



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/1/18

Agency: Governor's Office

Facility: Diversity, Equity and Inclusion Office

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: <u>Ops & Policy Analyst 4</u>	b. Classification No: <u>Z0873</u>
c. Effective Date: _____	d. Position No: <u>1215003</u>
e. Working Title: <u>Affirmative Action</u>	f. Agency No: <u>12100</u>
g. Section Title: <u>Diversity, Equity & Inclusion</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>MENN</u>
k. Work Location (City – County): <u>Salem - Marion</u>	
l. Supervisor Name (Optional): <u>Director of Diversity, Equity and Inclusion</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

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 Governor is elected to a four-year term and is limited to two consecutive terms in office during any 12-year period.

The Governor provides leadership, planning and coordination for the Executive Branch of state government. She appoints many department and agency heads within the executive branch and appoints members to nearly 300 policymaking, regulatory and advisory boards and commissions.

The Governor proposes a two-year budget to the Legislature, recommends a legislative program to each regular session and may also call special sessions. She reviews all bills passed by the Legislature and may veto measures she believes are not in the public interest.

The Governor chairs the State Land Board, which manages state-owned lands. The Governor acts as Superintendent of Public Instruction, directs state government's coordination with local and federal governments and is Commander-in-Chief of the state's military forces.

The Governor appoints judges to fill vacancies in judicial office, has extradition authority and may grant reprieves, commutations and pardons of criminal sentences.

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:

- Implement and ensure the success of all equal employment opportunity, affirmative action, diversity, equity and inclusion programs, policies and procedures.
- Provide policy support and advice to the Director of Diversity, Equity and inclusion who oversees the implementation and evaluation of the diversity and inclusion (DI), equal employment opportunity (EEO), and affirmative action (AA) work, programs and agency, board, and commission plans.
- Develop, modify, and maintain employment practices to support federal, and state regulatory, and business requirements. Develop training programs and educate staff about DI AA EEO matters. Recognize and define opportunities to enhance diversity in the workforce.

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
60%	R	E	<p>Provide Policy Advice to the Director of Diversity, Equity and Inclusion:</p> <ul style="list-style-type: none"> • Research, develop, recommend and implement Affirmative Action programs and/or projects to meet state program objectives; • Monitor, evaluate and measure agencies’ performance; interact with internal and external program/project stakeholders to build support; plan, organize, implement and evaluate agency program initiatives to meet established overall program/project goals and objectives; analyze alternate methods or processes to meet program and service-delivery goals; ensure program compliance with all applicable state requirements. • Analyze and research policy issues that cross or affect Governor’s office priorities and/or other state agencies; develop and implement proposals, policies and strategies to address issues. • Track, evaluate, and measure trends in agency discrimination and/or harassment claims, reporting date and findings in the subsequent biennial Affirmative Action Plan; and work to improve implementation of the state agencies’ affirmative action plan through recruiting, hiring, the use of professional development, performance assessments, and/or performance

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

			<p>evaluations.</p> <ul style="list-style-type: none"> • Coordinate program services and develops program partnerships with internal agencies and stakeholders • Evaluate data from different programs and state agencies to identify trends, design operational systems, and need for policies and procedures. • Collect, monitor and analyze data to evaluate success or failure as an equal opportunity employer from: <ul style="list-style-type: none"> ○ Bureau of Labor and Industries ○ Department of Administrative Services Risk Management ○ Direct Appointments ○ Employees Trial Service Employees ○ Protected Classes Management ○ Retirement Data ○ Statewide Exit Interviews • Identify and recommend solutions to program resource needs and requirements; provide guidance to agencies to identify barriers and strengthen their diversity and inclusion goals and objectives. • Modify statewide Affirmative Action Plan guidelines in order to comply with state and federal laws; assist Affirmative Action Representatives with their affirmative action plan findings, recommend methods of improving outcomes. • Develop the Affirmative Action biennial report briefs for Governor’s Office and state agency leadership to share with members of the Legislature, legislative staff, diversity and inclusion leaders, community stakeholders, and the public on statewide and regional equity trends.
40%	R	E	<p>Systems and Organizational Improvement:</p> <ul style="list-style-type: none"> • Provide technical assistance to state agency service/program executives on the development of programs that effectively address racial and ethnic, gender, sexual orientation and identity, and geographic disparities identified in study results. • Coordinate, deliver and/or assist with the delivery of training events and classes related to cultural competence, diversity development and other related topics; prepare materials for trainings, including assisting DD/AA managers in development of lesson plans, manuals and workbooks; monitor participation and completion of required training programs; participate in the planning, development and implementation of diversity conferences and special cultural events.

