



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
October 2025

Agency: The Department of Administrative Services

Division: Office of the Chief Operating Officer

☐ New ☒ Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Information System Spec. 8</u>	b. Classification No: <u>C1488</u>
c. Effective Date: <u>07/01/99</u>	d. Position No: <u>0448501</u>
e. Working Title: <u>Senior Applications Developer</u>	f. Agency No: <u>10700</u>
g. Section Title: <u>Application Delivery</u>	h. Budget Auth No: <u>000755940</u>
i. Employee Name: <u>Vacant</u>	j. Repr. Code: <u>OAS</u>
k. Work Location (City – County): <u>Salem / Marion</u>	
l. Supervisor Name: <u>Fabiola Flores</u>	

m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative
o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 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.

The Office of the Chief Financial Officer (CFO) is responsible for enterprise-wide fiscal planning and policy leadership. The CFO provides guidance, training, and direction to ensure fiscal integrity and consistency across state agencies. The Office routinely represents the Governor with other elected officials, political subdivisions, other states, and investment houses. Specific policy sections within the Office include Budget Policy (BAM), Statewide Audit and Budget Reporting (SABRS), Capital Finance and Planning, and the Office of the State Controller.

- 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:

This position provides IT application development and support to DAS/CFO/OSC/FBS. This position is part of the Financial Business Systems administration team. IBM mainframe applications are supported for both new development and on-going maintenance of existing applications critical to conducting the business of the State of Oregon. Applications support critical areas such as statewide financials, payroll and personnel.

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".			
25%	R	E	<u>Customer Assistance (help, use and fix):</u> 20% - Software (operating and applications) – Document procedures for diagnosing and solving problems that involve using multiple programming languages and techniques in a complex environment composed of integrated new and existing applications residing on an IBM mainframe, and AIX. Support critical applications by providing guidance, instructions and detailed specifications to lower level ISS staff. Specifications must consider system performance and efficient integration of new code. Programming languages include COBOL, CICS, DB2, Easytrieve Plus, JCL and UNIX scripting. 5% - Data – Trouble shoot problems and coordinate problem solving efforts with applications staff, other state agency staff and vendors. Assist with performance tuning on DB2 databases.
10%	NC	E	<u>Operations (day to day):</u> 5% - Software (operating and applications) – Resolves issues with resources, such as staff assigned to a project, computer resources, and availability of users. Coordinate the implementation of new systems, requiring organized and timely contacts with users, software development and operations staff. Ensure that documentation for operations is completed and accurate. Provide programming support, documentation, and on-going operational procedures. 5% - Data – Monitor usage, response time, disk utilization, and cache. Identify any problems with performance and determine the cause. Implement solutions. Maintains database repositories and dictionaries for DB2 databases.

40%	R	E	<p><u>Construction (new):</u></p> <p>30% - Software (operating and applications) – Perform requirements gathering and analysis through meetings and conferences with internal and external partners and staff. Plan and coordinate testing activities, draft test plans. Assist with program and system debugging. Coordinate system implementations. Ensure operations documentation is completed and accurate. Design and analyze complex application requirements by working with agency personnel to determine what information is needed and how it can be most effectively implemented into new or existing software applications. Analysis includes examining alternatives and evaluating the cost of solutions in terms of time and cost. During design phase, considers the impact of the changes on the overall system performance and anticipates any workload issues. Code, test and implement new and changes to existing functions, triggers and procedures in COBOL, CICS, DB2, Easytrieve Plus, JCL and UNIX scripting. Testing emphasizes unit, system and integration testing. May also be involved in stress testing.</p> <p>Document standards for application development in COBOL, CICS, DB2, Easytrieve Plus, JCL and UNIX scripting, , train and assist lower-level staff in implementing these standards for each system. Document procedures. Prepare and maintain documentation in accordance with the Data Processing Standards and Procedures Manual, using automated tools. Documentation must include any needed changes to the Disaster Recovery Plan. Develop training materials. Train users in the functionality and security of DB2 databases and associated applications. Train operations staff to perform backup and recovery.</p> <p>Plan and secure the approval of the user unit, develop production procedures and time schedules for the release of systems, as required.</p> <p>10% - Data – Designs for logical and physical databases, incorporating both the system and client's view. Instructs application staff on DB2 database design and implementation. Leads the designs of databases on multiple platforms to ensure that data redundancy is avoided and optimum performance is obtained. Consider the security requirements of systems and ensure they are built into the database design. Define problems, coordinate resolution and track project schedules, which can involve multiple organizations and sites.</p> <p>Plan and control changes to the scope of projects and ensure change control for projects. In planning for a new database or system change, must consider DB2 database security and the possibility of users external to the agency.</p>
20%	NC	E	<p><u>Planning (Strategic) and Project Management:</u></p> <p>10% - Software (operating and applications) – Conducts long-term strategic planning to identify new approaches and direction of emerging trends in electronic service delivery, new application</p>

