



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
June 2026

This position is:

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

Agency: Department of Administrative Services

Facility: DAS IT

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Support Specialist 2
b. Classification No: 0119
c. Working Title: CFO Executive Assistant
d. PPDB No/WD ID: 31071
e. Section Title: CFO Administration
f. Agency No: 10700
g. Employee Name: Vacant
h. Budget Auth No: 130
i. Supervisor Name: Kate Nass
j. Repr. Code: UA
k. Work Location (City – County): Salem, Marion

l. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year Job Share
m. FLSA: Exempt Non-Exempt If Exempt: Executive/Supervisory Administrative Professional Computer
n. Eligible for Overtime: 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, benefiting all Oregonians.

The Office of the Chief Financial Office (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 executive branch 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 and Management, Statewide Accounting and Reporting (SARS), Statewide Audit and Budget Reporting (SABRS), and Capital Finance and Planning (CFPS).

The Administration section provides leadership and support to all sections within the CFO. The Administration section works closely with the Governor’s Office to develop statewide budget policy and communicate these policies to state agencies. During the legislative session the section acts as a primary interface between the executive branch, the Legislative Fiscal Office and the Joint Committee on Ways and Means. During the interim periods, the section provides budgetary oversight to agencies and works with agencies to provide support for implementation of programs and works to provide the Governor’s Office with budgetary information on a statewide level.

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 executive level support to the Chief Financial Officer and the Budget and Management team, the Statewide Audit and Budget Reporting Section, and the Capital Finance and Planning Section. This includes the administration and coordination of office operations and statewide budget communications, representing the Chief Financial Office to all state agencies, Legislature and its offices, and other elected officials, as well as external to state government.

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

50%	R	E	<p>Provides confidential administrative support to the Chief Financial Officer and CFO management team:</p> <ul style="list-style-type: none"> • Manage scheduling and maintains calendars, tracks commitments and deadlines. • Handles all aspects of meeting logistics and preparation for a successful meeting including gathering prep materials and background information; • Anticipates needs by furnishing information required for official reply to correspondence and other official acts; independently
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			<p>researches, locates, assembles, edits and summarizes materials using spreadsheets and additional office tools;</p> <ul style="list-style-type: none"> • Coordinates statewide meetings; maintains distribution lists; sets and distributes meeting notices as needed; reviews, proofreads and edits agenda items; assembles meeting materials; secures meeting location and speakers; proactively organize meeting logistics; staffs the meetings when needed for setup and takes meeting notes/minutes; • Develop and maintain business process and workflow of CFO, including administration of biennial budget and DAS deadlines and report on meeting office deliverables; • Provide input and finalize monthly statewide budget office cabinet meeting materials, ensure materials are finalized for meetings. • Independently research, analyze, interpret and compile data and compose correspondence and other documents. • Attend management team and staff meetings to assist in planning and development of procedures pertinent to the office.
30%	N	E	<p>Budget Development Support</p> <ul style="list-style-type: none"> • Assist in the production of the Governor’s Budget, working closely with CFO leadership, Budget and Management Analysts, Statewide Audit and Budget Reporting Section, Legislative Fiscal Office, and contacts from Legislative Counsel Office. • Administer the Agency Budget Briefings process ensuring all materials are compiled and prepared for briefings with Governor, Governor’s Office, Agency Heads, and staff. • Administer agency appropriation bill drafting process including finalizing appropriation language and timely bill filing with Legislative Counsel Office. • Work closely and provide back-up for CFO Process Coordinator in all budget development processes (receiving Agency Request Budgets, final Analyst Recommended Budgets, Budget Appeal notices and meetings, and final budget documents and appropriation bill drafting). • Assist in the printing and distribution of Governor’s Budget Book. • Provide support to Legislative Budget process including Budget Report review processes.

