



State of Oregon Position Description

Company: Department of Administrative Services
Organization: Project Portfolio Performance (P3) - DAS
Service Type: Excludable Management Service - Managerial

SECTION 1. POSITION INFORMATION

Job Profile Title:	Senior Information Technology Portfolio Manager	Job Profile ID:	X1499
Business Title:	Senior IT Portfolio Manager	Position ID:	000000067505
Employee Name:		Company ID:	10700
Representation:	MMN	Budget Auth No:	1300650
Location:	Salem DAS Print Plant		
Supervisor:	Information Technology Administrator 1		
Position:	Senior Information Technology Portfolio Manager		
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Administrative Exemption		
Overtime Eligible:	No		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

Enterprise Information Services

Enterprise Information Services (EIS) is a state government-wide information technology (IT) organization led by Oregon's State Chief Information Officer (CIO). The State CIO is a statutory position, appointed by the Governor, and works closely with the State Chief Operating Officer (COO) and state leadership on adoption of statewide IT policies, standards, and governance. EIS has independent statutory authority and is aligned with the Department of Administrative Services (DAS) budget. The office has 317 FTE and is funded by assessment and rates charged for the services provided.

EIS provides centralized oversight for enterprise-wide IT resource management, planning, policy, program development, project delivery and the establishment and maintenance of statewide IT standards. EIS provides training, and direction to ensure IT integrity, security, and consistency across state agencies by working closely with elected officials, political subdivisions, state agencies and IT leadership. The EIS team is built on collaboration, support, and accountability. We work together to ensure our customer agencies receive the highest quality of service. We take pride in our work and look for ways to innovate. EIS is committed to hiring highly skilled, diverse, and dedicated employees who will bring a unique skill set to the team. EIS is comprised of the following programs:

Data Governance and Transparency, Strategy and Design, Data Center Services, Shared Services, Administrative Services, Cyber Security Services, and Project Portfolio Performance.

Project Portfolio Performance

The Project Portfolio Performance team is key in implementing and using the IT Governance Framework which includes oversight and portfolio management of all major IT investments. Using a standard framework and statewide policies, staff work with all state agencies to identify and resolve IT project issues, striking a balance between central delivery and agency flexibility. The staff serves as advisors; making recommendations for agency alignment with enterprise objectives, project management and IT governance maturity, and industry best practices. They look for solutions and cost-sharing opportunities across multiple agencies and offer alternate solutions to business problems. This program helps facilitate efficient decision making, policy and statutory adherence, and provides tools and software training to assist agencies in achieving project success.

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 Senior IT Portfolio Manager (SIPM) to advance the objectives of state law to maximize efficiency, effectiveness, economy, value, and benefit derived from information technology investments. This is achieved by working closely with the assigned state agencies, Assistant State CIOs, and other stakeholders to understand business objectives and strategic technology direction and assist them in identifying and successfully implementing effective technology solutions. This position will help identify and lead opportunities for shared services across agencies with common business needs and/or infrastructure.

This position is key to the CIO's overall mission and has a direct effect on the relationship with the Legislature, the DAS Director's Office, other DAS Divisions, and other agencies and constituency groups. This position requires expertise in research and analytical methodology as well as knowledge of state government processes including agency operations.

This position serves as a senior-level, operational consultant, coordinator and advisor on emerging technologies, business trends, current and future agency technology issues and opportunities, and strategies related to maximizing the ROI of enterprise and shared services technology efforts. The position works closely with the Assistant State CIOs and agency technology and business leaders.

SECTION 3. JOB DESCRIPTION

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.

35-N-E

Enterprise and Agency Planning, Policy, and Project Development and Implementation - This position has oversight responsibilities of major state information technology and telecommunications-related projects and initiatives.

