



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:	Operations & Policy Analyst 4	Job Profile ID:	X0873
Business Title:	Senior IT Oversight Analyst	Position ID:	000000002267
Employee Name:		Company ID:	10700
Representation:	MMN	Budget Auth No:	1249340
Location:	Salem DAS Print Plant		
Supervisor:	Information Technology Administrator 1		
Position:	Operations & Policy Analyst 4		
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.

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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:

The person in this position reports to the Director of Project Portfolio Performance (P3) and will help develop and manage oversight to ensure the quality and benefit of information technology (IT) investment efforts. Further, the person in this position will work in collaboration with the Senior IT Portfolio Managers (SIPMs) to direct agencies through the IT governance process including IT investment assessment, tracking, monitoring and reporting through statewide project portfolio management.

This position is involved in assessing, tracking, monitoring the status of major IT investments through the stage-gate process starting with the initiation of a project through implementation. This position will help to assess that IT initiatives are set up for success and that the business case used to justify a major IT project was developed and approved at the appropriate level. In partnership with the SIPMs, this position proactively works with state agencies to manage the risks associated with large IT projects.

This position is key to the EIS overall mission and has a direct effect on the CIO's relationship with the Legislature, the DAS Director's Office, other DAS Divisions and other agencies and constituency groups. This position must maintain effective and on-going relationships with senior executives and IT professionals throughout state government. This position helps formulate and recommend IT and Information Resource Management (IRM)-related public policy related to oversight. Subsequently, this position formulates and recommends appropriate legislative concepts, policy actions, administrative rules, standards, and performance criteria for state government to realize enterprise policy and oversight objectives.

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.

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.

75%-NC-E

Enterprise oversight and review

This position is responsible for enforcing the stage-gate oversight model. This position reviews IT project proposals and makes recommendations for approval, denial, or modification as part of the IT investment oversight process. This position conducts executive-level oversight of major state IT and IRM-related projects and initiatives to ensure legislative and strategic objectives are achieved as well as the agency business objectives. This position works with agencies in the early stages of project planning to identify oversight requirements, roles, and responsibilities. This position conducts IT project reviews to assess project status and ensure that appropriate risk mitigation strategies are in place. This position collaborates with the Shared Services Quality Assurance (QA) Program regarding independent Quality Management Services (iQMS) for major IT project conditions and providing status data.

This position assists the SIPMs with the creation and implementation of IT investment assessment, tracking, monitoring and reporting processes, procedures and systems for use in overseeing all projects in the program's portfolio.

10%-R-E

Enterprise planning

This position routinely consults with and advises the State CIO, SIPMs, agency managers and program staff in order to develop/modify effective IT and IRM-related goals, objectives, strategies, plans, policies, management criteria and budgets. This position works in concert with the SIPMs, DAS Chief Financial Office Analysts and other agency staff to implement the Governor's policy direction as well as the IT Governance framework. This position works with the State CIO, SIPMs, and members of enterprise governance bodies to review, update and monitor progress in achieving the objectives of the State of Oregon's IT strategies as well as subsequent operational and tactical plans. This position is responsible for actively communicating and collaborating with the managers and program leaders within the Office of the State CIO for the purpose of accomplishing state government-wide and division-wide objectives, including leading the development of a division-wide business plan and participating in its execution.

5%-NC-E

Enterprise policy development and implementation

This position reviews, analyzes, recommends and manages complex state government-wide IT and IRM-related policy issues. This position must interpret statutory and gubernatorial IT and IRM-related policy direction and represent that view to executive management, SIPMs, governance bodies, state agencies, stakeholders and the Legislature. This position then develops and recommends IT and IRM-related legislative proposals/concepts, planning criteria, administrative rules, fiscal policy, standards, performance standards and strategies to accomplish state government-wide IT and IRM goals and objectives. This position collaborates with the other division staff to review proposed legislative concepts, assess the policy, fiscal, and operational impact to the state and prepares written testimony that outlines those impacts. Further, this position makes recommendations on the position the state should take regarding proposed legislative concepts and/or legislation.

