State of Oregon Position Description

Company: Department of Administrative Services
Organization: Variable Data Development/IT Support - DAS
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Information Systems Specialist 5	**Job Profile ID:**	C1485
Business Title:	Variable Data Design Analyst	**Position ID:**	000000021385
Employee Name:	Vacant	**Company ID:**	10700
Representation:	OAS	**Budget Auth No:**	9900

Location: Salem | DAS | Print Plant
Supervisor: John Day (Information Technology Supervisor 2)
Position: Variable Data Design Analyst (ISS5)
Time Type: Full Time
FLSA: Non Exempt
Exempt Reason:
Overtime Eligible: Yes
Employee Type: Permanent

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Administrative Services (DAS) is dedicated to enhancing the efficient and effective use of state resources. Our mission is to support government operations through the delivery of essential services and centralized infrastructure. DAS plays a critical role in helping state agencies and policymakers achieve their goals, benefiting Oregonians across the state. Together we:

- Provide centralized government infrastructure services such as purchasing, risk management, facilities management, surplus property, and motor fleet operations.
- Establish statewide policies, conduct performance reviews, and ensure agency compliance.
- Lead the implementation of statewide performance measurement programs to drive continuous improvement.
- Support workforce development and training for state employees to foster a skilled, adaptable team.
- Manage personnel systems that encourage fair, responsive, and cost-effective human resource practices.

- Deliver objective, credible management information and analysis to policymakers for informed decision-making.
- Operate statewide financial and administrative systems to ensure accountability and transparency.

We strive to provide the foundation and leadership needed for effective government, partnering with agencies, partners and Oregonians to serve the people of Oregon.

The Publishing & Distribution (P&D) program provides standard and electronic publishing and distribution services to state agencies and other governmental bodies through its in-plant production facility, as well as through contracts with private firms and partnership with the Department of Corrections inmate work program, per ORS 282.020. P&D is a highly secured facility that prints checks, warrants and other financial documents that are distributed to nearly all Oregonians. Under ORS 283.140, P&D processes incoming and outgoing federal mail, arranges common carrier shipping, and provides secure delivery and distribution services to public agencies throughout the Willamette Valley.

With our high-speed digital presses, P&D produces high-quality printed materials with exceptional precision and clarity. Whether it produces official documents, reports, brochures, or promotional materials, our digital presses enable us to meet the diverse printing needs required by state agencies and other government entities.

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:

Produce variable data production jobs for Publishing & Distribution. This includes establishing and maintaining templates and automated workflows. Coordinating between various units, including taking project guidance from the CSR project coordination team on how to effectively design and build jobs for print. Utilize networked software to capture print data, input production information, and to maintain accurate transaction records for billing.

SECTION 3. JOB DESCRIPTION

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.

50%-NC-E **Construction**

Design, construct and maintain variable data templates using variable data programming software. Construct templates based on customer requirements using a variety of scripting languages for data triggers, sample data and data headers. Upload templates to the secure server environment. Analyze and optimize customer supplied data for variable jobs.

Design, construct and maintain server-based variable data processes. Construct and maintain workflow paths through a variety of print queues, storage folders and direct-to-print.

Diagnose and prioritize problems and take proper action, quickly resolving those that affect the timely printing of files. Determine if problems are related to hardware or software and take appropriate action to regain connectivity. If unable to resolve, contact application support group and coordinate problem solutions. Document all abnormal situations affecting production processing. Keep management informed of major deviations in the processing schedule of production work and coordinate appropriate resolutions.

Accomplish extra duties such as assisting with report preparation and distribution. Prepare hardware/software problem reports and report all abnormal job endings to users.

40%-NC-E **Operations**

Monitor scheduled variable data jobs, and update production schedule as required. Utilize variable data print related system software to program, format, transform, presort, direct and release variable data materials to various print queues and/or job folders.

Perform computerized creation and editing via variable data design software functions for final submission of published job orders, merge variable data files with finished printing files for mail sorting, numbering, etc.

