STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 2025
This position is:
☐ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☒ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Department of Administrative Services

Division: Enterprise Information Services

☐ New   ☒ Revised

SECTION 1. POSITION INFORMATION

a.	Classification Title:	Information Systems Spec. 8	**b.** Classification No:	X1488
c.	Effective Date:		**d.** Position No:	0032010
e.	Working Title:	Geographic Information Officer	**f.** Agency No:	10700
g.	Section Title:	Chief Data Officer	**h.** Budget Auth No:	592320
i.	Employee Name:		**j.** Repr. Code:	MMN
k.	Work Location (City – County):	Salem / Marion		
l.	Supervisor Name:	Kathryn Helms, Chief Data Officer		

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

n. FLSA: ☒ Exempt   If Exempt: ☐ Executive   **o.** Eligible for Overtime: ☐ Yes
☐ Non-Exempt   ☒ Professional   ☒ No
☐ 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 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) 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 over 300 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: Administrative Services, Cyber Security Services, Data Center Services, Data Governance and Transparency, Project Portfolio Performance, Shared Services, and Strategy and Design.

The Data Governance and Transparency Program, led by the Chief Data Officer, provides leadership and policy to state agencies in managing data as a strategic asset, stewarding information, publishing open data, and in the management of privacy, security, and sensitivity of data. The Data Governance and Transparency Program includes enterprise support for geospatial data governance and management, including enterprise administration of the State's ESRI infrastructure, administration of a geospatial data governance program (The Oregon Framework Program), and administration of the Oregon Geographic Information Council, the state's executive data governance body for geospatial data.

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:**

The Geographic Information Officer (GIO) is responsible for the strategic alignment of geospatial data management and governance with the state's broader Oregon Data Strategy, including developing methods to build cross-collaborative initiatives between geospatial data and information programs and the State's broader data governance efforts.

The GIO is accountable for strengthening and furthering government geospatial data sharing, stewardship of spatial data, and coordination of large-scale enterprise efforts related to geospatial data in support of the State's data strategy and state data governance framework.

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".			
30%	R	E	**Leadership and Communications** Works with Chief Data Officer to align the goals, priorities, and needs of the State's geospatial data governance programs and strategies to support the Oregon Data Strategy. Acts as Board Administrator for the Oregon Geographic Information Council (OGIC). Ensures alignment between the State Data Strategy and OGIC work plans, supports OGIC in the execution of their statutory duties, and builds ongoing

			relationships between OGIC and the public sector geospatial data community within Oregon.
			May be required to deliver high-level briefings and presentations to State Legislators and elected officials to discuss the work of Data Governance and Transparency and of geospatial data governance and management efforts.
			Coordinates with local, county, national, tribal, and other forms of government and performs outreach to share the goals and priorities of the Oregon Data Strategy and to obtain partner support for data sharing initiatives.
			Works with the Chief Data Officer to develop a holistic data governance strategy and program for data assets within the State.
			Organize and lead state communities of practice in support of strategic data initiatives sponsored by the Chief Data Officer
			Develop and implement initiatives, standards, policies and best practices for the creation, maintenance, and effective application of high-quality, authoritative data and geospatial technology
			Collaborate with the Chief Data Officer on enterprise planning and engagement for data management, data lifecycle management, and developing strategies to steward data as a strategic asset
			Acts as a connection point between the geospatial data user community and the larger Chief Data Officer partner community
25%	R	E	**Planning and Design** Works with the Chief Data Officer and consults and collaborates with state agencies and public bodies in the development of geospatial data governance practices and programs that support critical enterprise use cases. Engages the broader geospatial data user community to identify data needs, convene cross-agency collaboratives, and build relationships to improve geospatial data stewardship, publication, and standardization.
30%	R	E	**Geospatial Operations** Oversees the planning and design of geospatial data governance and data sharing programs, and serves as oversight on geospatial data initiatives and projects. Conducts comprehensive analysis, identifies business needs and requirements, and provides consultation to the Chief Data Officer and Data Governance and Transparency Staff in the implementation of geospatial data governance. Partners with the Data and Operations Coordinator and GIS Analysts to support enterprise geospatial data governance efforts by developing technical and business requirements and supporting the implementation of technical solutions. Identifies sustainable funding opportunities, federal grants or other external funding sources as needed to assist in the collection and maintenance of geospatial data and imagery. Provides project leadership

			and complies with all established IT Oversight and governance processes at the State. Responsible for vendor and contract management for GIS products and services in collaboration with EIS Administrative Services, works closely with procurement and other divisions to vet, select, and obtain geospatial data products, consultants, and vendors as needed in support of state priorities. Solicits bids, proposals, quotes, and other materials as needed from vendors in the procurement of services related to GIS. Plans and identifies use cases relevant to the State of Oregon and its constituents and works closely to build and develop data layers to support those use cases. Serves as a change agent in the adoption of new technologies related to location intelligence, geospatial intelligence, and other areas related to GIS in collaboration with the Data and Operations Coordinator and GIS technical resources.
10%	R	E	**Policy and Research** Acts as strategic advisor to the State Chief Information Officer and Chief Data Officer on issues, trends, and opportunities within geospatial data governance and management. Provides input on geospatial data management and data governance best practices to build a holistic approach to statewide data governance in collaboration with the Chief Data Officer. Contributes to Data Governance and Transparency Division efforts in the development of data governance and/or data management policies. Performs research on up-and-coming policy issues related to privacy, confidentiality, and any new technological shifts related to geographic information. Acts as a strategic advisor in privacy, ethics, and technology as they relate to geospatial data, location sharing, location intelligence, and other geospatial or location-based initiatives or programs. Advises the Chief Data Officer on future geospatial data trends and issues and makes recommendations for geospatial data strategy.
5%	R	E	**Federal and National Coordination** Coordinates with The Federal Geographic Data Committee, the United States Geological Survey and other national or federal bodies devoted to developing geospatial framework data or coordinating data sharing efforts on a national/international scale. Represents the State of Oregon on any federal or national bodies related to the coordination and development of geospatial data or geographic information. Liaises with other states
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.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing.

