

STATE OF OREGON
UNOFFICIAL POSITION DESCRIPTION
TO PROVIDE ADDITIONAL DETAILS FOR PURPOSES OF RECRUITMENT



Last Revised Date: 4/14/2026

Agency: Department of Administrative Services

Facility: Budget and Management Division

This Position Description (PD) is: New or Revised

This Position is: Classified Unclassified Executive Service

Mgmt. Service – Supervisory Mgmt. Service – Managerial Mgmt. Service – Confidential

SECTION 1. POSITION INFORMATION

Classification Title: Operations & Policy Analyst 4 Working Title: Capital Finance Coordinator

Classification No: X0873 PPDB No/WD ID: 0208161

Section Title: Capital Finance and Planning Agency No:10700

Budget Auth No: 000717760

Employee Name: VACANT Supervisor Name: Rhonda Nelson

Repr. Code: MMN Work Location (City – County): Salem - Marion

This Position is: Full-time Part-time and

Permanent Seasonal Limited Duration Academic Year Job Share Intermittent

FLSA Status: Non-exempt Exempt Eligible for Overtime? Yes No

Exempt Reason: Executive / Supervisory Administrative Professional Computer

SECTION 2. PROGRAM AND POSITION INFORMATION

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 enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer (COO), a central component of DAS, unites statewide

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solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization able to meet current and future challenges.

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 CFO develops the Governor's budget and guides execution of the legislatively approved State budget to conform to Governor's policies, state laws, and legislative appropriations. The Office routinely represents the Governor with other elected officials, political subdivisions, and other states. Specific policy sections within the CFO include Budget Policy (BAM), Statewide Accounting and Reporting (SARS), Statewide Audit and Budget Reporting (SABRS), and Capital Finance and Planning (CFPS).

The CFPS has statewide responsibility for: 1) debt issuance and administration for eleven financing programs; 2) development of the Governor's Budget and required enabling legislation for bond issuance and capital construction authorization; and 3) administration of the Financing Agreements program under ORS chapter 283. These responsibilities are described below in more detail.

Debt Program Administration and Debt Issuance

CFPS is responsible for administration of the State's most active bond programs. These programs include: general obligation bonds authorized by the Oregon Constitution Article XI-F (1) and XI-G (Higher Education Universities); XI-L (Oregon Opportunity Bonds); XI-M and XI-N (Seismic Rehabilitation of Public Education and Emergency Services Buildings); XI-O (Pension Obligation Bonds); XI-P (School District Capital Costs); XI-Q (State Owned or Operated Property); and Lottery Revenue Bonds. In addition, the Agency administers programs for Certificates of Participation and Tax Anticipation Notes. As part of administering these programs, CFPS coordinates issuance of new debt authorized by the Legislature, works with multiple agencies and external recipients to ensure bond proceeds are used for approved capital projects, monitors the use of bond financed assets, and coordinates the budget for debt service on outstanding debt at a statewide level.

The area of debt issuance and administration is a highly technical area; CFPS is responsible for establishing and implementing procedures to ensure compliance with state and federal laws, including Internal Revenue Service (IRS) arbitrage rules and Securities and Exchange Commission (SEC) disclosure requirements. CFPS also maintains systems to ensure compliance with contractual responsibilities arising from bond indentures, documents associated with bond issuance, and other agreements. In addition, CFPS develops and maintains administrative rules related to implementation and adherence to statutory requirements for the programs for which it is responsible. CFPS also provides technical assistance to agency budget and accounting staff regarding debt service and compiles information for annual statewide financial reporting disclosures relative to debt matters.

Development of Governor's Budget and Corresponding Legislation



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Beginning with review of existing long-term capital plans and historic transaction data, CFPS prepares portions of the budget pertaining to debt issuance and capital construction for all agencies and performs quality control over debt service. Budget preparation includes compiling statistical and transactional data necessary for statutorily required reports included in the formal published budget. Budget preparation requires a survey of issuing agencies for desired bond issuance authority levels and review of capital construction and major information technology requests. Based on analysis of agency requests, CFPS prepares, in consultation with budget analysts, recommendations for the Governor's consideration. Governor's proposals are used to draft legislation including the biennial Bond Bill, the Capital Construction Bill and the Lottery Bond Bill.

Financing Agreements Administration

CFPS coordinates review and approval of all state agency financing agreements under ORS chapter 283. This includes reviewing documentation provided by agencies ensuring sufficient financing authority is available, obtaining approvals from the DAS Director and the Office of the State Treasurer and working with our tax counsel to ensure tax filings are complete and accurate

Describe the primary purpose of this position, and how it functions within this program.

