbox"/> Administrative</td></tr></table>	<input checked="" type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive	<input type="checkbox"/> Non-Exempt		<input checked="" type="checkbox"/> Professional			<input type="checkbox"/> Administrative	o. Eligible for Overtime:	
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		<input type="checkbox"/> Administrative										
		<table><tr><td><input type="checkbox"/> Yes</td></tr><tr><td><input checked="" type="checkbox"/> No</td></tr></table>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No							
<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 (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 conducts analyses of complex systems and programs, including the interaction of various OED programs and their impact on Oregonians, with an emphasis on financial aspects. The position conducts and coordinates comprehensive studies and reviews of fiscal, policy and operational issues, tracks and analyzes state and federal law and determines implications for the department, and reviews legislative proposals. In addition, the primary purpose of this position is to Analyze the budget of the Department: identify policy and financial issues; Develop, interpret and monitor the budget. Monitor, evaluate and revise financial operations for compliance with legal, federal and state regulations including strategies to maximize federal revenue; Develop strategies with the managers to meet budget targets while meeting operational needs. Review and revise policy analysis and complete fiscal analysis in preparation for and during the legislative session including legislative concepts, bills, and other proposals. Provide confidential technical support to Human Resources.

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	
25%		E	<ul style="list-style-type: none"> • Turn approved budget levels into a fiscal plan to administer and manage OED operations. • Forecast, track, and interpret budget, positions, expenditures and revenues. • Explain spending patterns and variations from projections.
25%		E	<ul style="list-style-type: none"> • Coordinate with program management and staff to develop and implement operational budgets. • Review and understand federal grant terms and conditions. • Review and approve program purchases to ensure costs are allowable for state and federal fund use. • Recommend and take actions to identify, correct or communicate issues found, including spending and staffing issues.
20%		E	<ul style="list-style-type: none"> • Review policies and operational issues affecting the Employment Department, with an emphasis on financial impacts. Evaluate and recommend internal or external changes (federal and state legislation, agency or stakeholders) on OED policy and operations. • Develop and revise policies and procedures as needed. • Integrate fiscal policy, operational, and political considerations into analyses and recommendations. • Identify potential risks and difficulties, and design and implement strategies to avoid them.
20%		E	<ul style="list-style-type: none"> • Review, make recommendations, and coordinate with other fiscal analysts on entire department budget. • Prepare the department budget document in compliance with state process. Identify, analyze, and incorporate policy and technical issues. Develop supporting documentation for the agency’s requested budget. Participate in discussions on budget strategy. • Understand, explain and support budget requests to OED management, DAS Budget and Management Division staff and legislative staff.
5%		E	<ul style="list-style-type: none"> • Review, revise and complete fiscal impact analysis for legislative concepts, bills, and other proposals in preparation for and during legislative session. • Coordinate the communication of agency fiscal analyses to those impacted within the agency in addition to other agencies, DAS, and the Legislative Fiscal Office.

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

5%		E	<ul style="list-style-type: none"> • Assist with federal grant submissions. • Coordinate with accounting and Department of Labor staff on fiscal issues. Identify and correct billing and associated issues. • Ensure proper grant reporting and expenditure levels. Develop process to obtain data to track budget expenditures, revenue, grants, etc. appropriately. • Assist with Secretary of State and federal financial audits.
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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 pleasant, highly visible, highly productive, fast-paced environment. The job requires the ability to produce quality work on multiple projects, sometimes with rigid and competing deadlines, with frequent interruptions. Duties are generally performed in an office, which may result in ongoing audible distractions.

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 grant rules, regulations, statutes, and guidelines related to the Employment Department and the Department's budget.
- Oregon Revised Statutes, Administrative Rules, manuals, policies and procedures
- City rules, regulations, statutes, and guidelines related to the Employment Department.
- Department of Administrative Services policies, protocols, and procedures
- Employment Department plans, policies, procedures, standards, and guidelines
- Americans with Disabilities Act requirements
- Equal Opportunity Act
- Regulations, statutes, and guidelines related to the Employment Department

- Legislative Fiscal Office policies, protocols, and procedures
- Collective Bargaining Agreements, USDOL 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 and program implications of job duties.	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 Department of Labor	Phone, email, in-person, written	Discuss federal funding issues.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The primary decisions made by this position include:

- Determine methods to track budget and decide when to bring budget issues to manager's attention and when to take action to correct issue
- Make recommendations for budget projections, tracking and associated decision-making
- Determine methods and perform analysis to complete fiscal impact statements and reports for legislative analysis and departmental review

- Research proposals and recommend fiscal and reporting policies
- Review and evaluate contracts for assigned divisions for budget authority and allowable costs

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Budget and Fiscal Manager 2	0000769	Verbal, written, video, in person	As needed	General guidance, review work, priority setting, coaching, training, specific feedback, annual review

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
Note: If additional rows of the below table are needed, place curser 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