STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
March 31, 2026

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

Agency: Oregon Department of Energy

Facility:

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Information System Specialist 7	**b.** Classification No:	C1487
c. Working Title:	Senior Full Stack Engineer - Data & Integration	**d.** PPDB No/WD ID:	2325027
e. Section Title:	Information Services (IT)	**f.** Agency No:	33000
g. Employee Name:	VACANT	**h.** Budget Auth No:	
i. Supervisor Name:	Jamshid Sediqi	**j.** Repr. Code:	UA
k. Work Location (City – County):	Salem - Marion		

l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

m. FLSA: ☒ Exempt ☐ Non-Exempt

If Exempt: ☐ Executive/Supervisory ☒ Administrative ☐ Professional ☐ Computer

n. Eligible for Overtime: ☐ Yes ☒ 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 Department of Energy's vision is to lead Oregon to a safe, equitable, clean, and sustainable future. ODOE helps Oregonians make informed decisions and maintain a resilient and affordable energy system. We advance solutions to shape an equitable clean energy transition, protect the environment and public health, and responsibly balance energy needs and impacts for current and future generations.

ODOE helps Oregonians improve the energy efficiency of their homes, provides policy expertise to prepare for Oregon's future energy needs, staffs the Energy Facility Siting Council, provides technical and financial assistance to encourage investments in energy efficiency and renewable energy resources, represents Oregon's interests in the cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy-related emergencies. ODOE employs approximately 131 employees and is funded with revenue from more than 30 sources, including $15.9 million in general funds, $106 million in other funds, $79.1 million in federal funds, $1.1 million in other non-limited other funds, and $24 million in non-limited loan program and debt service funds.

The Central Services Division is responsible for the critical operations that ensure the agency functions effectively, and efficiently, in support of its mission and in compliance with state and federal requirements. This includes financial management such as budgeting, accounting, payroll, procurement, contracting, and federal grants administration, to ensure fiscal integrity and resource stewardship. The division also oversees information technology and database management, providing secure, innovative, reliable systems that support agency operations. Facilities and records management, risk management, and employee safety functions ensure a safe, organized and compliant workplace. Additionally, the division manages employee services, including strategic workforce planning, recruitment, classification and compensation, employee relations, leave administration, training, wellness programs, and personnel action processing.

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:

Serve as a technical authority responsible for the architecture, design, development, and ongoing support of the agency's software, database, and data integration solutions. This position ensures that applications and data systems are secure, scalable, and aligned with agency standards, and that data moves reliably across internal and external systems to support decision-making and operations.

The role applies advanced software engineering practices, data architecture principles, and systems integration strategies to design solutions that meet complex business needs. This position also influences technical standards, promotes sustainable design patterns, and ensures long-term maintainability of the agency's application and data ecosystem.

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

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

45%	**N**	**E**	**Full-Stack Application Development & Technical Design**
			• Design, develop, and maintain full-stack web applications using modern frameworks and languages (e.g., C#, JavaScript, HTML, CSS).
			• Translate business and technical requirements into scalable, maintainable application architecture and design.
			• Develop and maintain APIs to enable secure and reliable communication between systems.
			• Implement automated testing strategies (unit, integration, end-to-end) to ensure application reliability and maintainability.
			• Troubleshoot and resolve complex application defects and performance issues.
			• Develop and maintain technical documentation for applications, processes, and troubleshooting.
30%	**N**	**E**	**Data Integration and Systems Architecture**
			• Design and oversee data integration solutions across internal and external systems, including structured and unstructured data sources.
			• Define and implement data flow architectures to ensure reliability, scalability, and security of data movement.
			• Establish integration patterns and standards to support consistent and reusable solutions.
			• Collaborate with program areas and technical staff to align data solutions with business needs.
15%	**N**	**E**	**Database Architecture, Performance, and Data Management**
			• Design and maintain database structures that support efficient data storage, retrieval, and transformation.