5%-R-E

Enterprise IT budgeting and funding

At the direction of the State CIO, this position develops and drafts IT and IRM-related proposals for the Governor's recommended budget, appropriation bills and other legislation. This position prepares fiscal impact statements for legislative concepts and bills. Within the context of the biennial budget development process and in concert with DAS Budget and Management, this position develops and implements IT and IRM-related budgetary guidelines for agencies. This position subsequently reviews and recommends approval/denial of agency IT and IRM-related budget requests and other legislative proposals. This position may be expected to provide legislative testimony on IT and IRM-related issues when necessary. This position ensures that the legislative testimony of division managers addresses state government-wide business and technological objectives and conforms to agreed standards for approach and content.

5%-R-E

Enterprise project and initiatives

This position collaborates with the SIPMs in identifying opportunities for Enterprise and multi-agency shared projects. This position reviews business cases that reflect the feasibility, financial impacts and risks associated with proposed Enterprise and multi-agency IT projects. This position develops and maintains process templates and artifacts (e.g. business case, concept development, status reporting, etc.) for enterprise and agency use. This position meets with SIPMs and senior state and agency management to plan and implement state government-wide and multi-agency projects and initiatives. This position researches and staffs state government-wide or multi-agency initiatives, projects and studies. This position provides the State Chief Information Officer, SIPMs, and other stakeholders with periodic reports on initiative and project performance.

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.

EIS has a team-oriented environment which requires participative decision making and cooperative interactions among staff and management. Team participation requires being prepared for all meetings, bringing issues and solutions for 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 supporting decisions made by functional or problem solving teams.

The position operates in an open office environment with extensive use of office equipment including personal computers. The incumbent may be required to travel periodically within the State of Oregon including occasional overnight travel. Some occasional out-of-state travel may be required. The position may involve working with and protection of highly sensitive or proprietary 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.

Oregon Revised Statutes; Oregon Administrative Rules; state business priorities, goals and objectives; state information technology-related policies and procedures; Oregon's IT strategies; Oregon's Statewide Architecture and Standards; DAS Strategic Plan; CIO 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 the incumbent with specific and general direction which must then be interpreted and applied as necessary for each application. The 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?
CIO Division Administrator / State CIO; Deputy Administrator/ Deputy State CIO	In Person, by mail, email or telephone	Policy direction; shared understanding; law and policy briefings; enterprise coordination and planning; project status; legislative testimony preparation; enterprise concept / policy development and implementation	Daily
DAS executives and other designated staff	In Person, by mail, email or telephone	Inter-departmental coordination and communication	As Needed
Industry associations; NASCIO	In Person, by mail, email or telephone	Outreach; industry/government trends, initiatives and “best practices”	Monthly
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
Other state’s senior IT- related staff	In Person, by mail, email or telephone	Interstate communication and sharing	Regularly
Senior agency staff, managers and IT-related staff	In Person, by mail, email or telephone	Enterprise planning; consulting; enterprise project / initiative development, implementation, and oversight; IT governance body support and presentations	Weekly
Vendors	In Person, by mail, email or telephone	Solicit product information; clarify bid requirements; answer vendor questions regarding plans, policy, and state government-wide procurements	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position develops and recommends strategy, plans, and policy for state government-wide management and implementation of information and telecommunications technology. Each recommendation 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, industry core 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 a restructuring and 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 cost savings. The inverse is also true. 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.

The position must frequently work with diverse groups of stakeholders with competing interests. The incumbent must provide leadership for state government-wide information resources management efforts by establishing solid relationships with key agency personnel and by building consensus to arrive at and support important collaborative decisions. This position must be able to lead teams and bring about consensus through collaboration with groups that often have diverse interests.

This position is expected to coordinate 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 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; 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, by mail, email or telephone	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). 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.

Maintain regular and punctual attendance.

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

Additional skills, abilities and requirements:

- Knowledge and experience of industry core practices including project management, business analysis, change control management procedures, Capability Maturity Model, and Systems Development Life Cycle (SDLC) methodology.
- Knowledge of state government processes. Knowledge of state government procurement practices is particularly desirable.
- Strong public speaking, presentation, writing and editing skills. The position requires the ability to communicate effectively to

- executive and technical audiences. This includes the ability to prepare and present complex technical information to non-technical audiences.
- The position requires the ability to communicate effectively to executive and technical audiences and to serve as the communication bridge between these audiences. This includes the ability to prepare and present complex technical information to non-technical audiences.
 - The position should know and be able to apply information technology performance measures and evaluation processes.
 - This position should have a strong background in business and information resource management planning and management.

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).