



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
September 01, 2026

Agency: Oregon Department of Energy

Facility:

☐ 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:	Information Systems Specialist 7	b. Classification No:	C1487
c. Effective Date:	July 1, 1981	d. Position No:	0010009
e. Working Title:	Systems Administrator	f. Agency No:	33000
g. Section Title:	Information Technology Section	h. Budget Auth No:	000167000
i. Employee Name:	VACANT	j. Repr. Code:	UA
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name:	Jamshid Sediqi		
m. Position:	☒ Permanent ☒ Full-Time	☐ Seasonal ☐ Part-Time	☐ Limited Duration ☐ Intermittent ☐ Academic Year ☐ Job Share
n. FLSA:	☒ Exempt ☐ Non-Exempt	If Exempt: ☐ Executive ☒ Professional ☐ Administrative	o. 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 the agency's advanced professional technical expert for enterprise systems infrastructure and information security. The position analyzes agency business and technology needs; plans, designs, integrates, implements, administers, and secures cloud and on-premises systems; recommends, implements, and maintains technical standards; and coordinates the resolution of the agency's most complex infrastructure and security issues. Working with agency leadership, information technology staff, statewide partners, and vendors, the position ensures reliable, secure, resilient, and effective technology services that support agency operations and delivery of services to the public.

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".			
50%	R	E	Infrastructure Planning, Engineering, and Operations
			Analyze agency business, operational, security, and technology requirements and translate them into infrastructure designs, technical specifications, recommendations, and implementation plans.
			Plan, design, integrate, implement, configure, administer, and maintain agency-wide cloud and on-premises infrastructure, including Microsoft Azure services, Microsoft Intune, Windows servers and workstations, identity and domain services, and supporting hardware, to support reliable, secure, and resilient agency operations. Administer Intune for device and endpoint management, configuration, security compliance, and application deployment.
			Coordinate the technical work associated with complex infrastructure upgrades, migrations, new-system implementations, and major configuration changes. Identify and resolve compatibility, performance, security, resource, and service-continuity issues.
			Participate in agency information technology planning related to resource utilization, infrastructure lifecycle management, acquisition strategies, disaster recovery, change management, system performance, capacity, and overall security.
			Evaluate emerging technologies, products, platforms, and services and make technical recommendations based on agency requirements, compatibility, security, performance, supportability, lifecycle costs, and available resources.
			Determine technical specifications and recommend infrastructure solutions needed to support agency operations, applications, public-facing services, vendors, and external partners.
			Analyze system performance, capacity, availability, and reliability; resolve resource and configuration conflicts; perform system tuning;

			and recommend upgrades or corrective action.
			Develop, implement, maintain, and test disaster-recovery, system-backup, file-restoration, and service-recovery procedures. Coordinate technical recovery activities during outages or other disruptive events.
			Develop and maintain scripts and other automation tools for system administration, deployment, monitoring, configuration management, security, and recurring operational processes.
			Administer and support the agency's virtual private network services, and remote-management and remote-support tools, and review these and other proposed systems, infrastructure changes, and technical configurations for conformance with applicable architectural, security, operational, and compatibility requirements. Identify deficiencies and recommend corrective action.
			Develop and maintain system architecture diagrams, configuration records, implementation plans, operational procedures, and other technical documentation necessary to support continuity of operations.
			Coordinate infrastructure work with Enterprise Information Services, vendors, service providers, other state agencies, and external partners to integrate services and resolve enterprise-level technical issues. Manage system lifecycles, including planning for renewals, upgrades, replacements, and ongoing maintenance, to support system availability and operational needs.
30%	R	E	Information Security and Resilience
			Analyze infrastructure and information-security risks and design, implement, administer, and maintain appropriate administrative and technical controls to protect agency systems, endpoints, services, accounts, and information assets.
			Interpret and apply statewide information-security policies, standards, and requirements. Recommend, develop, implement, and maintain agency security procedures, technical standards, and system-hardening requirements in coordination with the Information Technology Manager.
			Review new systems, infrastructure designs, configuration changes, access models, and technology implementations for security risks and conformance with applicable agency and statewide requirements.
			Administer Microsoft Defender and other agency or statewide security platforms used to protect, monitor, and manage servers, workstations, cloud services, user accounts, and endpoints.
			Monitor and evaluate security alerts, compliance findings, system logs, and other indicators of potential compromise or control failure. Investigate identified issues and determine appropriate technical responses.
			Perform and coordinate security-incident response activities, including technical investigation, containment, remediation, recovery, and documentation, in coordination with agency management, Enterprise Information Services, vendors, and other responsible parties.
			Manage infrastructure patching and vulnerability-remediation activities. Evaluate risk, establish technical priorities, implement or coordinate corrective action, verify remediation, and track completion within required timelines.
			Identify security gaps, unsupportive technologies, configuration weaknesses, and control deficiencies and recommend short- and long-term corrective action.