--	--	--	--

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.

General office environment with multiple competing projects, tasks, and deadlines to meet with frequent interruptions. This position requires extra hours on evenings, weekends and holidays during heavy workload periods, especially during legislative session. Frequent travel around the state. Occasional contact with those that may be hostile or upset about the Governor's position on various issues.

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.

ORS 243.315, ORS 200. ORS 279 (Purchasing Statute); state and federal laws and regulations, Oregon Administrative Rules, Department of Justice Rules, gubernatorial policies, legislative procedures, and procedures governing state agencies.

b. How are these guidelines used?

Provide the parameters within which the employee interprets and applies professional research, analysis, and judgment.

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?
All State Agencies, Boards and Commissions	In person, phone, email, meetings	Information sharing, requests, developing policy	As needed
Agency Staff	In person, by phone, letter, in meetings	Information sharing, requests, developing policy	As needed
Governor's Staff	In person, by phone, letter, in meetings	Information sharing, collaboration, requests, developing policy	As needed
Diversity and Inclusion Leadership	In person, by phone, letter	Information sharing, collaboration, requests, developing policy	As needed
Public Stakeholders	In person, by phone, letter	Information sharing, requests, response to requests	As needed
Local governments	In person, by phone, letter	Information sharing, requests, developing policy	As needed
Public, private and non-	In person, by phone, letter	In person, by phone, letter	As needed

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

profit organizations			
Legislative Staff	In person, by phone, letter	In person, by phone, letter	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decision making required for this position impacts affirmative action and diversity and inclusion strategies for the state and local government entities.

Affirmative action decisions; human resource management decisions; budgetary and financial management decisions; administrative management, planning, organizing, directing, motivating, and controlling decisions; principles and practices of organizational structure decisions; resolution of internal and external differences; prioritization of agency and program goals and objectives.

Ability to make decisions on when the Director and others should become involved regarding issues and concerns of the public, elected or appointed officials is required.

Determines policy, priorities and utilization of resources in order to carry out the goals and objectives mandated by law and the priorities determined by the Governor. This position relies on experience and judgement in providing leadership and guidance.

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>				
PEMG	1213001	Meetings, reports, e-mails	As needed	Direction, oversight, coordination, feedback, assignments

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?
- | | |
|--|---|
| <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:

Knowledge of research design, methods and techniques; equity, diversity and inclusion.

Knowledge of Affirmative Action and diversity and inclusion strategies and goals.

Demonstrated ability 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.

Requires working with a wide variety of people. Must be very aware of interpersonal contacts and sensitive to confidential information and situations which may occasionally expose the employee to angry and emotional individuals or stressful situations.

Must be sensitive to correct gubernatorial, political, and social protocol and exercise precise judgment in these areas.

Employee exercises direct control over, assigns work to, and reviews the performance of interns and volunteers; and indirect control over employees and managers performing diverse activities.

Demonstrated experience working in a team-oriented environment, participating in decision-making, and supporting cooperative interactions among staff and management. Awareness of Affirmative Action and diversity and inclusion strategies and goals.

Must have a valid driver's license and good driving record. Frequent travel to Salem and periodic travel to other parts of Oregon are required.

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