In this capacity the position:

- Works with other SIPMs, the Assistant State CIOs, the Legislature and IT governance to implement a model for oversight and governance for statewide information resource management planning and major IT project planning and implementation across state government.
- Oversees the process of identifying multi-agency, enterprise level projects and initiatives and assumes leadership responsibility for those initiatives. Leads enterprise IT project workgroups and/or implementation teams.
- Works with assigned agencies, IT and Budget Analysts and the legislature in the early stages of project planning to identify oversight requirements, roles and responsibilities and to develop and execute the necessary policies, strategies, funding model, governance structure to ensure program and project success.
- Ensures project implementation through working with project managers, agency business and technology leadership, section analysts and others as appropriate.
- Provides independent, unbiased critique of project plans, timelines, risks, success factors, resource concerns, contractor performance, and change management efforts.
- Oversees the analysis of IT-related agency budget proposals by section analysts. Ensures alignment of state and agency strategic and tactical plans and ensures plans, policies and budgets are adjusted as warranted.

- Consults with the assigned agencies in IRM and IT-related business case and performance measurement development to meet organizational objectives. Educates them on IT Governance best practices, enterprise wide IRM and IT policy, and the related legislative reporting processes.

35-N-E

Cross-Agency Consultation/Collaboration

This position serves as a consultant and advisor to the Assistant State CIOs, Agency CIOs and other key stakeholders in the areas of strategic IT direction, industries best practices, current IT laws and policies, enterprise solutions and contracts, legislative issues, and possible shared services opportunities. The position advises the division on strategies and tactics to achieve statutory and organizational objectives.

In this capacity the position:

- Convenes and collaborates with state agencies and other stakeholders either through the state's information technology-related governance bodies or directly with agency heads and key technology management personnel in the identification and coordination of shared service opportunities and IT solutions to meet business objectives
- Stays abreast of assigned agencies business objectives and related industries best practices.
- Serves as a liaison between agency leadership and state IT service provider to ensure the most effective solution is obtained.
- Aligns technology solutions and investments across shared services agencies and the enterprise to reduce duplication and leverage IT resources
- Advises and assists the shared services teams in strategic planning and development of technology plans based on organizational objectives.
- Participates in the development of strategic communications plans and coordinates communications between other stakeholders.
- Participates in internal strategic technology team to share information and solve operational, policy and project problems or issues.

20-N-E

Major IT Project Assessment, Oversight and Legislative Reporting Works with the state agency business leaders and CIOs to establish project status and risk assessment metrics to meet legislative reporting requirements. Coordinate with other SIPMs and analyst staff to formulate and recommend related legislative concepts, policy actions, administrative rules, standards, operational strategies and performance criteria to realize policy and program objectives. Works with section staff on project analysis. Reports to Legislative committees as directed by the State CIO.

In this capacity the position:

- Oversees the collection of project status data from the assigned agencies, independent QA, policy analysts and project managers for the large information systems projects for the assigned shared services area.
- Compares project data against project goals, business case, contract, budget, and schedule.
- Oversees enterprise, shared services and agency level portfolio management activities and maintains project portfolio and project "dashboard" that summarizes project status and risks and works with agency to mitigate identified risks.
- Provides regular verbal and written reports to the State CIO, EIS Directors and CIOs, Legislature, and other stakeholders as required and/or necessary.
- Develops IT-related state agency and/or DAS responses to legislative intent as defined in budget notes and other legislative directives.
- Analyzes existing and proposed legislation for its effects on the programs and resources.
- Reviews, monitors, track, and develop legislative reports/presentations regarding assigned enterprise IT program activities.
- Prepares and may provide testimony as directed by the State CIO.

10-N-E

General Program Leadership – Lead the program for assigned outcome area. Participate in the development and execution of the program's operational plan in support of division's tactical and strategic goals and objectives.

- Provide leadership and direction for a diversified set of stakeholders and staff.
- Promote and foster a diverse and discrimination/ harassment-free workplace.
- Establish and maintain professional, effective and collaborative working relationships with all contacts.
- Contribute to a positive, respectful and productive work environment; maintaining regular and punctual attendance.
- Perform all duties in a safe manner.
- Comply with all policies and procedures.