The primary purpose of this position is to:

The primary purpose of this position is to provide financial coordination to support statewide administration of CFPS' financing programs, including general obligation bonds, revenue bonds, certificates of participation, and tax anticipation notes. This position provides advice and technical assistance to the CFPS Manager to support management of the issuance, repayment, and ongoing legal and contractual compliance for the financing programs. The position tracks critical information regarding debt issuance and debt service. At a statewide level, this position coordinates and monitors debt service budgeting and debt service payments to ensure the State pays outstanding obligations timely. It performs complex allocations and works with data from statewide systems. In addition, this position coordinates with multiple agencies to ensure compliance with state laws, federal regulations, and bond covenants in relation to uses of bond proceeds.

SECTION 3. DESCRIPTION OF DUTIES

For each category of duties, list estimated time spent either as continuous/ongoing or by percentage. Indicate whether the duty is an "Essential"(E) or "Non-Essential"(NE) function. Followed by either: New updated duties as of Revised Date; No change to duties from past revision; or Revised duties as of Revised Date (R). List the major duties for the category.

Category of duty: Post Issuance Compliance Monitoring – Arbitrage and Payments

Estimated time spent (continuous/ongoing, or %) – 40%

Essential function? Essential

Changes duties from past revision? No change to duties from past revision



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Description of duty: • Request and coordinate the setup of needed accounts for bond issuance including project accounts, cost of issuance accounts and debt service accounts. • After each issuance, coordinate with DAS accounting staff to pay various vendor invoices for costs of issuance from available proceeds. Coordinate with DAS accounting and/or Oregon State Treasury to close cost of issuance accounts after all anticipated invoices have been paid. • Coordinate with DAS accounting staff to pay invoices for contracted services for trustee, bond counsel, municipal advisor, OST fees, Department of Justice costs, etc. • Develop and implement systems to track contract payments to ensure cumulative payments do not exceed maximum contract consideration. • Identify costs or fees that need to be billed to agencies or public universities in accordance with internal procedures in order for DAS to be reimbursed for costs incurred. Allocate costs to applicable agencies/universities and coordinate with DAS accounting staff to timely invoice agencies/universities for allocable share of costs. • For the Lottery Revenue Bond Program, prepare debt service reserve requirements analyses as required by the Master Indenture to ensure legal compliance. Prepare analyses to determine funding needed in debt service subaccounts and the rebate account in accordance with requirements in the Master Indenture.

Category of duty: Debt Issuance Administration

Estimated time spent (continuous/ongoing, or %) – 30%

Essential function? Essential

Changes duties from past revision? No change to duties from past revision

Description of duty: • Maintain data in master debt service database for assigned bond programs to track due dates and amounts of debt service payments on outstanding bonds. • Develop and apply allocation methods to allocate debt service on new money issuances and debt refundings by agency/university, if not provided by Underwriters. • Analyze and summarize debt service savings by funding source including General Fund, Other Funds and Lottery Funds; develop schedule to report refunding savings and related costs of issuance to legislative committee as required by law. • Coordinate payment of semi-annual debt service to ensure payments are made timely and accurately, which is critically important to protect the State's credit rating. Work with DAS accounting staff to bill affected agencies for debt service in advance of due dates. Coordinate with affected agencies, the trustee, Oregon State Treasury and the State's fiscal agent to verify accuracy and timeliness of electronic funds transfers to ensure the fiscal agent has received sufficient funds to pay bondholders. • Develop tentative budget estimates of debt service in future biennia for budget planning purposes. • Review agency debt service budgets during the budget development cycle to ensure debt service for bond financed capital projects is accurately reflected in the Agency Request Budget, the Governor's Budget, and the Legislatively Adopted Budget. • Provide guidance to agencies on complex debt service budgeting issues.

Category of duty: Post Issuance Compliance Monitoring – Project Accounts and Disbursements

Estimated time spent (continuous/ongoing, or %) – 20%

Essential function? Essential

Changes duties from past revision? No change to duties from past revision



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Description of duty: • Develop, implement, and maintain procedures for the review and approval of disbursement requests for assigned bond programs to ensure bond proceeds are used by recipients for allowable costs on approved projects in compliance with applicable requirements. Review applicable requirements to design such procedures, which may include the federal tax code, Oregon Constitution, state statutes that authorize bonds to fund projects, provisions of grant/loan agreements, and interagency agreements. • Review disbursement requests and supporting documentation in accordance with procedures; consult with CFPS Analyst for guidance in determining allowable costs, if needed. Approve or disapprove costs. For any costs that are disapproved, communicate reason to agency managers or budget officers. • Coordinate with agencies to close project accounts timely when projects are complete or all bond proceeds have been disbursed.

