State of Oregon Position Description

Company: Department of Administrative Services
Organization: Administrative Services
Service Type: Excludable Unclassified

SECTION 1. POSITION INFORMATION

Job Profile Title: Government Relations Administrator 1  
Job Profile ID: Z7852
Business Title: State Economist  
Position ID: 000000028979
Employee Name: Mark McMullen  
Company ID: 10700
Representation: MESN  
Budget Auth No: 634120

Location: Salem | DAS | Executive Building
Supervisor: Berri Leslie (DAS Director and Chief Operating Officer)
Position: Government Relations Administrator 1
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.

The Office of the Chief Operating Officer’s mission is to lead the pursuit of excellence in state government. The Department of Administrative Services is the central agency for the administration and support of the Executive Branch of state government on behalf of, and in coordination with, the Governor’s Office. The agency is responsible for enterprise wide systems and services such as motor pool, facilities, safety and risk management, procurement, accounting, payroll, budgeting, and human resources.

The Office of Economic Analysis (OEA) is the state’s primary forecasting unit. It is responsible for developing and interpreting forecasts and assessing their implications for state budgeting and strategic planning decisions. OEA works at the highest levels of state government in planning and policy development and represents the Governor’s Office and Executive branch of state government internally, to special interest groups, the public media, and the Legislature. The Office is responsible for providing objective and credible forecasts for the General Fund, Lottery, Commercial Activity Tax, Corrections population, Oregon Youth
Authority population, Supply of Clean Fuels, Cannabis, Psilocybin, Public Savings from Measure 110, Public Defenders, and the Department of Justice. OEA also tracks demographic data and trends across race, ethnicity, and regions of the state. The office also produces the Housing Needs Analysis, the Other Funds Report, and manages the Highway Cost Allocation Study. OEA is also responsible for the determination of the “kicker” and certifies several programs including Gain Share, Regionally Significant Industrial Sites, rent control threshold, the Marine Board, and transfers to PERS UAL out of estate taxes and capital gains.

The functions of the Office result in a high degree of public visibility through press releases, social media, legislative hearings, bond sales and public addresses. The Office of Economic Analysis consists of the Director (State Economist), 3 Senior Economists, and one Senior Demographic Analysis.

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 serves as director and administrator of OEA. It serves as policy advisor to the Governor, Director of the Department of Administrative Services, and the Legislature. It is responsible for overseeing state forecasting efforts and ensuring that forecasts are objective, credible, and meet national standards. This position plans and coordinates the state’s forecasting and long-term budget planning efforts. This position is responsible for maintaining the credibility of the forecasting process with state agencies, the Legislature through testimony, the media, and the general public.

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.

60% NC E

As administrator of the Office of Economic Analysis, manage and administer the state’s primary forecasting program. The State of Oregon uses only the official forecast of the State Economist for the General Fund, Commercial Activity Tax and Lottery outlook. Provide leadership and direction for the state’s economic, revenue, demographic and other forecasting efforts. Evaluate effectiveness of state’s forecasting procedures and ensure that they meet national standards. Assess and determine staffing, technology, and fiscal resources needed to meet the state’s forecasting and planning needs. Provide analysis and advisory consultation to the Governor, Department of Administrative Services Director, Deputy Director, and the Legislature on economic issues, budget trends, and tax policy. Ensure that the Governor, Department of Administrative Services Director and Legislature have objective, credible information to base policy decisions.

25% NC E

Direct long-term budget planning for the state, including development of current service budget estimates. Assess and determine research agenda for evaluating long-term revenue and expenditure trends. Direct staff to carry out research agenda. Areas of interest include: stability of state economy, impacts of migration, affects of a changing age distribution, long-term criminal patterns and their implications for the prison population, housing needs and other issues which influence long-term expenditure and revenue trends. Plan and direct interagency efforts to evaluate and assess trends and their implications for state government policy and planning. Included in this category are interagency groups to assess demographics and their impacts, evaluate alternative approaches to assess tax policy impacts, and review and assess state planning systems. Assist agencies with methodology issues surrounding forecasts that impact their budgetary needs.

15% NC E


Manage and direct staff, administer Office of Economic Analysis budget. Responsible for recruitment and selection of staff, disciplinary and dismissal actions, training and development, assessment of quality and effectiveness of staff performance, and resolving employee grievances and complaints.
Provide leadership and direction to a diversified staff. Provide leadership and direction to subordinate management staff. Supervise, hire, monitor performance, develop, coach, discipline and provide direction to employees. Respond to and resolve employee grievances. Assign and plan work. Promote safety training and practices in performance of all work activities. Implement Diversity strategies and goals. Responsible to structure activities that will promote and foster a diverse workforce and a discrimination/harassment-free workplace

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.

Work is generally performed in an office environment, in meetings and/or in front of a computer. Travel is required throughout the state to assess economic conditions and to provide presentations. Tight deadlines with much overtime to complete forecasts and special projects and speeches.