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. 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.

Enterprise Information Services operates with a hybrid operating model and this position will be required to report to the agency office in Salem Oregon at least one day each week. Candidates must be willing and able to commute on a weekly basis to Salem Oregon and possibly more regularly depending on business needs. While in the office, there is a cubicle office design resulting in on-going audible distractions. Requires the ability to work for extended times

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

• Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.

• Comply with all agency policies, guidelines, and management directives.

• Maintain a professional demeanor in the performance of all duties.

• Meet and maintain performance expectations.

• Be available each week during established work hours, as determined by the business need.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. 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.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

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.

Oregon Revised Statutes; Oregon Administrative Rules; state business priorities, goals and objectives; state information technology-related policies and procedures; Oregon's Enterprise Information Resources Management Strategy; Federal and state agency regulations related to GIS or geospatial data sharing; other GIS standards as required by projects or initiatives; Oregon's Statewide Architecture and Standards as they are developed; DAS Strategic Plan; OSCIO Strategic and Section Plans; project and quality management principles; and DAS Internal Operating Policies and procedures related to contracting/procurement, personnel, budgeting, security; and various performance metrics and evaluation practices.

b. 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.

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".			
Senior agency staff and state agency budget professionals	In person, by telephone, by written media	Geospatial contracting, funding estimates, budget coordination	Periodically
Public sector geospatial data users and professionals	By telephone, by written media	Geospatial data governance coordination, project planning, initiative development, obtaining feedback, problem solving and coordination	Daily
Oregon local and regional governments; federal government agencies	In person, by telephone, by written media	Communication and sharing; interoperability requirements; collaborative geospatial data	As needed

		development and management, planning and response to inquiries	
Industry associations; FGDC, NSGIC	In person, by telephone, by written media	Outreach; industry/government trends, initiatives and "best practices"	As needed
Vendors	In person, by telephone, by written media	Solicit product information; clarify bid requirements; answer vendor questions regarding plans, policy, and state government-wide procurements; Contract management, problem solving, discussion of services	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.
This position requires leadership statewide, including coordination and collaboration with state agencies, local governments, and other public bodies within Oregon and federally that acquire, steward, or utilize geospatial data. This position must be able to lead teams and bring about consensus through groups that often have diverse and competing interests.

This position is responsible for strategic planning and technical recommendations related to geospatial data management and stewardship and must be capable of decision-making based upon an in-depth understanding of diverse requirements such as legal and regulatory frameworks, technical capabilities, geospatial, IT, and data industry best practices, and statewide executive priorities. Decisions made by this position have a substantial impact on the integration, sharing, and analysis of geospatial data and information within the state of Oregon and will also impact agency and public body processes, procedures, and requirements.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Information Technology Data Administrator 1	1970122	In person & in writing	Daily / Weekly / Quarterly Quarterly feedback and performance evaluation	Formal evaluation of performance and feedback

SECTION 9. OVERSIGHT FUNCTIONS   THIS SECTION IS FOR <u>SUPERVISORY</u> 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
- [ ] Coordinates schedules
- [ ] Hires and discharges
- [ ] Recommends hiring
- [ ] Gives input for performance evaluations

☐ Disciplines and rewards   ☐ 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:

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.

Additional skills, abilities and requirements:
The GIO should have extensive experience in relationship building and collaboration in support of data governance and data management, and be capable of coordinating and leading multi-disciplinary partners and groups of interest. The GIO should be capable of exercising appropriate judgment and acting as the primary advisor to the CDO on all matters related to geospatial data governance through proactive communication and coordination of effort.

This position requires a collaborative geospatial leader with a proven ability to build and sustain partnerships across state agencies, local governments, tribal nations, the private sector, and academia. The successful candidate will have experience convening and guiding geospatial councils or advisory bodies and be well-versed in modern geospatial data, technology and related industry trends. A strong understanding of geospatial data governance, data quality, metadata standards, and alignment with statewide data classification and privacy policies is also critical.

The ideal candidate will demonstrate strategic leadership in developing and implementing large scale geospatial data strategies, policies, and standards that align with enterprise data governance objectives. They should have experience presenting complex geospatial concepts and policy recommendations to executive leadership, legislative bodies, and diverse partner groups. A working knowledge of national geospatial policies and frameworks, including NSDI, FGDC, ASPRS standards, and the OGC are essential. Knowledge of emerging public private partnerships related to geospatial data standards and technology is also beneficial.

A history of active involvement with one or more of the member organizations of the Coalition of Geospatial Organizations is preferred. Knowledge of geospatial data related certification and licensing is also beneficial: ex. PE, GISP, PLS, CP, CMS

In addition to strategic leadership, the candidate should also have extensive hands on experience working with geospatial data in a related industry. For example, engineering, surveying, mapping, gis, photogrammetry or related disciplines. The role also demands demonstrated success in managing multidisciplinary teams, overseeing complex budgets, securing and managing grants, and developing sustainable interagency funding models.

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

NA		

SECTION 11. ORGANIZATIONAL CHART

Attach a <u>current</u> 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