			<ul style="list-style-type: none"> • Administer “Bluesheet” (bill signature recommendation) process for office, including sending Bluesheet assignments to state agencies, reviewing, editing and finalizing CFO Bluesheets for the Governor’s Office. • Document and record issues that may arise during production of the budget and make suggestions regarding process improvement.
10%	N	E	<p>Interim Budget Process Support</p> <ul style="list-style-type: none"> • Prepare communications to state agencies on interim budget process, deadlines, and criteria. • Work in conjunction with the Legislative Fiscal Office, Governor’s Office and state agencies in the Emergency Board and Joint Interim Committee on Ways and Means process. • Compile information within strict deadlines for Legislators, which include the final budget request letters from agencies, Budget and Management analyst recommendations/write-ups, and LFO analyst write-ups.
10%	N	NE	<p>Other Duties/Miscellaneous</p> <ul style="list-style-type: none"> • Maintain files of correspondence, reports, instructions, budget documents, and other similar material requiring rapid retrieval and presentation, maintain CFO website, arrange travel itinerary and accommodations, prepares and submits travel and expense claims following office policies and procedures. • Receive and code Division invoices for signature and payment; places orders for Division supplies. • Arranges travel itinerary and accommodations, prepares and submits travel and expense claims following DAS policies and procedures; • Other duties as assigned.
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 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 other offices and staff. It requires maintenance of tight deadlines and close coordination of a large number of tasks. 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. Work is potentially controversial and open to public and stakeholder scrutiny, therefore must be thorough and well documented.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for hybrid 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 remote 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 CFO 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 CFO. This position is 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.

- DAS Policies, Rules, and Procedures
- Oregon Revised Statutes (ORS)
- Budget Bills, including those that appropriate General Fund for grant distribution
- Oregon Administrative Rules
- DAS Strategic Plan
- State Accounting Manual
- CFO Budget Instructions
- Public Records Procedures

- Federal Laws and Regulations
- Key performance measures

b. How are these guidelines used?

They provide general guidance and policy direction and framework for the Chief Financial Office who must interpret and apply them as necessary for each application. This position will use the above guidelines to research information for the Chief Financial Office, and respond to questions from state agencies, external individuals, and internal staff on rules, procedures, and policies.

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?
DAS and CFO staff	Telephone, in writing and in person.	Exchange and provide information, interpret process and procedures, respond to questions and complaints.	Daily
State Agency Directors and Staff	Telephone, in writing and in person.	Exchange and provide information, interpret process and procedures, respond to questions and complaints.	Daily
Governor’s Office Staff	Telephone, in writing, and in person.	Exchange and provide information, interpret process and procedures, respond to questions and complaints.	Daily
Legislative Office Staff	Telephone, in writing, and in person.	Exchange and provide information, interpret process and procedures, respond to questions and complaints.	As needed
Other Elected Officials and Staff	Telephone, in writing, and in person	Exchange and provide information, interpret process and procedures, respond to questions and complaints.	As needed
Public	Telephone, in writing, and in person.	Exchange and provide information, interpret process and procedures, respond to questions and complaints.	As needed

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

SECTION 7. POSITION RELATED DECISION MAKING

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

This employee represents the Chief Financial Office. Decisions made by this position relate to prioritizing the coordination of assigned activities. Decisions must be made quickly, and actions must be accurate. The CFO deals with sensitive issues which require confidentiality, tact, and diplomacy. This position requires thorough understanding of the budget process and protocols for working with state agencies, Governor’s Office and staff. The person in this position requires attention to detail and accurate performance of duties. This is essential to the CFO performing his/her executive powers of the state.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Deputy/Chief 3	14001	In person, virtually, phone, e-mail	Daily	To review status of work, answer questions, and provide guidance.
			Quarterly	Performance Evaluation

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

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 must be very aware of interpersonal contacts and sensitive to confidential situations, which may occasionally expose the employee to stressful situations.

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.

This position is 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.

Encourage effective and productive working relationships. Treat everyone fairly, courteously, respectfully and professionally. Demonstrate receptivity to constructive feedback and alternative viewpoints.

Additional skills, abilities and requirements for this position:

Experience working in state or local government; strong ability to multi-task across and within projects while providing timely, quality work product; strong scheduling skills using Microsoft Outlook; basic knowledge of research techniques, sufficient to collect, analyze and interpret data; comfortable with Microsoft Excel; project evaluation, analysis, and/or interpretation and application of laws, rules, and regulations; independent initiative to resolve issues; strong organizational skills including developing and maintaining work plans and timelines, setting agendas and prioritizing work activities. Strategic thinker who is able to creatively approach challenges. Strong ability to work in a team environment.

Must be able to meet tight deadlines, especially during legislative session and budget season. Must be flexible to meet demands placed by multiple priorities as assigned by supervisor, and unit managers.

Confidentiality, independent decision making, problem resolution, research and analysis, and responsive interactive customer service skills are required.

Regular attendance is an essential function required to meet the demands of this position and to provide necessary support.

Exhibit team skills through participation in team projects, and assistance and support to co-workers. Effectively and efficiently identify and resolve problems.

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>		
Chief Financial Office	\$10,000	Other Funds

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