			• Optimize database performance through indexing, query tuning, and configuration management.
			• Implement monitoring and alerting to ensure system performance, availability, and reliability.
			• Diagnose and resolve complex database and data-related issues.
			• Support data integrity, quality, and lifecycle management practices.
10%	**N**	**E**	**Technical Leadership, Security, and Operational Support**
			• Serve as a technical resource to developers, analysts, and program staff, providing guidance on best practices.
			• Promote and influence standards in software development, data management, and system integration.
			• Implement and support data security practices, including access control and protection of sensitive information.
			• Support incident response and resolution of escalated technical issues.
			• Monitor system capacity and performance, identifying opportunities for improvement and scalability.
On-going	**N**	**E**	**Miscellaneous**
			• Perform duties in a manner that promotes customer service and harmonious working relationships; treat all individuals courteously and with dignity and respect.
			• Lead and recognize the value of individual and cultural differences, demonstrate evidence of ongoing development of personal cultural awareness and humility, create and foster an inclusive work environment that is respectful, accepts diversity, and where talents and abilities are valued.
			• Develop positive working relationships with agency staff and supervisors by actively partnering, communicating, and supporting co-workers, identifying and collaboratively resolving problems constructively.
			• Demonstrate openness to constructive feedback and suggestions to improve work performance.
			• Contribute to a positive and productive work environment; perform all duties in a safe manner; and comply with all policies, procedures, and agency best practices.
			• Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.
			• Participate in collaborative and strategic relationships with key invested, involved, or impacted partners by holding awareness and being attentive to the direct and indirect accountabilities and opportunities to positively impact and influence the goals, strategies, actions, and measures outlined in the agency's strategic plan.
			• Other duties and special projects as assigned.
			• Maintains confidentiality of information that is exempt from disclosure under Oregon's public records law.
			• Ensure regular and consistent attendance to meet job demands and provide necessary services.

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 Oregon Department of Energy is committed to providing a professional, inclusive, and accessible work environment. This position may operate in a remote, hybrid, or in-office setting based on operational needs.

Work is primarily performed in a standard office or home-office environment and includes regular use of computers, telephones, and virtual meeting technology. Duties require sustained computer use for tasks such as typing, reading, analyzing information, and developing written materials, with a consistent need for attention to detail, critical thinking, and concentration. Routine physical activities occur frequently and include sitting, standing, and moving within workspaces or meeting environments. Occasional physical activities may include lifting or carrying materials (generally up to 20 pounds) and other movements typical of an office setting. The work environment includes frequent exposure to routine background noise, interruptions, and concurrent assignments. The position regularly manages competing priorities and time-sensitive work and may interact with individuals experiencing urgency or stress. Workload demands may occasionally increase during legislative sessions, emergency response activities, or critical project timelines, requiring flexibility in schedule and work hours. The standard work schedule is Monday through Friday, based on a 40-hour workweek, with flexibility to meet operational needs.

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.

- Department of Administrative Services policies and procedures.
- Department of Administrative Services, Information Systems Division guidelines.
- Enterprise Information Services policies, Stage Gate Processes, Software licenses procurement policies, procedures, and best practices.
- Agency policies, procedures, and best practices.

b. How are these guidelines used?

These rules and guidelines provide the context within which this position may operate in performing its work.

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 curser at end of a row (outside table) and hit "Enter".*

Agency Employees	Phone, email, mail, in-person, virtual	Assistance/troubleshooting	Daily
Service Reps. & Vendors	In person, phone, email, virtual	Request services or information regarding products/evaluate products/coordinate vendor tasks.	Weekly
Other State Agencies	In person, phone, email, virtual	Coordinates, shares information, works on projects with multiple state agencies.	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position independently makes decisions related to the architecture, design, and implementation of the agency's application and data systems. This includes selecting and applying appropriate technologies, defining data integration approaches, optimizing database performance, and implementing security controls to protect sensitive information. Decisions made in this role directly influence the reliability, security, scalability, and performance of agency systems and data. These decisions impact the agency's ability to effectively deliver programs, meet regulatory and reporting requirements, and support data-informed decision-making.

The position evaluates and balances competing priorities, including operational needs, system performance, data security, and long-term sustainability. It identifies risks related to data integrity, system capacity, and integration across systems, and determines appropriate mitigation strategies. In collaboration with program areas and technical staff, this position also informs and influences the development of data

standards, system design approaches, and integration practices that shape how data is managed and used across the agency.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Chief Information Manager 2	0512002	Through ongoing dialogue, collaborative check-ins, and structured performance evaluations. Feedback may be provided during team meetings or one-on-one discussions.	Quarterly	To provide guidance, support professional development, ensure alignment with program goals, and assess performance and effectiveness.

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

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

- Employment is contingent upon the successful completion of a criminal background check.
- This position requires the ability to travel as needed. The employee must possess and maintain a valid driver's license in their state of residence and have a satisfactory and acceptable driving record.

BUDGET AUTHORITY: If this position has authority to commit to 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