



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
March 2019

This position is:

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

Agency: The Department of Administrative Services

Division: Enterprise Goods and Services

New Revised

SECTION 1. POSITION INFORMATION

Form fields for Section 1: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, Eligible for Overtime.

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.

The Enterprise Goods and Services Division (EGS) offers centralized services to state government. EGS services are provided through operational programs which include Shared Financial Services, Financial Business Systems, Procurement Services, Publishing & Distribution, and Risk Management.

**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 act as a senior policy and operations advisor to the Disparity Study Manager and the EGS Administrator. The incumbent plans and leads large scale statewide projects focused on strategic initiatives and implementing best practices, operation changes, and process improvement opportunities.

**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
35%	R	E	<p><b>Strategic Project Execution and Monitoring:</b></p> <p>Plan and lead statewide multi-stakeholder collaborative projects. Duties include:</p> <ul style="list-style-type: none"> <li>Plan and lead projects; identify project scope, timelines, and required resources. Identify potential risks and difficulties, and design strategies to mitigate or avoid them.</li> <li>Develop high-level work breakdown structures to define the scope of projects. Identify and monitor project tasks, including task identification, sequencing, task durations, and tracking systems to ensure adherence to project timelines. Write business requirements specifications, using natural language simply, clearly, and concisely and, as the key project liaison, share with PS and stakeholders to ensure accurate considerations and risk mitigation issues are addressed.</li> <li>Identify, propose and monitor approved project goals and expectations. Identify and assemble core project team(s). Continually monitor and report on project progress and identify potential roadblocks that may delay execution. Develop, oversee and monitor responsibility matrixes to ensure project team is on track and tasks are completed in a timely fashion. Conduct project team planning and work sessions to introduce the project and enlist the project team to continue work.</li> <li>Develop and effectively recommend comprehensive change management processes to leadership that work to incorporate and consider all aspects of the agency’s operations impacted</li> </ul>

			<p>by projects. Determine and lead project teams to update, upgrade and prepare staff for full implementation of project outcomes, such as identifying needed staff training.</p> <ul style="list-style-type: none"> <li>• Collaborate with stakeholders and develop contractor statement of work. Manage project steps, facilitate participation of project team members and other stakeholders. Monitor and track project scope, schedule and resources. Coordinate project activities with statewide stakeholders. Recommend changes to project plan in response to unforeseen changes or unexpected results. Obtain approvals to proposed changes in project scope, quality, resources, or schedule. Verify quality of project products.</li> <li>• Coordinate with the statewide procurement training program to ensure training materials / curricula are updated as needed to support and enhance implementation of project outcomes.</li> </ul>
15%	N	E	<p><b>Communications and Change Leadership</b></p> <p>Assess change readiness and identify key stakeholders for procurement strategic initiatives. Develop and implement change management strategies and plans to maximize adoption of new business practices and minimize resistance.</p> <p>Lead the design, development, delivery and management of communications related to procurement strategic initiatives.</p> <p>Program Representation: Coordinate outreach and information meetings and attend meetings to distribute program information to the public and others. Assist with developing and delivering communication and outreach disparity study in partnership with Governor’s Office of Equity and Racial Justice. Facilitate meetings with the public and agency personnel to gather and provide information relevant to the study. Assist in developing surveys, program evaluations and other information gathering tools to assess program effectiveness and propose program improvements. Analyze public feedback and recommend program improvements.</p> <p>Coordinate web page content, write and arrange for posting information about the office. Provide updated materials for web page, design information and registration materials.</p>
50%	R	E	<p><b>Policy and Procedure Analysis and Development</b></p> <p>Serve as a policy advisor to leadership, effectively recommending and implementing policy and procedural changes that support DEI initiatives.</p> <p>Assist in developing new programs and processes for advancing Diversity, Equity and supplier diversity in government practices.</p>