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.

Project Portfolio Performance has a team-oriented environment. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. Team participation requires being prepared for all meetings, bringing issues and solutions for all the team to resolve, obtaining agreement through the use of consensus when appropriate, giving and receiving feedback, committing to support and help other team members, sharing in the leadership of the team and agreeing to buy-in and actively support decisions made by functional or problem solving teams.

Office environment with extensive use of office equipment including personal computers. Frequent travel to agency customers around the state. May include occasional overnight travel. Driver's license is required or satisfactory means of transportation. May involve working with highly sensitive and/or politically sensitive agency information. Requires high level of professional integrity with regard to agency customer information.

Duties are performed in a hybrid work environment. While in the office, there is a cubicle office design resulting in on-going audible distractions. Requires the ability to work for extended times at a computer terminal with frequent use of common office technology, including phones, computers, and copy machines.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

This position advances the State's mission and goals to maximize value and benefit from technology investments pursuant to ORS 276A.200-236; and 279B.030.

Oregon Revised Statutes; Oregon Administrative Rules; state business priorities, goals and objectives; state information technology-related policies and procedures; Oregon's Enterprise IT Strategy; Oregon's Statewide Architecture and Standards as they are developed; DAS Strategic Plan; EIS Strategic and Section Plans; project and quality management principles; State Management Handbook; State Budget Development process and instructions; Legislative Concept Development process and instructions; State and DAS Internal Operating Policies and procedures related to contracting/procurement, personnel, budgeting, security; and various performance metrics and evaluation practices.

How are these guidelines used?

They provide general guidance and policy directions, and framework to the incumbent who must interpret and apply them as necessary for each application. Position may recommend revisions to the above guidelines, including justification and need for the revision.

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	How	Purpose	How Often?
Agency directors or managers	In Person, by mail, email or telephone	Discuss Enterprise and Shared Services planning; agency IRM plans, projects and contracts	Weekly
Attorney General staff	In Person, by mail, email or telephone	Discuss technology contract issues	Regularly
CIOs, project managers, and other IT-related staff	In Person, by mail, email or telephone	Enterprise and Shared Services planning; consulting; enterprise project / initiative development and implementation; agency IRM plans, projects and contracts; IT governance body support and presentations	Weekly
DAS executives and other designated staff	In Person, by mail, email or telephone	Inter-departmental coordination and communication	As Needed
Governor's Office	In Person, by mail, email or telephone	Issue presentations, general inquiries	As Needed
Industry associations; NASCIO	In Person, by mail, email or telephone	Outreach; industry/government trends, initiatives and "best practices"	As Needed
Legislators and legislative staff	In Person, by mail, email or telephone	Present status reports on key IRM strategies and projects; legislative presentations; enterprise strategy and plans; statutory obligations	As Needed
Oregon local and regional governments; federal government agencies	In Person, by mail, email or telephone	Communication and sharing; interoperability requirements; collaborative development	As Needed
Oregon's IT-related Communities of Interest	In Person, by mail, email or telephone	Present status reports on key IRM strategies and projects; identify needs, goals and objectives of these various groups	As Needed
State CIO	In Person, by mail, email or telephone	Discuss IT related statutory, administrative rule, and policy direction; enterprise coordination and planning, legislative testimony preparation; enterprise concept / policy development and implementation; and division and section program operations	As Needed
Vendors	In Person, by mail, email or telephone	Discuss technology implementation, quality assurance, contract issues; Solicit product information; clarify bid requirements; answer vendor questions regarding plans, policy, and state government-wide IT-related procurements	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position is unique because of the focus on state government-wide and cross-agency coordination, planning, policy and governance issues and involvement with multiple agencies in addition to a single agency or division.

The incumbent must provide leadership to enterprise-wide management efforts by establishing solid relationships with key agency and legislative personnel and by building consensus on important interagency decisions. This position must be able to lead teams and bring about consensus through convening groups that often have diverse and competing interest.

