



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
February 1, 2025

Agency: Department of Administrative Services

Facility:

☒ New ☐ Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title:	Operations and Policy Analyst 2	b. Classification	0871
c. Effective Date:	TBD	d. Position No:	TBD
e. Working Title:	Data Analyst	f. Agency No:	10700
g. Section Title:	CHRO Classification & Compensation	h. Budget Auth No:	1361050
i. Employee Name:	TBD	j. Repr. Code:	MMN
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name: Kyle Weraky			
m. Position:	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
n. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
		o. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 Chief Human Resources Office (CHRO) provides enterprise-wide policy leadership necessary to maintain a reliable and qualified workforce for the state of Oregon. The Office's centralized policy functions enable

executive branch agencies to share resources and expertise with which to manage their human resource assets and capital in a cost-effective way. Specific policy functions are within Labor Relations, Statewide Workforce Development, Executive Recruitment, Classification and Compensation, Human Resource Policy Management, HR Client Agency program, and other related policies associated with human resource administration and development.

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:

Create, implement and update workflow tracking tools and reporting dashboards for the CHRO Enterprise Policy, Investigations, and Compliance (EPIC) and Enterprise Workforce Development (WFD) Teams. Utilize logic strings to create automations between DAS CHRO team tracking systems creating improved processing and cycles times. Consult with DAS divisions on workflow tracking tool creation, implementation and refinement. Serve as lead on reporting EPIC and WFD team metrics and key performance indicators (KPI's). Regularly pull ad hoc reports as well as implement regular reporting schedules for EPIC and WFD team workflow metrics. Assist in conducting research and analysis of enterprise projects, classification studies, compensation studies, bargaining, market research, and policy changes.

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.

The following are general requirements for performance of the duties listed below:

- Maintains regular and punctual attendance.
- Contributes to a positive and productive work environment.
- Establishes and maintains professional and collaborative working relationships with all contacts.

Be a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
At All Times	N	E	Customer Service
			<ul style="list-style-type: none"> • Listen to customer request(s) remaining curious, in-order-to identify root cause issues. • Center collaboration and partnership to apply deep knowledge and understanding of labor and employee relations principles to a wide variety of routine and non-routine issues. • In alignment with DAS and CHRO expectations, ensure prompt, timely and accurate responses to all inquiries and requests. Respond to partners or resolve requests by referring customers to the appropriate resource or personnel for their request.
At All Times	N	E	Core Values

			<ul style="list-style-type: none"> • Promote and foster a diverse and qualified workforce and discrimination/harassment-free workplace. • Recognize the value of all individuals professional and lived experiences, regardless of their cultures, identities, and backgrounds. • Creates a work environment where individuals feel welcomed, appreciated, and valued for all that they bring to the organization. • Participates in professional development opportunities to engage in ongoing education of cultural awareness.
20%	N	E	Data and Reporting Consultation
			<ul style="list-style-type: none"> • Consult with DAS CHRO teams to improve operational efficiency of division workflows. • Lead the development of tracking tools and systems for the EPIC and WFD Teams. • Ensure system and workflow automations are implemented in alignment with DAS CHRO team goals to improve operational excellence of CHRO. • Consult with DAS Divisions on operational tools and provide guidance and recommendations on best practices for workflow implementation.
35%	N	E	Reporting
			<ul style="list-style-type: none"> • Create ad hoc and regularly scheduled reports for the EPIC and WFD teams that address enterprise workforce challenges. • Create ad hoc and regularly scheduled reports for the EPIC and WFD teams that address operational process and cycle times. • Collaborate with the CHRO Senior Data Analyst to identify, develop and implement automated tools to extract data from primary and secondary sources (Smartsheet, Share Pointe, Workday and Excel) and import data into business intelligence data visualization software. • Extract, load and transform data and create basic data models in Power BI Query. • Develop logic strings in Smartsheet to create automations within team trackers to improve the effectiveness and efficiency of communication and documentation. • Collect monthly key workforce data metrics and develop status reports for CHRO leadership and staff, external state agencies, and the office of the Governor. • Solicits feedback from CHRO leadership and works in conjunction with the Enterprise Recruitment, Classification, and