			<p>development technologies, and new application development tools from among multiple vendors.</p> <p>10% - Data – Develops short- and long-term plans for the agency's core application data systems, including capacity plans to support future expansion as business needs change; communicates planning to appropriate agency management to ensure that proactive planning can occur. Recommends changes in business operations to better exploit the data resources.</p> <p>Provide leadership through the entire lifecycle of projects in the portfolio.</p> <p>May take over or lead a project that is not meeting performance expectations or be assigned a project to help meet organizational goals.</p> <p>Lead by example and inspire team members to work collaboratively and strive for excellence in project management. Responsible for conflict resolution.</p>
5%	R	NE	<p><u>Other</u></p> <p>Participate in section planning. Maintain performance measures tied directly to position requirements.</p>
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.

Business needs may require working irregular hours (24/7, weekends, evenings, holidays, and travel for job related purposes) in order to complete work assignments or assist in problem resolution.

This position is suitable for remote work options. 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. This position requires significant use of a computer and video-conferencing.

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.

- DAS Policies, Rules, and Procedures
- Oregon Revised Statutes
- Oregon Administrative Rules
- Federal IRS Regulations
- DAS Application Delivery Team Processes, Procedures, and Standards
- Vendor Supplied Manuals
- Information Technology Infrastructure Library

b. How are these guidelines used?

Provide the senior level of customer communications both internally and externally, technical project management, strategic planning, and technical expertise to deliver application development and support services to DAS.

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?
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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".

Management	Phone/in person/email/, video conference	Problem resolution and recommendations	As Needed
State Agency & Internal Staff	Phone/in person/email/, video conference	Troubleshooting	Daily/weekly /monthly
Vendors and Contractors	Phone/in person/email/, video conference	Problem resolution	As needed
State Agency External Management & Staff	Phone/in person/email/, video conference	Problem resolution	Daily/weekly /monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position is responsible for providing the highest levels of software expertise in IT Service Delivery, IT Project Management and IT Business Controls. It must always consider the broad ramifications of decisions made on behalf of the state. Failure to make correct and timely decisions affect the efficiency and effectiveness of DAS. Good judgment is critical since mistakes can be costly, and disrupt service to DAS and all state agencies served by DAS.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<u>Accounting Administrator 1</u>	<u>000000156603</u>	In person & in writing	Daily/Weekly	To ensure understanding of the sections objectives, requirements and to ensure program services.
		Written / in person	Quarterly	Performance Expectations and Check In

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? N/A
 How many employees are supervised through a subordinate supervisor? _____
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

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:

- Skilled in current technologies, system and process development methods, and the use of computing resources at all levels.
- Skilled in establishing and maintaining effective working relationships with superiors, subordinates, peers and other agencies and the public.
- Strong technical analytical skills.
- A strong customer service ethic.
- Strong time management skills and be able to effectively balance delivery of on-going operational services with the accomplishment of work that supports attainment of long-term goals.
- Ability to work with a high level of initiative to manage multiple tasks under deadline pressure. Strong self-initiative in keeping abreast of new technologies and maintaining certifications.
- The ability to explain complex technical issues to non-technical customers.
- Expert skills in IT project management, planning and implementing projects.
- Strong communication and facilitation skills: active listening, interpersonal, written and verbal, presentation skills.
- Highly skilled in analytical review with the ability to troubleshoot and isolate issues.
- Highly skilled in the following:
 - COBOL
 - CICS
 - JCL
 - TSO
 - Easytrieve Plus
 - VSAM Files
 - UNIX scripting
 - Hierarchical & Relational Data Base Structures (preferably IMS and DB2)
- Demonstrated skill in the following:
 - IBM Debug Tool for z/OS
 - IBM File Manager for z/OS
 - XSLT
 - Structured Design, Analysis, and Testing

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

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