			<ul style="list-style-type: none"> <li>• Support the manager in maintaining strong and viable Equity programs, authentic community engagement and stakeholder relationship management.</li> <li>• Evaluate programs, services and program effectiveness through comprehensive operational research and gathered data from state agencies.</li> <li>• Assist in developing detailed plans, goals and objectives for the long-range implementation and administration of agency programs.</li> </ul> <p>Conduct comprehensive research of current laws, rules, statutes, policies and processes in order to determine impacts to internal and external stakeholders as a result from new or modified operating procedures; develop a comprehensive knowledge-base and use this knowledge to develop organizational changes and project plans. Identify any laws, rules, regulations and/or policies that may require modification and offer effective recommendations to modify to meet new operational requirements. Collaborate and/or lead efforts with related agencies, to develop policy change initiatives.</p> <p>Analyze research and performance metrics results to determine impact on the agency and external stakeholders so the agency can be nimble and correct issues as they occur. Cross-compare research results within the operating procedures to determine what procedures require updating and/or upgrading.</p>
5%	NC	E	Other duties as assigned include: Represent the agency – develop, coordinate and provide input to the communication plan for use of self-help tools/documents, forms, and templates. Provide outreach on project plans for current and future form and template development.
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.**

Duties are performed either in an offsite location or in a cubicle design resulting in on-going audible distractions. Requires extended time working at a computer terminal with frequent use of common office technology, including phones, computers, printers, copy machines, fax machines, etc. Work may include long periods of sitting and/or standing. Requires extended work schedule at various times to meet project due dates.

**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 Purchasing Statues Chapter 279, ORS 190, ORS 244, and ORS 291

- Oregon Administrative Rule Chapter 125, OAR 122
- Attorney General Model Public Contract Rules, Chapter 137
- Section Operating Procedures, and Policies
- DAS Policies and Procedures
- Federal Acquisition Regulations
- Interstate procurement data and information

General guidelines: These specific guidelines will be used, but important guidelines also consist of broad policy statements, pertinent legislative history, other states’ organizational and operational information, relevant court decisions, management policy initiatives, various applicable regulations and professional standards.

**b. How are these guidelines used?**

A high level of professional reliance is placed on this position to lead the transformation projects of the department.

**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?
Department and division staff, peers, state agency purchasing agents, program analysts and other staff involved in procurement	In person, by telephone, by written media	Coordinate and manage portfolio of statewide procurement system transformation projects and related actions.	Frequently
Other governmental agencies, administrative, program and other staff involved in procurement	In person, by telephone, by written media	Engage and facilitate participation in various aspects of project initiatives Coordinate and communicate transformation information to participants.	Frequently
DOJ/Assistant Attorney Generals	In person, by telephone, by written media	To assist in legal sufficiency review, final contract Negotiations, ORS & OAR interpretation, and contract administration issues	Frequently
DAS Director and division administration, other agency heads, governor’s office, legislative offices, business suppliers, members of the public and press, local government		To interpret and explain policies and procedures, answer questions, justify actions	Frequently

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Work is diverse and requires the analysis and translation of administrative rule and policies into form documents that align with regulatory requirements, can be easily understood, and used by multiple agencies in

the performance of activities. Decisions made by the person in this position are critical to the DEI transformation.

Make decisions and recommendations to senior management and implement approaches to achieve process improvement objectives.

Errors in judgments or decisions could be harmful or detrimental to the operational effectiveness of the department and could result in significant material and monetary loss and legal litigation.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM E	#3081702	Written, in person	As needed	To review work is completed as assigned.
		Written, in person	Annually	Performance 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? \_\_\_\_\_
- 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.

**Additional skills, abilities and requirements:**

- Employee is required to possess and maintain a valid driver’s license issued by the state where the employee resides or provide an acceptable alternate mode of transportation.
- Skilled in Program/Project Management
- Skilled in statistical analysis methods and tools
- Skilled in communication strategies
- Knowledge of change management principles
- General knowledge of process improvement tools, such as Lean process and RPI Events

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".

N/A		
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**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’s name and position number.

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date