



State of Oregon Position Description

Company: Department of Administrative Services
Organization: DCS Administration - DAS
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title: Administrative Specialist 1 **Job Profile ID:** C0107
Business Title: Administrative Specialist 1 - SR17 - Non Exempt **Position ID:** 000000185262
Employee Name: **Company ID:** 10700
Representation: OAS **Budget Auth No:** 0
Location: Salem | DAS | Print Plant
Supervisor: Madison Pate (Office Manager 2)
Position: Administrative Specialist 1
Time Type: Full Time
FLSA: Non Exempt
Exempt Reason:
Overtime Eligible: Yes
Employee Type: Limited Duration

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.

The Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

Enterprise Information Services

Enterprise Information Services (EIS) is a state government-wide information technology (IT) program led by an administrator who also serves as Oregon's Chief Information Officer (CIO). The CIO is a statutory position appointed by the Governor.

The EIS team is built on collaboration and support. 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.

The primary purpose of this position is to provide general office and administrative support to EIS staff. This position communicates with stakeholders and other agency staff as needed, representing EIS as an information resource at the reception desk. This position assists in the coordination of staff meetings and ensures office procedures and processes run smoothly. This person will coordinate all travel & training requests and be responsible for coordination of onboarding employers, contractors etc.

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.

20% - N - E - Greet visitors either in person or telephonically. Receive and screen communication including responsibility of reception duties for the office. Answer general questions, give directions and provide information with an emphasis on customer service. Research inquiries and respond to customers. Direct customers to appropriate personnel for further assistance when necessary. Acts as a communication liaison between EIS staff and other agency staff in the same work location and/or building. Responsible for coordinating any building-related actions and requests by other building administrative staff.

Makes arrangements for meetings and special conferences; arranges travel itinerary and accommodations; prepares and submits travel and expense claims; maintains files of correspondence, reports, instructions, and guidelines.

Administrative Support: Receive and review incoming mail and requests for information. Prepare bills, coding blocks and other documents. Make copies, distribute, and maintain files for bills paid and correspondence completed.

Maintains inventory of office equipment and supplies for EIS/DCS. Gather information from division staff on equipment and supply needs. Research the availability of surplus items or resources from other DAS Divisions to minimize expenditures. Obtain proper authorization and place orders with vendors for supplies, equipment or other services.

Prepares a monthly SPOTS card report for distribution to the EIS Executive Assistant. Works with the EIS Executive Assistant to ensure office procedures and processes run smoothly.

Travel and Training Coordinator

Coordinates and assists EIS employees and managers with requests for division travel and training.

Administers and responds to inquiries about travel and training programs and services; explains and clarifies rules, processes and procedures; seeks guidance and counsel from agency travel and training coordinators who serve as agency resources.

Maintains, updates, monitors and applies current and appropriate travel and training forms, spreadsheets, processes and procedures to ensure the most relevant processes, procedures, practices and forms are being provided that adhere to division, agency, statewide and federal travel and training policies, procedures, rules, and regulations.

Collaborates with the EIS Administration staff in the creation, development, interpretation and implementation of EIS specific travel and training processes, procedures, practices and forms, adhering to agency, statewide and federal travel and training policies, procedures, rules, and regulations.

Organizes special arrangements for meetings and special events at the request of EIS leadership or management.

45% - N - E - Attends a variety of meetings, including management committee meetings, project meetings, and other EIS meetings. Independently accepts assignments and projects from management and team meetings to complete and follow up.

Assists in organizing and coordinating sensitive ongoing projects, including, but not limited to, coordinating special events,

coordinating locations for meetings, maintaining filing and organization, set meetings and conference calls, coordinate/update Outlook calendars, gather data and verify for accuracy, format gathered data for multiple uses using a variety of information management systems.

Supporting EIS meetings in the role of minute taking, review, validation and distribution of.

Supports timely coordination of onboarding/off boarding of new staff and contractors (security, badge, email etc.), completes necessary paperwork, schedules appointments, and communicates with appropriate employees and agencies to certify procedures and processes are followed and in compliance for new and departing employees and contractors.

Assists with access reviews. Will coordinate and validate employee, contractor access use and removal of when necessary.

