State of Oregon Position Description

Company: Department of Administrative Services

Organization: Enterprise Information Services - DAS

Service Type:

Job Profile Title:	Enterprise Technology Advisor 2	**Job Profile ID:**	7494
Business Title:	Assistant State Chief Information Officer (Unfilled)	**Position ID:**	000000108104
Employee Name:		**Company ID:**	10700
Representation:	MMN	**Budget Auth No:**	1360850

Location:	Salem | DAS | Print Plant
Supervisor:	JoLene Swint (Deputy State Chief Information Officer)
Position:	
Time Type:	Full Time
FLSA:	Exempt
Exempt Reason:	Executive Employee 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.

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The Agency
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 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.

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 Assistant State Chief Information Officer (ASCIO) is a senior executive bearing responsibility for the enterprise-wide modernization and overall IT strategy within their policy area(s). The ASCIO will direct the agency/organization IT strategy, tactics and the overall modernization plan for information and systems. The ASCIO will provide policy area vision and strategy for all aspects of people, processes, and technology. Additionally, the ASCIO will ensure enterprise alignment, strategic continuity, and visibility for all agencies within their policy area.

The position will serve as a senior-level, IT strategist, director and advisor on emerging technologies, methodologies, and overall IT best practices. The position reports to the Deputy State Chief information Officer (CIO) and works closely with the Deputy State CIO, Chief Technology Officer (CTO), IT Governance Leadership Team and agency technology and business leaders. Not strictly a technical position, the ASCIO is an extremely effective communicator with strong leadership skills, and will work with the Governor's office, the Legislature, agencies, and the public to align business and technology initiatives and partner with other public and private-sector stakeholders.

Ultimately, this position will prepare each policy area for the future by leading, aligning, and directing strategic IT plans. They will provide the bridge back to the Office of the State CIO and act on behalf of the State CIO as appropriate while ensuring enterprise continuity and transparency.

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

Strategic Leadership

Responsible for IT vision and strategy for Policy Area and is a champion for enterprise IT alignment and continuity. Establishment and execution of the policy area wide IT strategy, and ensures each agency/organization is in alignment with the enterprise's IT strategy and the delivery of capabilities required to achieve business success.

As an extension of the State CIO, the ASCIO participates in and contributes to overall enterprise business strategy development, bringing a current knowledge and future vision of leveraging information and technology in business model design, business processes re-engineering, products and services development, and support for program advancement.

Serves on enterprise planning and policymaking committees; drives the development of enterprise technology standards, governance processes and performance metrics to ensure IT delivers value to the enterprise. Provides executive leadership, coaching and direction to the IT leadership team and staff.

20%-N-E

Enterprise Continuity

Leads the development of the IT strategy and roadmap; ensures its integration with the enterprise's strategic planning process, and the resulting business strategy and plans. Acts as a trusted advisor, and builds and maintains relationships with other C-level executives and business unit leaders to develop a clear understanding of business needs; ensures enterprise alignment while meeting agency needs, and is able to respond with agility to changing business priorities.

Uses influencing and negotiation skills to create synergies across the policy are and overall IT enterprise to enable cost-effective and innovative shared solutions in achievement of business goals. Collaborates with IT executive leadership and business partners to define and execute the digital business modernization strategy. Participates in and contributes to the assessment of external digital opportunities and threats, and internal technology capabilities required to achieve desired program positioning.

25%-N-E

Strategic IT Advisor

Partners with Chief Technology Officer to maintain currency on new technologies and platforms and provides direction on what emerging technologies to be assimilated, integrated and introduced within the enterprise to ensure IT capabilities respond to the needs of the enterprise's IT strategy.

Provides strategic direction in the policy area innovation efforts and role in experimenting with new solutions to take advantage of those opportunities in the fulfillment of the IT strategy of the enterprise. Provides strategic direction and guidance for the design, development, operation and support of agency IT systems and programs that fulfill the needs of the business, including enterprise architecture management, application management, security and risk management, and infrastructure and operations support management.

15%

IT Workforce and Reporting

Develops and reports bi-annually on IT strategy progress to ensure it is consistent with overall strategic objectives of the enterprise and is within plan. Directs and reports the enterprise alignment of agency IT sourcing strategy and collaborates with agency IT leader to provide executive oversight for strategic vendor and partner relationship management.

Works with HR and the agency IT leadership team to develop an IT "people strategy" that aligns with the business, agency and enterprise IT strategy. Both teams work together to continually look for leading-edge and innovative solutions to the recruitment, development and retention of the IT workforce. Partners with agency IT leadership team to maintain an IT workforce with the appropriate mix of business knowledge, technical skills and competencies that balance the needs between growing the agility required to achieve enterprise IT objectives and ensuring the core IT functions are reliable, stable and efficient.

 Ensures agency IT leadership is establishing and executing an agency workplace strategy that ensures employees have the tools and work environment to be more engaged, productive and effective.

5%-N-E

General Policy Area Leadership

Leads the assigned IT Policy Area. Participates in the development and execution of the policy area(s) strategic plan in support enterprise tactical and strategic goals and objectives.

Provides leadership and direction for a diversified set of stakeholders. Promotes and fosters a diverse and discrimination/ harassment-free workplace.

 Establishes and maintains professional, effective and collaborative working relationships with all contacts. Contributes to a positive, respectful and productive work environment; maintaining regular and punctual attendance. Performs all duties in a safe manner.

Complies 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.

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.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

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

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 291.038 and ORS 184.473-184.477. Specifically, HB 3361 act of 2017.

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; Oregon's Statewide Architecture and Standards as they are developed; DAS Strategic Plan; OSCIO 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 Data Management plans and projects	As Needed
Attorney General staff	In Person, by mail, email or telephone	Discuss legal issues related to DDM	Regularly
CIOs, project managers, and other IT-related staff	In Person, by mail, email or telephone	planning; consulting; enterprise project / initiative development and implementation; agency DDM plans, projects and contracts; IT governance body support and presentations	As Needed
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 association;	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 DDM 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 DDM strategies and projects; identify needs, goals and objectives of these various groups	As Needed
State CIO/Deputy 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	Weekly
Vendors	In Person, by mail, email or telephone	available tools and strategies- market research	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 efforts by establishing solid relationships with agency business and technical leaders and by reaching agreed upon decision on important interagency decisions.

This position 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 EIRM-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 Policy Area Management 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 assets. Decisions are expected to lead to optimization of the organizational dynamic of state government and determine how information is managed and shared. 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.

State agency employees directed by this position can be OSCIO 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; Data set identification and management; program or initiative development and implementation.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Deputy State CIO	7014001	In Person, by mail, email or telephone	Quarterly	Formally assess overall Job performance
Deputy State CIO	7014001	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). 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 for this position:
· Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides or provide an acceptable alternate mode of transportation.
· Excellent written and oral communication skills.
· The ability to explain complex technical issues to non-technical customers.

Behavioral Expectations:
· Establish/maintain effective working relations w/other departments, divisions, contractors,
· Prepare for meetings, bringing issues and solutions for the team to resolve,
· Share in leadership, and actively support decisions made by the management team,
· Participate in cross-functional or problem-solving teams as needed, and
· Adhere to all statewide, DAS and EIS policies, processes, procedures, and safety practices.

The incumbent should have a knowledge of contracting policies and procedures, strategic planning, Capability Maturity Model, PMI PMBOK, change control management and organizational change leadership.

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