Create computerized directories of printing and publishing job orders. Use computers/consoles extensively to send e-mail, maintain logs, and interface with the server operating system. Use a computer to enter and maintain all required time, production, and

material records in the P&D MIS data base to ensure accurate job information for tracking, inventory, and billing purposes.

Secure sensitive documents and data by following established auditing procedures. Maintain confidentiality of sensitive documents and account for the number of documents printed; report discrepancies between job order and documents produced; keep accurate records via P&D MIS software. During production runs, review work constantly and check all output to assure production quality. Promptly and accurately ensure the continuous flow of printer output in order to maintain user schedules. Assist in generating reports for billing processing and entering data as needed. Monitor critical job streams to ensure that user schedules are met and that scheduled jobs are entered into system for processing.

5%-NC-E **Customer Assistance**

Work with P&D customer service reps to coordinate and establish new production work. This includes attending customer meetings and providing SME guidance on best practices as it relates to data handling and template building for efficient output.

Ensure customer Variable Data jobs are correctly prioritized. Respond to customer questions pertaining to proofing approval or changes, referring other customer questions to the CSR team.

5%-NC- 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.

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 remote 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 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.

Duties are performed in a cubicle office design resulting in on-going audible distractions. Requires sitting for extended times working at a computer terminal, and answering telephone. Also may require walking to other areas of the office locations in the 70,000 square foot facility. May include occasional travel.

SECTION 5. GUIDELINES

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

DAS policies and procedures, Statutes, Administrative Rule, and P&D's internal policies and procedures
• Statewide, Departmental, & Division policies and laws including but not limited to those addressing:

1. Security
2. Confidentiality
3. Violence, Harassment, Discrimination Free Workplace

How are these guidelines used?

Review and implement guidelines to assure compliance with Printing Law, Administrative Rules and Division and Department 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	How	Purpose	How Often?
Customer Reps	In Person, by mail, email or telephone	Technical consultation	As Needed
Service Tech Reps Vendors	In Person, by mail, email or telephone	Review equipment problems	As Needed
State, County, or City Agency IT Staff	In Person, by mail, email or telephone	Develop applications/solve technical problems	As Needed
Vendors	In Person, by mail, email or telephone	Plan and procure technology	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position will be responsible for coordinating, analyzing, configuring and implementing P&D-specific publishing solutions and software to support P&D's strategic plan and daily processes. This position must ensure that applications, software, and hardware are operational and meet customers and data transmission and digital publishing needs. Failure to implement or configure software and/or solutions, or not respond adequately to user's needs and requests, can result in misspent resources, late jobs, customer dissatisfaction, failure to meet legal requirements, potential economic loss to citizen(s), state agencies, clients, political subdivisions, as well as Publishing & Distribution.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Business Operations Supv 2	1690402	In Person, by mail, email or telephone	Quarterly	Performance Evaluation
Business Operations Supv2	1690402	In Person, by mail, email or telephone	As Needed	Regular check ins; Review and progress of work

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

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 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:
Must be able to perform configuration and development of print streams including data extraction, transformation and directing print streams to various medias. This position requires a solid foundation in computer technologies and print streams. Must have proven problem-solving skills and be able to communicate technical issues in a clear manner to people at all levels of the organization.

The duties of this position require understanding computer networks, web-based applications, Windows operating system, industry standard software for document editing, LAN and WAN technologies, and description language. Knowledge and experience with HTML/XML and JAVA scripting is also required.

Knowledge of Publishing and Distribution technologies and Production Print environments are important. Good verbal and general communications skills are required. Employee must be able to maintain composure and professionalism in all interactions. Must maintain confidentiality at all times. May be required to provide training and present changes to staff and management.

This position must possess a strong commitment to customer service.

To plan, develop, program, install, configure and implement P&D specific software programs, workflows, and technology solutions, including assurance that vendor recommended, internally produced, and/or in use software(s) are complaint and in accordance with P&D technology infrastructure and strategic direction.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	**Biennial Amount**	**Fund Type**

SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee _____ Date _____

Manager	Date
Appointing Authority	Date