



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 2026

Agency: The Department of Administrative Services

Division: Office of the State Chief Information Officer

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc – Supervisory
[] Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Information Systems Spec.6
b. Classification No: 1486
c. Effective Date:
d. Position No: 000000055153
e. Working Title: Information Architect
f. Agency No: 10700
g. Section Title: Enterprise Information Services
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: OAS
k. Work Location (City – County): Salem - Marion
l. Supervisor Name: Jimmy Godard

m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share

n. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [x] 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 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, benefitting all Oregonians.

Enterprise Information Services (EIS) is a state government-wide information technology (IT) program led by Oregon's Chief Information Officer (CIO). The CIO is a statutory position appointed by the Governor and works closely with the COO and state leadership on adoption of statewide IT policies, standards, and governance. The OSCIO has independent statutory authority and is aligned with the DAS budget. The office 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 setting 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 and support. 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. The Office is comprised of the following divisions: Data Governance and Transparency, Strategy and Design, Data Center Services, Cyber Security Services, and Project and Portfolio Management.

Strategy and Design invests in and leverages technology that transforms the way the state conducts business and the methods by which customers interact with state agencies. Strategy and Design empowers agencies with secure innovative solutions that improve business performance and deliver a satisfying customer experience.

A staff of skilled professionals stay up to date on the latest technology and advancements, maintain valuable vendor relationships and pursues necessary agreements for the state agencies use. These skilled professionals are also called upon by the Chief Information Officer to triage and correct critical IT incidents impacting the State of Oregon.

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 supports established enterprise architecture activities, collaborates with other Enterprise Architects within and outside of Strategy and Design to create durable, business-focused enterprise architectures that support statewide strategic objectives and agency mission needs.

Enterprise Architecture work includes developing high-level frameworks that align the State's IT infrastructure with business processes and data to improve the efficiency and productivity of business operations, including:

- Reviewing IT initiatives for fit for purpose, for use, and rationalization.
- Collaborating with agencies to understand pain points and working with principal and senior architects to identify solutions.
- Working with cross-functional teams to continuously align the Strategy & Design service portfolio with current and emerging agency needs.
- Assisting in documenting components of the enterprise operating model by defining business capabilities, value streams, and organizational structures to identify strategic improvements and operational efficiencies.
- Assisting in evaluating agency solutions for alignment with architectural standards and reviewing new solution development to ensure conformance.
- Mapping the relationships between information systems components, including users, business processes, applications, data, hardware/software platforms, and networks.
- Providing technical input during the implementation of enterprise service projects and advising on development from start to finish.
- Documenting established technical standards and assessing new technologies to ensure the State's architecture remains innovative and efficient.

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
30%	NC	E	<p>Enterprise Architectural Strategy:</p> <ul style="list-style-type: none"> • Document and support the use and maintenance of enterprise architecture artifacts, policies, standards, and guidelines to ensure consistency and integration of technology solutions across the State. • Provide support in defining and documenting the enterprise architecture roadmap by translating strategic business objectives and capability requirements into actionable recommendations. • Evaluate emerging technologies and conduct feasibility analyses to assess strategic value, including analysis of potential use cases and alignment with enterprise direction. • Conduct research and analysis on technology trends and developments to inform enterprise architecture strategies and policies. • Collaborate with Principal and Senior Enterprise Architects to contribute to documenting future-state blueprints across business, data, application, and technology domains. • Assist in assessing the alignment of solution designs and development practices with established enterprise blueprints through the architectural review process. • Support analysis and modeling of business value streams to identify strategic improvements and align processes with enabling architectural capabilities. • Assist in translating business needs into technical specifications for statewide initiatives, with emphasis on critical non-functional requirements such as security, scalability, and resilience. • Provide analytical support for the architectural standards exception process by evaluating business drivers and technical risks associated with variance requests.
45%	NC	E	<p>Stakeholder Collaboration & Solution Delivery</p> <ul style="list-style-type: none"> • Contribute information to support mapping of the enterprise operating model by documenting business capabilities, value streams, and organizational structures to identify strategic improvements and operational efficiencies. • Support the application of established architectural standards and assist in reviewing new solution development to ensure conformance, while providing input on potential business