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 addresses a wide range of statutory obligations. The “kicker” law as specified in Article IX of the Oregon constitution is of particular importance.

State law mandates the release of economic and revenue forecasts on or before March 1, June 1, September 1, and December 1, the method used to produce these forecasts, and the reporting of results to the Legislature.

How are these guidelines used?

Statutes and executive orders establish parameters such as deadlines and content. This position develops the procedure and methodology. Forecasts are produced and published.
SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. of Admin. Services Advisory Committee</td>
<td>In Person, by mail, email or telephone</td>
<td>Review Economic Forecast</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Deputy State Treasurer</td>
<td>In Person, by mail, email or telephone</td>
<td>Information for bond prospectus, revenue forecasts</td>
<td>Daily</td>
</tr>
<tr>
<td>General public, press, state agencies, public officials</td>
<td>In Person, by mail, email or telephone</td>
<td>Provide economic information</td>
<td>Daily</td>
</tr>
<tr>
<td>Governor's Council of Economic Advisors</td>
<td>In Person, by mail, email or telephone</td>
<td>Review Economic Forecast</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Governor’s staff</td>
<td>In Person, by mail, email or telephone</td>
<td>Provide data advice and consultation</td>
<td>As Needed</td>
</tr>
<tr>
<td>Legislative Revenue Office, Revenue Committees, Emergency Board, Joint Committee on Ways and Means, Joint Committee on Trade and Economic Development, Other Legislators, Legislative staff</td>
<td>In Person, by mail, email or telephone</td>
<td>Update on forecasts, provide data advice on consultation. Work with Legislative Revenue Office to use its Tax Calculation Model.</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Lottery Forecast Committee</td>
<td>In Person, by mail, email or telephone</td>
<td>Review Lottery Forecast</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Other advisory boards including prison and OYA population, clean fuels, Highway Costs, Governor’s task forces, Public Defenders, Cannabis, etc</td>
<td>In Person, by mail, email or telephone</td>
<td>Provide economic information and review forecasts</td>
<td>As Needed</td>
</tr>
<tr>
<td>Political caucuses</td>
<td>In Person, by mail, email or telephone</td>
<td>Explanation of forecasts</td>
<td>As Needed</td>
</tr>
</tbody>
</table>

SECTION 7. POSITION RELATED DECISION MAKING

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

Decide on economic/revenue forecasts. Revenue forecasts determine basis for budget decisions by Governor and Legislators.

Poor forecasts could result in a budget that is not balanced and a need for special sessions. Revenue forecast decisions have major impacts on state budget and tax policy. Errors cause financial instability for the state.

Advise Governor, Department of Administrative Services Director, and Legislature of outlook for state’s economy, revenue and budget trends.

Inaccurate analytical work and recommendations and/or misrepresentation will result in bad public policy decisions by the Governor, Director, Legislature, and other public officials. Poor decisions on forecasts potentially lead to special legislative sessions or unnecessary budget cuts, ultimately affecting services and/or costs to the public.

Provide guidance and consultation to analysts, agencies, and the public. Inaccurate analytical work/poor recommendations will result in bad policy and planning.

Must defend unbiased forecasts in a highly charged political environment. Accept responsibility for all errors and omissions in highly complex forecast process.
SECTION 8. REVIEW OF WORK

<table>
<thead>
<tr>
<th>Job Profile</th>
<th>Position ID</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAS Director</td>
<td>0110001</td>
<td>In Person, by mail,</td>
<td>Quarterly</td>
<td>Performance Evaluations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>email or telephone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAS Director</td>
<td>0110001</td>
<td>In Person, by mail,</td>
<td>Weekly</td>
<td>To monitor quality and timeliness of forecasts,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>email or telephone</td>
<td></td>
<td>communication and credibility of forecast, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>customer service provided by the position.</td>
</tr>
</tbody>
</table>

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

- Plan Work
- Assign Work
- Approves Work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- Prepares & signs performance evaluations

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.

Employee is required to possess and maintain a current, unrestricted, valid Oregon driver’s license or provide an acceptable alternate mode of transportation.

Additional skills and abilities required for this position include:

- Exceptional quantitative and analytical skills and the ability to respond well to a range of economic problems and policy questions. Presentation and management skills.
- Tight deadlines; much overtime to complete forecasts and special projects and speeches.
- Involves considerable analytic work and understanding of state finances and tax systems. Also requires significant public and press contact and visibility. Credibility and sound work is critical to the budget process.
SECTION 11. BUDGET AUTHORITY

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

<table>
<thead>
<tr>
<th>Operating Area</th>
<th>Biennial Amount</th>
<th>Fund Type</th>
</tr>
</thead>
</table>

SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee ___________________________ Date

Manager ___________________________ Date

Appointing Authority ___________________________ Date