			Conduct or support information-system forensic analysis needed to resolve operational or security issues and assist with authorized investigations and electronic discovery activities.
			Maintain awareness of emerging threats, vulnerabilities, technologies, and recommended security practices through trusted governmental, professional, vendor, and industry sources. Evaluate their relevance to agency systems and recommend appropriate action.
			Maintain security configuration baselines, system-hardening documentation, remediation records, and other evidence needed to demonstrate compliance with applicable requirements.
			Develop and communicate reports concerning patching, vulnerabilities, security incidents, compliance findings, remediation activities, and other assigned security initiatives.
20%	R	E	Advanced Technical Support and Consultation
			Serve as the agency's senior technical escalation point and subject-matter expert for the most complex issues involving desktop and mobile computing, server operating systems, cloud services, identity and access, domain services, Voice over Internet Protocol systems, virtual private networks, hardware, software, and system connectivity.
			Diagnose complex incidents, major system outages, and recurring technical problems. Perform root-cause analysis and lead agency staff, statewide partners, service providers, and vendors through resolution and recovery.
			Evaluate the operational, security, compatibility, and business effects of technical problems and proposed solutions and recommend sustainable, long-term corrective action.
			Provide expert consultation and technical guidance to agency management, project teams, information technology staff, and business partners concerning infrastructure capabilities, limitations, risks, dependencies, and solution options.
			Provide the highest-tier support for technical issues escalated through the agency's service and support processes.
			Work with Enterprise Information Services Data Center Services, technical support personnel, vendors, and service providers to troubleshoot and resolve complex hardware, software, cloud-service, and connectivity issues.
			Develop and maintain technical procedures, diagnostic standards, troubleshooting guides, incident records, and knowledge-based documentation.
			Conduct post-incident technical reviews, identify contributing factors, and recommend corrective actions to prevent recurrence and improve system reliability.
			Mentor and advise other information technology staff, share specialized technical knowledge, and provide training or guidance concerning system administration, troubleshooting, security, access, device configuration, and support practices.
			Evaluate and test new hardware, software, tools, and support technologies and provide recommendations concerning implementation and agency use.
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.
			• Recognize and value 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 position works primarily in an office environment that may include an open workspace, cubicles, background noise, and other routine distractions. The work requires extended periods of sitting or standing; frequent use of computers, keyboards, telephones, cell phones, and other electronic equipment; and sustained visual and mental attention to reading, writing, editing, analysis, and document development. The position may periodically lift and carry items weighing up to 50 pounds, bend, crouch, reach above shoulder level, and move throughout the office or to remote work locations. These physical, sensory, and environmental demands occur regularly throughout the workweek. The position may occasionally encounter stressful or volatile situations or individuals who are upset, challenging, or hostile. The position may require extended work hours during the legislative session, during an emergency, or as needed to meet urgent deadlines or short project timelines. The regular work schedule is Monday through Friday, generally 40 hours per week.

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 and departmental policies, especially in personnel and purchasing matters.

- Department of Administrative Services, Information Systems Division guidelines.
- Software licenses.
- Agency policies.
- Agency budget.

b. How are these guidelines used?

These documents are used to assure compliance with regulations and legal use of software.

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>			
Agency Employees	Phone, email, mail, in-person, virtual	Policy direction/respond to need daily for system development. Assistance/troubleshooting/systems installation, configuration, and maintenance.	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.

The position makes independent technical and operational decisions involving the agency's enterprise systems infrastructure and information security, including cloud and on-premises systems, applications, servers, networks, domains, and related technology services. Decisions include analyzing agency business and technology needs; evaluating system performance, compatibility, configuration, access, and security requirements; determining appropriate technical solutions; establishing and recommending technical standards and procedures; prioritizing and resolving complex infrastructure and security issues; and determining when coordination with agency leadership, other technical staff, statewide partners, vendors, or the CIO is necessary. The position exercises professional judgment within established policies, security requirements, technical standards, and available resources, while consulting with the CIO on decisions involving significant fiscal, operational, security, or organizational risk. Because the position supports enterprise systems and services used across the agency, decisions may directly affect system availability, application functionality, information security, business operations, employee productivity, and the agency's ability to deliver services to the public. Errors or ineffective decisions may result in system disruptions, security vulnerabilities, service interruptions, increased costs, loss of productivity, or other significant operational impacts.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
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.

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 | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ Prepare & sign 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.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

- This position is designated as critical; therefore, the employee must remain within a two-hour drive of the central workplace during paid work hours and may be required to report to the workplace to respond to nuclear safety or petroleum-related emergencies.

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 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