



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 2026

This position is:

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

Agency: The Department of Administrative Services

Division: Chief Information Office

New Revised

SECTION 1. POSITION INFORMATION

Form fields for position information including Classification Title (Operations & Policy Analyst 4), Effective Date, Working Title (AI Advisor), Section Title (AI), Employee Name, Work Location (Salem - Marion), Supervisor Name (Nik Blosser), Position (Permanent, Full-Time), FLSA (Exempt), and Eligible for Overtime (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.

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.

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. EIS has independent statutory authority and is aligned with the DAS budget. The office has 254 FTE and is funded by assessment and rates charged for the services provided.

Enterprise Information Services (EIS) provides statewide oversight for information technology management, planning, policy, and governance. Within EIS, the AI Office, led by the Chief AI Officer, is charged with crafting the strategic vision for the State of Oregon relating to artificial intelligence. This role must make strategic decisions establishing policies, practices, and frameworks that will affect state residents and the practices of state agencies.

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 to provide policy advice, research, planning, and operational support to the Chief AI Officer to advance Oregon’s AI program. The position will serve as the lead advisor to the Chief AI Officer in establishing frameworks for AI governance and AI services to state agencies, developing communication and training programs, and collaborating with executive leaders on governance, security, and risk management strategies. This position applies strategic judgment to develop and implement policies that support the enterprise-wide adoption of responsible AI practices.

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
60%	N	E	<p>Artificial Intelligence</p> <ul style="list-style-type: none"> • Research and strategy development <ul style="list-style-type: none"> ○ Conduct ongoing research on AI practices, and emerging standards from other states and within state agencies. ○ Evaluate policy options, frameworks, and models to determine applicability to Oregon’s enterprise context. ○ Provide evidence-based recommendations to the Chief AI Officer for executive decision-making and legislative alignment. ○ Provide strategic consultation to the Chief AI Officer on options, risks, costs vs. benefits, and impacts of AI policy and program adoption. ○ Define, explain, and advocate Oregon’s enterprise AI strategy, ensuring alignment with agency goals. ○ Direct the work of and work with consultants as appropriate and available to support research and strategy development. • Framework and program design

			<ul style="list-style-type: none"> ○ Update enterprise framework for a state AI program, including oversight models, risk management processes, and evaluation methods. ○ Design tools, templates, and guidance documents to support agency adoption of safe AI uses. ○ Define roles, responsibilities, and organizational structures needed to sustain future compliance operations; includes establishing a cross-agency network of AI practitioners. ○ Create proof-of-concept pilots or prototype governance models to test feasibility and gather stakeholder feedback. ○ ○ Develop and communicate AI-related policies, standards, guidelines, and procedures. ● Implementation <ul style="list-style-type: none"> ○ Support the Enterprise AI Advisory Committee, including agenda-setting and materials preparation ○ Translate research and strategy into actionable program components, such as draft policies, training materials, and governance processes. ○ Collaborate with leadership, agencies, and technical experts to validate proposed frameworks. ○ Develop initial resource plans, performance measures, and implementation timelines for future adoption. ○ Provide guidance and consultation to the Chief/AI Officer and other senior leaders in preparing communications, legislative briefings, and recommendations. ○ Consult with project teams to ensure AI pilots and initiatives fit enterprise governance frameworks and recommend adjustments when necessary. ○ Develop communication plans and stakeholder materials to promote AI program goals to agencies, DAS leadership, and external stakeholders. ○ Support assessment and implementation of AI systems in a set of high priority agency use cases that support state priorities. ○ Develop initial resource plans, performance measures, and implementation timelines for future adoption.
	N	E	<ul style="list-style-type: none"> ● Measure and support appropriate AI usage by state employees <ul style="list-style-type: none"> ○ Become an expert in state AI tools, particularly the Microsoft suite. ○ Establish measurement/analytics system for tracking employee AI usage across the enterprise. ○ Support creation of an annual report on employee AI usage, including usage targets. ○ Design and execute proof-of-concept pilots. ○ Establish AI use case inventory tracking system.

			<ul style="list-style-type: none"> ○ Evaluate and make recommendations for increased AI training opportunities for employees, both general and agency specific. ○ Support existing state employee professional networks in establishing systems for sharing AI usage ideas, techniques, systems, prompts, etc. ○ Design tools, templates, and guidance documents to support agency adoption of effective and responsible AI practices. ○
30%	N	E	<p>Communication and Technology Administration</p> <ul style="list-style-type: none"> ● Develop communication plans and stakeholder materials to promote AI program goals to agencies, DAS leadership, and external stakeholders. ● Establish and manage internal Sharepoint site for the AI team. ● Establish and manage EIS Sharepoint site for AI resources. ● Manage public AI site on the EIS web site geared toward state employees but accessible to the public as well. ● Provide guidance and consultation to the ChiefAI Officer in preparing communications, legislative briefings, and enterprise recommendations. ● Stay abreast of technology trends on AI, and find opportunities to share new research and information with the team, within EIS and across the enterprise.
10%	N	E	<p>Other Duties as assigned</p> <ul style="list-style-type: none"> ● Collaborate with other units of EIS and other state agencies as part of enterprise program initiatives. ● Participate in enterprise-wide innovation and governance initiatives. ● Represent Oregon in regional or national forums on AI program development.

