



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
July 2025

This position is:

- ☐ Classified
☐ Unclassified
☒ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Department of Administrative Services

Facility: Enterprise Information Services

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: IT Data Administrator 1

b. Classification No: 7922

c. Effective Date: _____

d. Position No: 1970122

e. Working Title: Chief Data Officer

f. Agency No: 10700

g. Section Title: Office of the State CIO

h. Budget Auth No: 001308560

i. Employee Name: _____

j. Repr. Code: MESN

k. Work Location (City – County): Salem – Marion

l. Supervisor Name (Optional): Jolene Swint

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

n. FLSA: ☒ Exempt
☐ Non-Exempt

If Exempt: ☒ Executive
☐ Professional
☐ Administrative

o. Eligible for Overtime: ☐ Yes
☒ No

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 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. 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.

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 Chief Data Officer (CDO) is a senior executive bearing responsibility for the enterprise-wide data and information governance, control, policy development, and effective use. The CDO will advance management and the use of data as a strategic asset to promote openness and interoperability while safeguarding state information and systems.

This position is managing the lifecycle of the State's data in order to increase operational efficiencies, reduce costs, improve service delivery, support missions and increase public access to valuable state information. The CDO provides vision and strategy for all data management and transparency activities and provides methods for effective access and aggregation by the public. This position will ensure Enterprise quality and consistency of publishable data to maintain the value and utility of use.

The position will serve as a senior-level, operational consultant, director and advisor on emerging laws and regulations related to data management and transparency. The position is part of the Administrative Services leadership team and works closely with the State's Chief Information Officer (CIO), the State's Chief Privacy Officer, the IT Governance Leadership Team and agency technology and business leaders.

With the passage of HB 3361 (2017), the CDO will be tasked with the establishment of an Open Data standard, providing technical guidance on the proactive release of publishable data, development of an enterprise data and information strategy, maintaining the *data.oregon.gov web* portal for the release of publishable data, and managing the Oregon Transparency Program.

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
25	N	E	Leadership and Communications <ul style="list-style-type: none"> Responsible for vision and strategy for all data management initiatives. Act as a champion for global data management. Provide mastery knowledge of related statutes & policies related to data management.

			<ul style="list-style-type: none"> • Lead the State of Oregon with open data privacy and security guidelines and requirements. • Lead the Transparency program and serve as a champion for Enterprise data sharing and open data. • Establish an enterprise data and information strategy. • Identify strategies to combine internal and external data sources. • Provide guidance to agencies related to data governance efforts. • Recommend resource allocation including future staffing and tools. • Adopt rules as necessary to implement sections 1-8 of the 2017 act (HB 3361). • Create and chair an advisory group to assist in carrying out the mandated duties and establishing an enterprise memorandum of understanding for data sharing.
20	N	E	<p>Data Governance</p> <ul style="list-style-type: none"> • Direct and assist agencies in meeting the requirements of the 2017 act (HB 3361) related to Information management by state agencies. • Establish statewide data governance and policy area data governance. • Responsible for Enterprise-wide orchestration, policy proposal and adherence toward a formal data governance framework. • Lead advisory group in identifying needed training and education to help implement and maintain Data Management programs across the state. • Establish data governance, organizes and implements policies, procedures, structures, roles, and responsibilities that outline and enforce rules of engagement, decision rights, and the accountabilities for the effective management of information assets. • Support the development of a State of Oregon, data maturity model that includes the establishment of data quality performance measures and metrics. • Identify ways to use and share existing data for business intelligence and predictive analytic opportunities. • Oversee and promote data governance maturity across the Enterprise. • Support the development of enterprise business intelligence and data warehousing strategies.
25	N	E	<p>Data Standards and Data Management Maturity</p> <ul style="list-style-type: none"> • Leads the Open Data Effort to manage data as a strategic asset and make available, discoverable, and usable to strengthen the State's effectiveness in carrying out its mission. • Establish the open data standard as provided in the act of 2017. • Create an enterprise data inventory that accounts for all datasets used with agency information systems and indicate whether they can or cannot be published. • Provide information protection and privacy guidance to all state agencies. • Work with executives, data owners, and data stewards to achieve data accuracy. • Responsible for oversight of enterprise data management standards, including metrics.