Assists in uploading documents in the current Project Repository. Will be responsible for timely submission, follow up and coordinating or responding to requests.

Oversees all EIS vehicles used by employees and managers for offsite travel related to division and state agency business and trainings. Will coordinate with division assistance when appropriate.

Conducts, schedules ergonomic assessments, as requested or required, for EIS employees, managers, new, temporary, and job rotation hires.

Monitors, maintains inventories and schedules maintenance for any Ricoh copiers in EIS.

Orders office supplies online, as needed and requested, from Office Depot, Staples and/or Amazon for employees and managers in division.

Works with other Administrative Specialist as Unify phone liaison, assisting with Unify phone needs, problems, and concerns with phone system for employees and managers in division.

Purchases, activates, suspends and deactivates all telecommunication devices and accessories for division.

25% - N - E - Composes correspondence, reports, memos, agendas and other documents. Review, proofread and finalize the format of presentation materials. Will be responsible for assigned research, analysis, evaluation, compiling necessary data ensuring that is meeting any guidelines, contracts, policies or deadlines.

10% - N - E -

Prepares documents, updates member lists, drafts and distributes communications as requested.

Workday Learning, SharePoint and Interactive Training Coordinator

Coordinates with managers and employees to provide support for the use of the iLearn system, SharePoint and other interactive trainings.

Coordinates with employees and management requests for graphic design, the creation of graphic communication for EIS Video Production

At the request of EIS management, organizes the creation of division training videos and interactive projects.

Coordinates with EIS management the final editing, programming, and publication of division training videos and interactive projects.

Available to assist management and employees as needed with general administrative, business and operational support.

Assists as needed with sending Out of Office email notification based from Workday Absence report.

Other duties as assigned.

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.

Normal office working conditions, meeting urgent and ever changing deadlines, handling multiple projects at the same time, and working on various computer programs. Maintaining confidentiality is mandatory. Duties require occasional in-state travel. This position is suitable for remote work.

SECTION 5. GUIDELINES

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

Oregon Revised Statutes, Oregon Administrative Rules, DAS Policies and Procedures, and other federal laws and regulations governing the department.

How are these guidelines used?

General knowledge of laws, policies and procedures to respond to staff and other agencies. General understanding of Project Management practices and processes to ensure that basics are being considered and followed.

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? |
|-------------------------|--|---|-------------------|
| EIS Executive Assistant | In Person, by mail, email or telephone | Exchange information and coordinate work efforts, problem solving | Weekly |
| EIS Managers | In Person, by mail, email or telephone | Exchange information and coordinate work efforts, problem solving | Daily |
| EIS Staff | In Person, by mail, email or telephone | Exchange information and coordinate work efforts, problem solving | Daily |

SECTION 7. POSITION RELATED DECISION MAKING

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

Assesses employee or public inquiry; offers answers or directs party to appropriate staff. Inaccurate advice or direction results in poor customer service, loss of credibility and further negative impact for the individual given the advice.

Prioritize work assignments. Poor judgment in prioritization of work can result in missed deadlines, which can be critical at times.

Conducts ongoing problems solving related workflow and office procedures or seeks guidance when clarification or interpretation of policy is necessary. Inappropriate office procedures could result in loss of productivity and efficiency. Lack of clarification or guidance could result in further negative impact on the division in areas of customer service and satisfaction, negative relationship with trainers or vendors providing services, etc.

Applies department policy and procedures as appropriate. Inappropriate or incorrect application could impact customers, causing

unnecessary research or problem solving and/or reversal of actions to remedy the situation.

SECTION 8. REVIEW OF WORK

| Job Profile | Position ID | How | How Often | Purpose of Review |
|------------------|-------------|--|-----------|--------------------------------------|
| Office Manager 2 | | In Person, by mail, email or telephone | Regularly | Assure effective performance duties; |

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). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department’s Diversity strategies and goals.

This position requires you to possess and maintain a valid driver license issued by the state of residence or otherwise be able to provide an acceptable alternate method of transportation and must be able to maintain this as a condition of employment.

SECTION 11. BUDGET AUTHORITY

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

| Operating Area | Biennial Amount | Fund Type |
|----------------|-----------------|-----------|
|----------------|-----------------|-----------|

SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

Employee Date

Manager Date

Appointing Authority Date