



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
July 21, 2026**

Agency: Department of Administrative Services

Facility: Enterprise Information Services

☐ 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: Information Systems Spec. 3	b. Classification C1483
c. Effective Date: 7/1/2007	d. Position No: 2548302
e. Working Title: IT Asset Technician	f. Agency No: 10700
g. Section Title: Enterprise Operations	h. Budget Auth No: 972100
i. Employee Name:	j. Repr. Code: OAS
k. Work Location (City – County): Salem – Marion	
l. Supervisor Name: Nandor Hermann	
m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share	
n. FLSA: ☐ Exempt ☒ Non-Exempt	o. Eligible for Overtime: ☒ Yes ☐ No
If Exempt: ☐ Executive ☐ Professional ☐ 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 Oregon Department of Administrative Services (DAS) is dedicated to enhancing the efficient and effective use of state resources. Our mission is to support government operations through the delivery of essential services and centralized infrastructure. DAS plays a critical role in helping state agencies and policymakers achieve their goals, benefiting Oregonians across the state. Together we:

- Provide centralized government infrastructure services such as purchasing, risk management, facilities management, surplus property, and motor fleet operations.
- Establish statewide policies, conduct performance reviews, and ensure agency compliance.
- Lead the implementation of statewide performance measurement programs to drive continuous improvement.
- Support workforce development and training for state employees to foster a skilled, adaptable team.

- Manage personnel systems that encourage fair, responsive, and cost-effective human resource practices.
- Deliver objective, credible management information and analysis to policymakers for informed decision-making.
- Operate statewide financial and administrative systems to ensure accountability and transparency.

We strive to provide the foundation and leadership needed for effective government, partnering with agencies, partners and Oregonians to serve the people of Oregon.

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.

Data Center Services is a shared service organization within EIS. DCS serves the citizens of Oregon by enabling and supporting the missions of more than 150 State of Oregon agencies, Boards and Commissions through the delivery of Information Technology (IT) services. The DCS team maintains and operates a state-of-the-art Data Center, providing a highly secure environment with redundant infrastructure for high availability and efficiency. The services we provide include network connectivity (WAN, LAN, and Wireless), server hosting (mainframe, iSeries, AIX, Linux, and Windows), email services, data center colocation and data backup services.

The Enterprise Operations unit within DCS works with customers to resolve issues and process customer requests for DCS services. It provides support and creates operational reports using tools used by DCS for ticket management. It monitors systems status and works with DCS technology domains to proactively maintain technology systems for maximum availability. It manages service outages using an Incident Management framework and manages changes to the environment through a robust Change Management program. Enterprise Operations also includes the Asset Management Team. The primary responsibilities of the Asset Management Team include managing all aspects of technology assets employed by DCS including asset tagging and tracking, lifecycle management, and the quoting process in support of the procurement unit for assets.

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 primary purpose of this position is support to customers and technical service areas for asset related needs. This includes inventory intake, management, assignments, updates, reporting and auditing. The individual in this position is responsible for maintaining inventory storage areas, managing inventory system data and configurations, and managing assets through their service life from intake to final disposition.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
40%	R	E	Customer Assistance - Processes requests from technical service areas for assignments, changes, updates, or reporting. - Utilizes tools and inventory system to provide reporting to customers and technical service areas where requested. - Monitors inventory and updates status with validation through tools and technical service areas. - Documents inventory changes, updates system information records and documents work. - Coordinates requests for hardware from technical service areas and requisite accessories from inventory, verifies requirements and configuration. - Documents assigned inventory and updates inventory system accordingly.
45%	R	E	Operations - Coordinate with team members and customers for ongoing operational efforts. - Communicate with other DCS teams regarding asset delivery and disposition. - Conduct tasks related to legislatively mandated annual audit of IT equipment in DCS customer locations across the state. - Provide back-up support to team members conducting the capital asset tagging process. - Maintain accurate and complete documentation. - Works in inventory system to provide auditing, validate inventory accuracy, and data integrity. - Performs updates in inventory system as needed based on

