STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
February 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:	Chief Information Administrator 1	**b.** Classification No:	Z7442
c. Working Title:	DAS Chief Information Officer	**d.** PPDB No/WD ID:	2300115 / 0127635
e. Section Title:	DAS IT	**f.** Agency No:	10700
g. Employee Name:	Vacant	**h.** Budget Auth No:	1398273
i. Supervisor Name:	Betsy Imholt	**j.** Repr. Code:	MESN
k. Work Location (City – County):	Salem, Marion		

l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ 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.

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 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 that is able to meet current and future challenges.

This position exists within DAS Information Technology (IT). DAS IT is the service delivery organization charged with providing application and desktop support to all DAS divisions and many client agencies of DAS including the Governor's Office. This equates to a highly complex business environment that crosses multiple business lines serving all state agencies. DAS IT is responsible for providing appropriate technology service delivery to support DAS in the accomplishment of its mission.

The DAS Chief Information Officer oversees the work units that provide internal support to the divisions in DAS and DAS enterprise projects. This position reports directly to the DAS COO. The total budget for the two units is approximately $23 million, with 49 FTE in the 2025-2027 Legislatively Approved Budget.

The DAS Chief Information Officer is the steward of the Department's electronic information assets and is responsible for providing the appropriate technology service delivery to support DAS in the accomplishment of its mission. The position is responsible for setting the strategic, long-range direction of service delivery of information systems and related technology and works in partnership with DAS executive management and the State CIO to meet the technology needs of DAS. Specifically, the position oversees the agency's Application Development/Project Management Office, Engineering, Integrations, and Solutions, and the Service Desk. In this capacity, the CIO will act as the central point of accountability, providing coordination for Department information technology and resource management across all divisions, programs and business units. The DAS CIO serves as a member of the agency's Executive Team.

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:

Manage or advise on IT functions and provide strategic direction to support the agency business needs and ensure alignment to EIS and Statewide enterprise strategy. The position works with DAS staff and leadership, EIS staff and leadership, agency department heads, external vendors, peer agencies, and DAS Legislative and Financial management. This position has the responsibility to ensure the security of agency assets and is responsible for compliance with state and federal law, in alignment with EIS Cyber Security Services (CSS). The position supports the COO to guarantee the department contributes to the agency mission, purpose, and intent to provide a sound operating platform on which to launch new initiatives. It is responsible for managing the day-to-day operations of DAS IT directly or indirectly through subordinate managers.

This position must be able to consult and provide business guidance and sound decision making to appropriately manage IT and business risk. The position must provide and bring expertise in operations and performance management.

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%	N	E	**Strategy, Governance & Planning** • Determine, formulate, and authorize technology policies; set the technology vision, standards, policy, and practices for DAS IT systems. • Lead comprehensive strategic planning (mission, vision, long-term objectives) for IT modernization, data strategy, investment/funding approaches, architectural governance, and service delivery. • Establish and lead governance processes to maximize the efficient and effective use of state resources. • Serve as executive sponsor for high-priority, cross-agency initiatives; ensure alignment to business outcomes and integration across DAS divisions. • Direct development and execution of a disaster recovery and business continuity plan. • Stay current on emerging technologies, evaluating their applicability to agency goals, and developing strategies to integrate innovative solutions that enhance service delivery and operational efficiency. • Provide leadership for change management processes for IT projects, including partner communication and engagement, risk mitigation, training, and performance monitoring.
20%	N	E	**Technology Investment, Portfolio & Risk Management** • Lead the IT investment portfolio, including business cases, cost/benefit analyses, risk assessments, and prioritization of initiatives to achieve agency outcomes. • Approve and oversee hardware/software acquisition, maintenance contracts, and master agreements to capitalize on economies of scale and ensure compliance with state procurement policies. • Authorize resource allocation and redistribution across programs to meet changing needs; monitor performance and adjust plans, schedules, and budgets accordingly. • Report progress of complex projects, risks to successful completion, and changes to implementation costs and timelines to the DAS leadership.