This position carries important responsibilities and authority for the development, recommendation, and implementation of statewide information resources and information technology - related strategies, plans, policies, issues and initiatives. This person must provide leadership to Enterprise and Shared Services efforts by establishing solid relationships with agency business and technical leaders and by reaching agreed upon decision on important interagency decisions.

The person in this position will identify and promote best practices with regard to large-scale information systems planning and implementation. This position assesses organization readiness, project justification, risk mitigation strategies, project management practices, evaluates agency/contractor/staff performance, and post-implementation reviews. This position recommends suspension or delay of agency project activities if determined appropriate.

Each recommendation made requires decision-making based on an in-depth understanding of a host of interrelated criteria including, but not limited to: law and other legislative direction, rule, IT and business industry best practices, state government-wide business and IRM-related objectives and plans. This position requires the depth of experience and knowledge to allow complex, high-value decisions to be made quickly and concisely. The state government-wide nature of this position's decision-making role carries with it profound implications for Oregon's state government-wide IRM-related initiatives and operations.

Decisions made by the incumbent will have a substantive effect on the degree of efficiency, effectiveness and economy of the state's information and technology resources. Decisions are expected to lead to optimization of the organizational dynamic of state government and determine how information resources are managed and operated. High-quality decision-making can produce great efficiency and/or cost savings. Failure to make appropriate decisions or failure to have decisions subsequently affirmed and implemented by appropriate senior management can result in legal liabilities and/or financial consequences.

This position is expected to manage and oversee the work of five (5) to ten (10) person multi-agency teams involved in and dedicated to various state government-wide information technology-related projects, programs and initiatives on either a temporary or permanent basis. State agency employees managed by this position can be DAS CIO employees or other agencies' personnel assigned to enterprise purposes. Examples include, but are not limited to: strategic planning; policy development; standards development, statewide IT procurements; IT portfolio management; IT asset management; and other project, program or initiative development and implementation.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
IT Administrator 1	0470101	In Person	Quarterly	Performance Evaluation
IT Administrator 1	0470101	In Person, by mail, email or telephone	Regularly	Determine status and quality of assignments and work products

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI and/or LEDS). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

This person in this position must have at least eight years of progressive IT and people management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies; b) development of long- and short-range goals and plans; c) program evaluation; and d) budget preparation. This person must, be a strategic thinker and have a thorough understanding of how State Governments and/or large organizations function.

This position requires outstanding leadership and communication skills to build and sustain a shared services program that draws its resources from state and local agencies, DAS and vendors. This position requires extensive experience planning, implementing, and/or reviewing large information technology projects.

This person must be able to bring together diverse groups of stakeholders with competing interests. They must have proven leadership skills and the ability to build solid relationships with all stakeholders. This position must be able to lead teams and bring about consensus through collaboration with groups that often have diverse interests.

The position requires assertiveness, strong interpersonal skills, innovative thinking, and the ability to lead and motivate team members and staff. An ability to communicate clearly with business and technical professionals and the ability to translate technical terminology and jargon into terms that and program/business leaders can understand, is necessary.

The incumbent should have a knowledge of contracting policies and procedures, CoBIT, Capability Maturity Model, ITIL, PMI PMBOK, change control management procedures, infrastructure architecture and systems development methodologies.

Maintain regular and punctual attendance.

Perform all duties in a safe manner and comply with all policies and procedures.

Additional skills, abilities and requirements:

- Must be adept at learning and adapting to new technologies, staying current with technology releases, and building resources to help others understand technology tools
- Demonstrated ability to consistently operate with high standards of ethics and accountability
- Demonstrated ability to work independently, be self-directed and perform duties with minimal oversight and supervision.
- Ability to effectively work remote with a distributed team as needed.
- Strong organizational skills
- Demonstrated ability to clearly and effectively communicate technical information to a non-technical community.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date