			<ul style="list-style-type: none"> • Develop and communicate a Data Management Maturity model that includes data quality, master data management and data life cycle management. • Assist in the determination of specific and consistent security and privacy requirements in coordination with the Chief Information Security Officer.
20			Education and Communications <ul style="list-style-type: none"> • Oversee the delivery of education and training to all state agencies related to data standards and maturity models, data management and transparency, including data quality, master data management and data life cycle management, and data sharing. • Establish methods of communication to solicit feedback from the public and to encourage discussion on the open data standard and publishable data available on the web portal. • Prepare, publish and maintain a technical standards manual including a plan to adopt or utilize a web interface to request and receive data. • Submit a biennial report to a committee or interim committee of the Legislative Assembly related to information management and technology: (including but not limited to) the status of agency posting of publishable data; the status of data sharing within and between agencies; and enablement of cross-agency analysis to provide information for public purposes, including but not limited to program design and budgeting decisions.
10	N	E	General Program Leadership <ul style="list-style-type: none"> • Lead the Data Management program. • Participate in the development and execution of the program's operational plan in support of division's tactical and strategic goals and objectives. • Provide leadership and direction for a diversified set of stakeholders. • Promote and foster a diverse and discrimination/ harassment-free workplace. • Establish and maintain professional, effective and collaborative working relationships with all contacts. • Contribute to a positive, respectful and productive work environment, maintaining regular and punctual attendance. • Perform all duties in a safe manner. • Comply 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 videoconferencing.

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.

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.**

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.

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. 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 Contacted	How	Purpose	How Often?
State CIO/Deputy State CIO/COO/ State CPO	In person, by telephone, in writing	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
DAS executives and other designated staff	In person, by telephone, in writing	Inter-departmental coordination and communication	As needed
Agency directors or managers	In person, by telephone, in writing	Discuss Enterprise Data Management plans and projects	As needed
CIOs, project managers, and other IT-related staff	In person, by telephone, electronically	planning; consulting; enterprise project / initiative development and implementation; agency DDM plans, projects and contracts; IT governance body support and presentations	As needed
Oregon local and regional governments; federal government agencies	In person, by telephone, in writing	Communication and sharing; interoperability requirements; collaborative development	As needed
Vendors	In person, by telephone, in writing	available tools and strategies- market research	Periodically
Industry association;	In person, by telephone, in writing	Outreach; industry/government trends, initiatives and "best practices"	As needed
Oregon's IT-related Communities of Interest	In person, by phone, or by written media	Present status reports on key DDM strategies and projects; identify needs, goals and objectives of these various groups	As needed
Attorney General staff	In person, by telephone, in writing	Discuss legal issues related to DDM	Periodically

Legislators and legislative staff	In person, by telephone, in writing	Present status reports on key DDM strategies and projects; legislative presentations; enterprise strategy and plans; statutory obligations	As needed
Governor's Office	In person, by telephone, in writing	Issue presentations, general inquiries	As needed

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 an agreed upon decision on important interagency decisions.

The person in this position will identify and promote best practices regarding Data Management and transparency planning and implementation. This position assesses organizational readiness and risk mitigation strategies, data management practices, evaluates agency/contractor/staff performance related to data management, and post-implementation reviews

Each recommendation made 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 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 Data 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 managed by this position can be DAS CIO 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

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

IT Project and Portfolio Administrator	0470102 / 000000010425	Progress reviews	Periodically	Determine status and quality of assignments and work products
IT Project and Portfolio Administrator	0470102 / 000000010425	Formal Performance reviews	Annually	Formally Assess Overall Job Performance

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 14

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepare & 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 for promoting and fostering 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 person in this position should have years of progressive IT and people management experience in a public or private organization which includes responsibility for each of the following: a) development of program rules and policies; b) development of long- and short-range goals and plans; c) program evaluation; and d) budget preparation. This person must be a strategic thinker and have a thorough understanding of how State Governments and/or large organizations function.

This position requires outstanding leadership and communication skills to build and sustain a shared services program that draws its resources from state and local agencies, DAS and vendors. This position requires extensive experience planning, implementing, and/or reviewing large information technology projects.

This person must be able to bring together diverse groups of stakeholders with competing interests. They must have proven leadership skills and the ability to build solid relationships with all stakeholders. This position must be able to lead teams and bring about consensus through collaboration with groups that often have diverse interests.

The position requires assertiveness, strong interpersonal skills, innovative thinking, and the ability to lead and motivate team members and staff. An ability to communicate clearly with business and technical professionals and the ability to translate technical terminology and jargon into terms that and program/business leaders can understand, is necessary.

The incumbent should have a knowledge of contracting policies and procedures, CoBIT, Capability Maturity Model, PMI PMBOK, change control management procedures, data management methodologies and security best practices related to data sharing.

This position is key to the CIO's overall mission and has a direct effect on the relationship with the Legislature, the DAS Director's Office, other DAS Divisions, and other state agencies and constituency groups.

This position requires expertise in research and analytical methodology related to data management, privacy, confidentiality and data security as well as knowledge of change management needed to implement a new statewide program.

This position must be an extremely effective communicator with strong leadership skills, as they are required to 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.

This position meets the unclassified service criteria in ORS 240.205 (4) and is a principal assistant that manages a major agency organizational component. The position reports directly to an executive or administrative officer. As such, pursuant to ORS 240.205(4), this position has the approval of the Director of Department of Administrative Services to be placed in unclassified service (DAS CHRO Policy 30.000.01) and serves at the pleasure of the agency appointing authority. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

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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