Category of duty: Securities and Exchange Commission (SEC) and Financial Reporting Disclosures

Estimated time spent (continuous/ongoing, or %) – 10%

Essential function? Essential

Changes duties from past revision? No change to duties from past revision

Description of duty: • Annually review and update information posted in the Electronic Municipal Market Application (EMMA) to update disclosures related to DAS administered bonds in compliance with requirements of the Securities and Exchange Commission (SEC). Analyze current year activity to determine what needs to be reported which may include new debt issuances, refundings, bond calls, and material events. As needed, consult with the trustee, paying agent, bond counsel, and Oregon State Treasury to ensure that SEC information disclosure requirements are complete, timely and accurate. • For assigned bond programs, compile schedules to provide information for statewide fiscal year-end financial reporting disclosures in accordance with requirements of the Governmental Accounting Standards Board (GASB) and Oregon Accounting Manual policy. Analyze cash and investment information as of June 30 each year and compile schedules as requested by DAS Statewide Accounting and Reporting Services. Provide information on cash and investment balances by custodial credit risk, investments by maturity date, amount of defeased debt outstanding, and other debt-related disclosure information as requested.

Category of duty: Other Duties As Assigned

Estimated time spent (continuous/ongoing, or %) – As Needed

Essential function? Essential

Changes duties from past revision? No change to duties from past revision

Description of duty: • Provide backup coverage for other CFPS Coordinator.

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 in normal office environment. May work remotely several days a week. Occasional travel and extended hours may be required. High visibility and deadlines can be expected.

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SECTION 5. GUIDELINES

List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Constitution; Oregon Revised Statutes and Chapter Laws; Administrative Rules; Federal Laws, Regulations, Requirements, and Guidelines; Policies and Procedures of the Department of Administrative Services; CFO Policies and Procedures, including the statewide Oregon Accounting Manual; Securities and Exchange Commission Regulations and Municipal Security Guidelines; Lottery Revenue Bond Master Indenture; and the CFPS Bond Program Manuals.

How are these guidelines used?

The Constitution provides guidelines on purposes for which various types of debt can be issued, thereby limiting what bonds can finance. State statutes and laws are used to provide guidance on specific projects and programs approved for bond financing by the Legislature. The Oregon Accounting Manual (OAM) is used to assist in the interpretation of what costs can be capitalized to an asset which aids in determining what costs bond proceeds can be used to fund. Federal regulations are used as guidelines in analyzing allowable uses of bond proceeds. Securities and Exchange Commission regulations are used to guide municipal market disclosure requirements. In addition, the OAM is used to determine requirements for annual disclosure information. The CFPS Bond Program Manuals are used to ensure consistent processes and procedures are followed.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? Followed by How contact is most often made, its Purpose, and How Often.

Agency Accounting or Fiscal Staff, Public Universities In person, by mail, email or telephone Consult on allowed uses of bond proceeds. Discuss questions or issues related to disbursement requests. Coordinate closing of project accounts. Explain billing of allocation costs. Coordinate payment of debt service to DAS. Regularly

CFO Analysts, Legislative Fiscal Office Staff In person, by mail, email or telephone Respond to questions regarding debt service on outstanding debt. Communicate savings in debt service from refunding of debt. Discuss debt service adjustments needed to agency budgets. As Needed

DAS Accounting Staff In person, by mail, email or telephone Communicate invoicing needed for debt service payments and costs to be reimbursed to DAS. As Needed

DAS Statewide Accounting and Reporting Services staff In person, by mail, email or telephone Provide annual disclosure information. Consult on costs allowed to be capitalized under generally accepted accounting principles (GAAP), when needed. As Needed



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Grant Recipients In person, by mail, email or telephone Consult on allowed uses of bond proceeds. Discuss questions or issues related to disbursement requests. Coordinate closing of project accounts. As Needed

SFMS staff, Oregon State Treasury staff, Trustee, Fiscal Agent In person, by mail, email or telephone Coordinate account set and closure of accounts. Coordinate electronic transfers of funds related to new debt issuance and payment of debt service. Consult on SEC disclosures. As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The employee has considerable latitude in advising high level policy makers and resolving budgeting issues. In addition, the employee makes recommendations on statewide policies and actions that affect decisions of the Governor, agency heads and the DAS Director. Decisions and recommendations made by the employee have significant impact on public and fiscal policy and have a high level of visibility and consequence. Decisions made affect the timely completion and overall success of asset acquisition, construction and improvement of bond financed capital assets throughout the state, including critical facilities and infrastructure utilized by many different state agencies. These decisions impact the CFO, DAS, and other state agencies. In addition, the employee makes management level decisions that affect the state's compliance with complex IRS regulations related to allowable use of bond proceeds. The effect of poor decisions would have an extremely negative impact on the bond programs, the state's credit rating, the state's reputation in the capital markets, and could result in liabilities to the federal government for hundreds of millions of dollars. Incorrect decisions related to SEC disclosures could result in substantial legal and economic penalties for noncompliance.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title: Budget and Fiscal Administrator 1

PPDB No/WD ID: 2700802

How: In person, by mail, email or telephone

How Often: Quarterly, As Needed

Purpose of review: Performance Accountability & Feedback, Performance Evaluation

SECTION 9. OVERSIGHT FUNCTIONS - FOR SUPERVISORY POSITIONS ONLY

How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

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

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- 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:

Special Requirements: 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: 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. Employee is expected to have strong skills in Microsoft Excel.