			requests, reporting tools, and technical service areas. • Adds assets to inventory system as part of intake process. • Responsible for accuracy of the asset management system, including accurate data entry, quality control tasks, and auditing of discrepancy reports. • Receives deliveries, processes intake, and handles associated documentation. • Manages storage areas and inventory availability. • Moves and transports equipment within the State Data Center and by vehicle to and from offsite storage locations. • Leads efforts to maintain and organize offsite storage of spare hardware assets. • Processing property disposition requests (PDR) to send obsolete equipment to Surplus Property.
10%	R	E	Construction • Create and modify asset configuration settings in the asset inventory management system. • Update equipment labels and documentation.
5%	R	E	Other duties as assigned

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.

Duties are performed in an office environment working at a computer terminal for long periods of time, working in or around noisy machinery. Other duties are performed on loading docks and in onsite or offsite storage facilities. You must possess and maintain valid driver's license issued by the state where the employee resides. Some duties will require the use of a state vehicle to transport equipment between sites. Heavy lifting (75 pounds) is a regular occurrence, with heavier team lifting (up to 150 pounds) an occasional

need. Use of a pallet jack is required for some equipment. Business needs may require working irregular hours (weekends, evenings, holidays, and travel for job related purposes) in order to do work or make changes or maintenance that are not approved to be done during the hours of 6am – 6pm.

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 not 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.

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.

- Data Center Standards Manual
- Vendor Supplied Manuals
- Operating Procedure Manuals
- Oregon Administrative Rules
- DAS Policies and Processes
- Statewide Policies and Processes
- ITIL – Information Technology Infrastructure Library

b. How are these guidelines used?

They provide general guidance and policy direction and framework to the employee who must interpret and apply them as necessary for each situation. Assures compliance with correct rules and procedures in performing daily work assignments. Complying with such policies ensures appropriate completion of expected and assigned duties.

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 cursor at end of a row (outside table) and hit "Enter".			
State Agency & Internal Staff	Telephone, e-mail, Teams chat, and in person	Troubleshooting, requests for information, consulting and research	Daily
Vendors	Telephone, e-mail, and in person	Information share/Problem resolution	Daily
Management	Telephone, e-mail, Teams chat, and in person	Information share/Recommendations	Daily

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 ensuring the accuracy and integrity of the asset management records system. It is imperative that the person in the position maintain accurate records, use good organization practices for the appropriate storage of assets, and make safe decisions when moving, loading/unloading heavy equipment. Poor decisions related to record keeping and asset organization can have a financial impact on the organization and the customer we serve. If incorrect decisions are made, the efficient and effective utilization of state resources are at risk. Poor or inaccurate decisions related to safety may cause injury to the person in the position or others that share the workspace.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Information Technology Manager 2 X7884	2548723	In person, virtually, phone, e-mail	Quarterly; Weekly or as needed.	Regular check ins; Review and progress of work
Information Technology Manager 2 X7884	2548723	Written and reviewed in person, phone, virtually, e-mail	Quarterly	Performance Evaluations

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY 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 | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ 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. Also, you will be required to pass State Police CJIS Certification. 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.
- Demonstrate extreme attention to detail recording serial numbers for asset inventory and tracking purposes.
- Skilled in current technologies, software and hardware standards, and the use of computing resources at all levels.
- Skill in establishing and maintaining effective working relationships with superiors, subordinates, peers and other agencies and the public.
- Strong technical analytical skills.
- The ability to work with complex systems between different platforms.
- The ability to explain complex technical issues to non-technical customers.
- Strong customer service skills.

- Skilled in asset tracking
- Knowledgeable of Information Technology Service Management (ITSM) principles

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,
- Adhere to all statewide, DAS and EIS policies, processes, procedures, and safety practices,
- Maintain accurate and timely asset management records; and
- Attendance and punctuality, sense of humor, and a positive team-oriented attitude are highly valued.

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

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

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