



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
November 14, 2025

Agency: Oregon Employment Department

Facility:

[] New [x] 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: Research Analyst 4
b. Classification No: C1118
c. Working Title: Performance Reporting Information System Coordinator
d. PPDB No/WD ID: 3228
e. Section Title: Workforce and Economic Research
f. Agency No: 47100
g. Employee Name: Vacant
h. Budget Auth No: 688560
i. Supervisor Name: Nick Beleiciks
j. Repr. Code: OAH
k. Work Location (City – County): Salem – Marion

I. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share

m. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [] Executive/Supervisory [] Administrative [x] Professional [] Computer
n. 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) 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. 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.

The Research Division provides reliable, accurate and timely labor market information relating to Oregon Employment Departments economy and workforce. The phrase “Quality Information—Informed Choices” summarizes the goals of the research Division, whose staff collect information from tax records and numerous surveys; analyze the available information; and disseminate the information in a variety of means, including presentations, publications, and via the Internet. Primary customer groups include legislators and policy-makers; employers and businesses; workforce boards, partners and customers; educators and students, and the news media.

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 exists to provide coordination and leadership to the Performance Reporting Information System (PRISM) and to Oregon’s participation in the State Wage Interchange System. The position also conducts a wide variety of special analyses, primarily relating to performance measurement by workforce and training related entities.

This position provides technical leadership and expertise both within the Employment Department and to representatives of all other public and private entities that participate in PRISM, SWIS, or customized performance analyses. Throughout this position description, the term “Participating Agencies” refers to all those agencies that participate in PRISM, SWIS, or any other performance measurement related effort. Examples include the (Oregon) Employment Department, Higher Education Coordinating Commission, Department of Human Services, Department of Education, Workforce Investment Boards, the U.S. Department of Labor, other State Employment agencies, and many more.

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
55%	NC	E	PRISM - Provide primary leadership, coordination, and technical direction to the Performance Reporting Information System. <ul style="list-style-type: none"> ➤ Market and promote PRISM to potential members. ➤ Develop and implement program policies and technical standards. Develop data sharing agreements with the partners. ➤ Increase the number of PRISM reports, publications, and web information available. ➤ Work with partner agencies to ensure success of the program.

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

			<ul style="list-style-type: none"> ➤ Track expenditures and provide status updates to management. Responsible for sending quarterly billing instructions and amounts to be billed to OED accounts receivable staff. ➤ Study, conduct literature searches, and make recommendations regarding confidentiality, data definitions, measurement of program performance. ➤ Chair and/or participate in meetings of various advisory groups. ➤ Write and/or oversee the writing of reports and analyses related to Oregon's workforce system. ➤ Coordinate the activities of OED IT support staff. ➤ Provide regular communications and updates to management and Executive Staff regarding PRISM, current data trends, impact of existing and proposed program activities.
20%	NC	E	Wage Matching - Respond to customized information requests from a variety of public and private sector workforce and training entities. Use knowledge of statistical programs, economic trends, and UI wage file to analyze performance of employment and training program participants. Perform ad hoc data queries upon request of team members, other program staff, and executive staff. Perform data analyses, including statistical testing and modeling, as required for program evaluations and other research studies.
5%	NC	E	SWIS - Direct, coordinate, lead, and oversee Oregon's participation in the national State Wage Interchange System.
15%	NC	E	Contracts - Coordinate, lead and/or provide expertise for the confidentiality requirements in data reporting. Responsible for developing, writing, and executing data sharing agreements with public entities requesting confidential wage and related data.
5%	NC	E	Other duties as assigned - Assist the Research Division and the department as needed by serving on committees and/or councils.
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.

Open office environment with an option for hybrid work from home.

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.

The duties of this position will be guided by Oregon statutes and administrative rules relating to the Employment Department and PRISM; federal and state laws governing confidential information and informed consent; procedures established by the participating agencies of PRISM; and federal guidelines regarding the operation of SWIS, and the Workforce Innovation and Opportunity Act (WIOA).

b. How are these guidelines used?

1. Oregon statutes and administrative rules define the key purposes and definitions of PRISM.
2. State and federal statutes provide guidance regarding the sharing of confidential information for purposes of performance measurement.
3. Program procedures and federal guidelines set parameters of data analysis and program outcomes.

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>			
Participating Agency Staff	Email / Video / Phone / Teams Chat / In-person	Technical guidance; expertise, responses to information requests.	Daily
Outside Agencies	Email / Video / Phone / Teams Chat / In-person	Obtain information; provide technical support.	Weekly
Federal Officials	Email / Video / Phone / In-person	Information Requests	Intermittently
State and Local Public Officials, Legislative Committees and Staff, Other Customers	Email / Video / Phone / Teams Chat / In-person	Information Requests	Intermittently

SECTION 7. POSITION RELATED DECISION MAKING

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

1. Technical decisions regarding the direction and operation of PRISM, SWIS, and WIOA.
2. Technical decisions regarding the techniques and procedures that will be used in identification of common data definitions and standards and confidentiality issues.
3. Technical and judgment decisions regarding when confidentiality of client data is at risk; includes taking any and all appropriate actions to safeguard confidentiality of program data.
4. Recommendations on the types of materials that will be used to make presentations to participating agencies, workforce boards, and others.
5. Prioritization and quality decisions regarding the work of lower level program analysts and ITS staff.
6. Decisions regarding data to be reported and how and to whom; quality and completeness of reports.

For items 1, 2, 5, 6, the decisions impact issues of basic data quality. Poor decisions from the individual in this position will result in poor quality information being produced by the program which in turn results in poor decisions regarding prioritization and future direction of Oregon's workforce and training programs.

Decisions in item 3 directly relate to the protection of confidential information about individuals and businesses in Oregon. Failure to protect such information could result in significant legal and ethical problems for the Employment Department.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Research, Analysis, and Statistics Manager 3	1723	Work is reviewed on an ongoing basis.	Ongoing and during a formal quarterly Performance Accountability and Feedback check-ins.	This position operates with a high degree of independence. Reviews monitor the status and progress of projects.
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

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

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:

This position requires successfully passing a criminal record check, which may require a fingerprint based records check, as a condition of employment.

This position works collaboratively in a team setting. Good team skills are necessary - including the willingness to collaborate, share information, and contribute to the team's success as necessary. The position requires excellent customer service skills, for both internal and external customers, and the ability to solve customer service problems efficiently and independently on an on-going basis.

This position requires excellent communications skills, including good listening skills; effective communications to middle or senior management levels in specific customer and public situations.

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 curser 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		