20%	R	E	**Operational Leadership & Service Delivery** • Direct core and strategic technology services: application development, infrastructure, customer support, and information security. • Ensure operational adherence to laws, rules, and statewide policies; conduct gap analyses against security and privacy regulations and implement remediation plans grounded in best practices. • Maintain current knowledge of industry trends and emerging technologies to anticipate process improvements and system changes; communicate the agency's technology vision to agency leaders, division heads, and end users. • Develop, maintain and report on operational plans, performance measures, and service levels. • Plan, manage and implement the division budget, including staffing and equipment to meet operational and service delivery goals.
20%	NC	E	**Personnel Leadership** • Foster an inclusive, learning-oriented and collaborative work environment that values diversity and encourages innovation. • Recruit, hire, train, mentor and develop managers and team members to carry out the mission of the division. • Provide leadership and clear direction for a diverse workforce. Supervise, hire, monitor performance, develop, coach, mentor, discipline and provide direction to employees. Promote safety training and practices in performance of all work activities. Implement Affirmative Action and Diversity strategies and goals. Structure activities that will promote and foster a diverse workforce and discrimination/harassment-free workplace.
10%	NC	NE	**Engagement & Representation** • Attend and participate in internal and external committees on a regular basis for purposes of technology planning, policy review, information sharing, and customer feedback and issues resolution. • Represent DAS on statewide committees and task forces, present at public meetings and respond to media as needed advocating for DAS' interests and policies as needed. Testify before the legislature as needed. • Represent DAS as an active member of national and state associations. • Serve as a member of the agency's leadership team. • 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 business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. 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.

This position is suitable for hybrid work options, upon agency approval.

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 IT 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 IT. 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.

- DAS Policies, Rules, and Procedures
- Oregon Revised Statutes (ORS)
- Oregon Administrative Rules
- Federal Laws
- EIS Strategic Framework
- Cloud Forward (EIS)
- Oregon's Data Strategy
- State of Oregon Information Security Incident Response Plan
- Enterprise IT Governance
- Enterprise Information Resources Management Strategy
- Statewide IT standards and policies
- DAS Strategic Plan
- Division business plans
- Key performance measures
- Collective Bargaining Agreements
- PMBOK (Project Management Body of Knowledge)

b. How are these guidelines used?

They provide general guidance and policy direction and framework for the DAS IT who must interpret and apply them as necessary for each application. The DAS CIO will create, maintain, and revise DAS IT policies using these applicable guidelines.

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 Director	In person, by mail, email and telephone	Review and coordinate progress of work.	Daily
DAS Division Administrators	In person; by telephone; via video conference; by email	To learn about division business priorities, align technology to support business outcomes. Assist in setting priorities.	Weekly
DAS Leadership	In person; by telephone; via video conference; by email	Align to strategic plans, enterprise guidance and direction, agency status	As needed
Other agency CIOs	In person; by telephone; via video conference; by email	Networking, coordination, information sharing and problem solving.	As needed

Other agency managers	In person; by telephone; via video conference; by email	To learn about business priorities, align technology to support business outcomes.	
Oregon Legislature	In person; by telephone; via video conference; by email	Responding to requests for information about DAS IT systems, possible testimony in Agency/Division budget hearings	Annually
DAS Human Resources	In person; by telephone; via video conference; by email	Plan, coordinate, hire and evaluate division personnel.	Daily/Weekly
DAS Procurement Services; Outside vendors	In person; by telephone; via video conference; by email	Stay current on industry trends; procure goods and services to support the work of the DAS and other agencies.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Determines DAS IT investments consisting of people, systems and equipment valued in millions of dollars. Decisions directly impact DAS's utilization of telecommunications and information systems programs, processes and plans. Creates and approves policies that guide the DAS budgeting and acquisition of technology required to support the business needs of the Department. Decisions made by the DAS CIO will dictate spending patterns made throughout the Department and impact how DAS supports its employees and delivers services to its customers. Human resource decisions include hiring, assigning work, corrective and disciplinary actions, and development and training plans for subordinate managerial/supervisory employees.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Agency Head 1	0110001	In person, virtually, phone, e-mail	As needed	Review and coordinate progress of work

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 4

How many employees are supervised through a subordinate supervisor? 45

b. Which of the following activities does this position do?

- ☒ Plan work
- ☒ Assigns 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

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Executive Service Principal Assistant (ORS 240.205 (4)):

This position meets the executive service criteria in ORS 240.205 (4) and is a principal assistant that manages a major agency organizational component and reports directly to an executive or administrative officer. As such, pursuant to ORS 240.205(4), this position has the approval of the Director of Department of Administrative Services to be placed in unclassified, executive service (DAS CHRO Policy 30.000.01) and serves at the pleasure of the agency appointing authority. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

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 must 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. The position must be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements for this position:

This position will possess the aptitude and knowledge to direct overall IT operations, including but not limited to: decision-making, systems and business analysis, project management, budget preparation, and performance metrics is essential to this position. This position requires a positive attitude and steady leadership in support of the DAS IT strategy and goals.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type
Information Technology	$23,000,000	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