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.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. Team participation requires being prepared for all meetings, bringing issues and solutions for all the team to resolve, obtaining agreement through the use of consensus when appropriate, giving and receiving feedback, committing to support and help other team members, sharing in the leadership of the team and agreeing to buy-in and actively support decisions made by functional or problem solving teams.

Office environment with extensive use of office equipment including personal computers. Frequent travel to agency customers around the state. May include occasional overnight travel. Driver's license is required or satisfactory means of transportation. May involve working with highly sensitive and/or politically

sensitive agency information. Requires high level of professional integrity with regard to agency customer information

For employees who work remotely or work from home, familiarity with productivity and engagement while working remotely and asynchronously, or with team members working remotely/asynchronously

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.

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 AI Action Plan, Oregon Data Strategy, Enterprise IT policies, Federal AI and privacy guidance (NIST AI RMF, OMB, OSTP). Emerging standards from peer states, industry, and academia. Federal and state agency regulations related data and/or data sharing; other data management standards as required by projects or initiatives; Oregon’s Statewide Architecture and Standards as they are developed; DAS Strategic Plan; EIS Strategic and Section Plans; project and quality management principles; 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 the incumbent with specific and general direction which must then be interpreted and applied as necessary for each application. The position may recommend revisions to the above guidelines, including justification and need for the revision.

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?
State Chief AI Officer	In person, by telephone, in writing, electronic (i.e. Teams, email)	Discuss AI related statutory, administrative rule, and policy direction; enterprise coordination and planning, legislative testimony preparation; enterprise concept/ policy development and implementation; and division and section program operations	Daily
EIS Executives and designated staff	In person, by telephone, by written media	Inter-departmental coordination and communication	As Needed
Senior agency staff, managers, and analysts	In person, by telephone, by written media	Communication and sharing, consulting, collaborative program development, supporting agency requests for assistance	Weekly
State agency directors	In person, by telephone	Communication and consultation in performance	Periodically

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

		management/metrics/program development	
Oregon's IT-related Communities of Interest	In person, by phone, or by written media	Present status reports on key program strategies and projects; identify needs, goals and objectives of these various groups	As needed
Oregon's research-related communities of interest	In person, by phone, or by written media	Present status reports on key program strategies and projects; identify needs, goals and objectives of these various groups	As needed
Attorney General staff	In person, by telephone, in writing, electronic (i.e. Teams, email)	Discuss legal issues related to DDM	Periodically
Legislators and legislative staff	In person, by telephone, in writing, electronic (i.e. Teams, email)	Present status reports on key DDM strategies and projects; legislative presentations; enterprise strategy and plans; statutory obligations	As needed
Vendors	In person, by telephone, by written media	Solicit product information; clarify bid requirements; answer vendor questions regarding plans, policy, and state government-wide procurements; Contract management, problem solving, discussion of services	Periodically

SECTION 7. POSITION RELATED DECISION MAKING

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

This position is unique because of its focus on state government-wide and cross-agency AI governance and emerging technology strategy. The incumbent engages in coordination, planning, policy, and governance issues that span multiple agencies and enterprise programs, not just a single division.

This position must be able to convene and facilitate groups with diverse and sometimes competing interests, leading them to agreed-upon outcomes on enterprise AI initiatives.

This position carries important responsibilities and authority for the research, development, recommendation, and initial implementation of statewide AI governance and product strategies, policies, and frameworks. The person in this role contributes to enterprise efforts by providing recommendations that may have an impact on statewide policy direction, program development, and the adoption of responsible and equitable technology practices.

The incumbent identifies and promotes best practices for AI governance across Oregon state government. The position evaluates enterprise readiness, proposes risk mitigation strategies, and designs review processes that will shape how agencies adopt AI frameworks. Each recommendation requires decision-making based on an in-depth understanding of multiple interrelated criteria, including law and legislative direction, federal and state policy guidance, IT and governance best practices, and Oregon's enterprise business and technology objectives.

Because of the scope, decisions made by this position carry significant implications for the efficiency, effectiveness, and public trust of Oregon's AI initiatives. High-quality decision-making can produce enterprise-

wide benefits in transparency, equity, and responsible technology adoption. Failure to make sound decisions, or failure to gain necessary approval and implementation by senior leadership, could result in legal liabilities, reputational harm, or increased risks to privacy and data security.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
State AI Officer (Information Administrator1)	0420406 / 000000055389	Written / in person / virtual	Daily/weekly	Assign duties, provide feedback, evaluate performance
State AI Officer (Information Administrator1)	0420406 / 000000055389	Written / in person / virtual	Quarterly	Performance, Accountability and Feedback (PAF) evaluation

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?
- | | |
|--|---|
| <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 the first of its kind in Oregon State Government and requires strategic judgment to develop and implement policies that direct the enterprise-wide adoption of responsible AI practices.
- 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.
- Required to possess and maintain a valid driver’s license issued by the state where the employee actually resides or provide an acceptable alternative mode of transportation
- Responsible to promote and foster a diverse and discrimination/harassment-free workplace and be aware of Affirmative Action and the department’s Diversity strategies and goals, establish and maintain professional and collaborative working relationships with all contacts and 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.
- Maintain regular and punctual attendance.
- Perform all duties in a safe manner and comply with all policies and procedures.
- Requires expertise in research, analysis, and program design.

- Must synthesize complex technical, ethical, and legal concepts into actionable frameworks.
- Role emphasizes building new structures and programs

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>		

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
--------------------------------	------