			<p>process changes for the effective utilization of enterprise resources.</p> <ul style="list-style-type: none"> • Facilitate and participate stakeholder engagement sessions to translate complex business needs into actionable architectural requirements. • Partner with cybersecurity, data governance, and infrastructure teams to support a structured business capability methodology and ensure a unified view of business and IT strategy. • Collaborate with cross-functional teams to continuously align the Strategy & Design service portfolio with current and emerging agency needs. • Support solution design efforts for large-scale projects by integrating requirements across application, data, security, and infrastructure domains. • Build and maintain collaborative relationships with agency architects and key business stakeholders to provide technical input supporting technology decisions and ensure alignment. • Analyze the existing technology landscape to identify opportunities for modernization, optimization, and consolidation that reduce cost and complexity. • Contribute to the evaluation of vendor technologies and document findings to support development of technical standards to guide future technology investments and ensure enterprise consistency. • Document updates to TRA materials as directed by Principal or Senior Enterprise Architects to guide technology selection and ensure enterprise-wide consistency. • Promote reuse of existing enterprise capabilities to reduce redundancy, control costs, and accelerate delivery. • Evaluate solution designs for alignment with enterprise standards, strategic roadmaps, and architectural best practices, providing analysis to ensure compliance. • Support development and implementation teams by identifying technical considerations and referencing established patterns and standards. • Support the technical strategy and coordination with agency architects for the deployment and adoption of enterprise-wide services. • Coordinate with Agency Architects on the technical rollout of enterprise services. • Assist with technical cloud implementation issues as needed. • Coordinate activities with the Assistant State Chief Information Officers and Project Portfolio Performance (P3) Senior IT Portfolio Managers (SIPM).
15%	NC	E	<p>Performance Management & Process Improvement</p> <ul style="list-style-type: none"> • Develop and continuously improve processes and operational procedures for the Strategy & Design practice to ensure

			<p>consistent, high-value service delivery.</p> <ul style="list-style-type: none"> Define and track Key Performance Indicators (KPIs) to measure the effectiveness and business value of architectural services, policies, and governance. Develop executive dashboards and reports to communicate the strategic impact and return on investment of enterprise architecture initiatives and technology investments to key stakeholders. Support awareness and understanding of the EA discipline across the organization by promoting its processes, communicating its strategic value, and demonstrating successful outcomes to support adoption and buy-in.
10%	R	NE	<p>Program Support:</p> <ul style="list-style-type: none"> Performs other duties as assigned by the section manager and/or the State Chief Technology Officer, e.g. completing status reports on time, working on special projects. Attend training, seminars, and conferences to maintain and gain additional expertise and knowledge.
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 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. This position requires significant use of a computer and video-conferencing.

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 Hybrid 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.

To be eligible for hybrid 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 276A.206 and ORS 276A.230-236. Page 5 of 8 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; EIS Strategic Framework and Program Plans; project and quality management principals; State Management Handbook; State Budget Development processes 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. Incumbent must make decisions concerning the appropriate application and interpretation of policies and procedures that regularly relate to highly sensitive confidential matters. Used to determine correct operational procedures necessary for efficient operation of statewide computer systems and work processes and procedures to ensure a consistent quality of services. Assures compliance with correct rules and procedures in performing daily work assignment.

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?
EIS executives and other designated staff	In person, phone, email, IM, MS Teams	Inter-departmental coordination and communication	As needed
Strategy & Design leadership and staff	In person, phone, email, IM, MS Teams	Discuss Enterprise Architecture, S&D operations	Daily
Agency managers	In person, phone, email, IM, MS Teams	Discuss Enterprise Architecture plans and projects	As needed

Agency customers	In person, phone, email, IM, MS Teams	Problem solving, requests, and inquiries as well as working on enterprise architectures.	Daily
Vendors	In person, phone, email, IM, MS Teams	Problem solving, requests, and inquiries as well as working on enterprise architectures.	As needed
Other State Employees	In person, phone, email, IM, MS Teams	Problem solving, requests, and inquiries as well as working on enterprise architectures.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position supports enterprise architecture efforts that span multiple agencies by providing senior-level technical analysis and recommendations. The role requires an in-depth understanding of IT and business standards, statewide objectives, and emerging technologies to inform architectural assessments. The position contributes analytical insights used by senior architects and leadership in making complex, high-impact decisions. Work products produced by the incumbent help improve the efficiency and effectiveness of the state's information assets but do not directly establish or approve enterprise-wide architectural direction.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Chief Technology Officer	2548801 / 000000000169	Written / Videoconference, in person	Quarterly	Performance Evaluation
Chief Technology Officer	2548801 / 000000000169	Written / Videoconference, in person	Weekly	Regular check ins; Review and progress of work

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 and 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 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:

- Familiarity with multi-cloud technologies, including Azure, AWS, and GCP, and their application in enterprise architecture and solution design.
- Excellent skills in communicating effectively with technical and business partners in writing and in oral expression including making presentations.
- Ability to write information systems documentation, including alerts, policies, procedures, and standards.
- Knowledge of cloud service management offerings and how they support scalable, secure, and resilient technology solutions.
- Understanding of identity and access management principles, including authentication, authorization, privileged access, and security governance.
- Ability to evaluate emerging technologies and recommend solutions that align with enterprise standards, security requirements, and business needs.
- Skill in establishing and maintaining effective working relationships with superiors, peers and other agencies and the public.
- Working knowledge of GitHub and related collaboration/version control practices used in modern technology delivery environments.
- The ability to summarize and simplify complex information and communicate it to different groups.
- Ability to collaborate effectively with agency partners, technical teams, and enterprise leadership.
- The capability to be completely and comprehensively accountable for performance and results.
- Ability to practice critical thinking skills, including scientific methodology, analyzing technical methodologies, business practices and technical reports.
- Possess and maintain a valid driver’s license or provide an acceptable alternate mode of transportation.
- Curiosity, desire to learn new technologies.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A	N/A	N/A

Note: If additional rows of the below table are needed, place curser 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