			<p>Compensation Administrator and CHRO Senior Data Analyst to update reporting methodology based on input for improvements to reporting outputs and visualizations.</p> <ul style="list-style-type: none"> Communicate analysis and partners with the CHRO Senior Data Analyst to develop formal recommendations to CHRO leadership and agency partners.
35%	N	E	Data Integration and Hygiene
			<ul style="list-style-type: none"> Perform routine data integrity / data hygiene reviews on EPIC and WFD team tracking systems. Monitor Smartsheet system implemented automations to ensure agency submission requests are functioning as implemented. Perform regular reviews of the EPIC and WFD Smartsheet team tracking systems to ensure consultant entries are accurate and timely. Problem solve any system related issues that may result in tracking system downtime. When necessary, partner with CHRO Senior Data Analyst to serve as liaison to DAS IT and Smartsheet Customer Service to ensure timely completion of system fixes. When necessary, partner with CHRO Senior Data Analyst to ensure timely resolution to Smartsheet system issues. Work in concert with the CHRO Senior Data Analyst to provide regular system maintenance and appropriate archival cleanup to ensure EPIC and WFD data remains in effect in accordance with statewide record retention policies. Develop and monitor data governance related procedures in conjunction with the CHRO Senior Data Analyst to ensure only authorized users have access to appropriate data.
10%	N	E	Professional Development
			<ul style="list-style-type: none"> Actively seek out training, education, and community partner events to elevate the practice of equity and inclusion as it relates to the mission of the DAS and Oregon State Enterprise. Update job knowledge by participating in educational and professional development opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.

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 tools.

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.

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.**

- State CHRO website
- CHRO Classification Guide
- Oregon Revised Statutes (ORS) 240, 652, 653, 659A, and various agency enabling statutes
- Oregon Administrative Rules (OAR)
- Chapter 105 Public Records Procedures
- Statewide Policies and Procedures, including plain language requirements
- Collective Bargaining Agreements
- DAS HR Policies and Procedures
- CHRO Human Resource Service processes/procedures
- Federal Fair Labor Standards Act
- Workday navigation job aids

b. How are these guidelines used?

The guidelines listed above provide references related to various elements of classification work and are applied when evaluating positions for classification, service type, and Fair Labor Standards Act status. Statewide policies and collective bargaining agreements provide notification processes.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
CHRO leadership and staff	Phone/In-person/Email	Provide notifications, exchange information, and coordinate work efforts	Daily
Executive Branch agency HR analysts	Phone/In-person/Email	Exchange information, coordinate work efforts, and provide guidance.	Daily
Public	Phone/In-person/Email	Give/Receive information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position analyzes large quantities of DAS CHRO data and audits EPIC and WFD data. This position will create reporting tools based on research findings and at the direction of the Recruitment, Classification and Compensation Administrator. This position creates reports and provides insights to CHRO leadership on data collections.

These decisions have direct impact on the effectiveness of service delivery from DAS CHRO to Oregon state agencies. Poor decisions, may have direct impact on DAS and Oregon state agencies financially. These decisions may also have a direct impact on counsel and consultation provided to Oregon state agencies, causing additional program expenditures, loss of production, impact to project delivery and impede agency's ability to recruit and retain highly qualified staff. Incorrect information or recommendations may result in grievances or lawsuits.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Admin 1	000000066820	In person, virtually, phone, e-mail	Quarterly PAF's, Weekly or as needed.	Regular check ins; Review the progress of work.
Operations and Policy Advisor 4	000000012767	In person, virtually, phone, e-mail	Weekly or as needed.	Regular check ins; Review and progress of work

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 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.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

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