



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
May 2026

Agency: The Department of Administrative Services

Division: Enterprise Asset Management

☒ 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: <u>Program Analyst 3</u>	b. Classification No: <u>X0862</u>
c. Effective Date: _____	d. Position No: <u>2700083</u>
e. Working Title: <u>Home Start Program Analyst</u>	f. Agency No: <u>10700</u>
g. Section Title: <u>Real Estate Services</u>	h. Budget Auth No: <u>1446791</u>
i. Employee Name: _____	j. Repr. Code: <u>MMN</u>
k. Work Location (City – County): <u>Salem/Marion</u>	
l. Supervisor Name: <u>Brady Ricks</u>	
m. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share	
n. FLSA: ☒ Exempt ☐ Non-Exempt	o. Eligible for Overtime: ☐ Yes ☒ No
If Exempt: ☐ Executive ☐ Professional ☒ Administrative	

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 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. Enterprise Asset Management is comprised of the Facilities Program, including Maintenance, Operations, Planning and Construction Management, and Real Estate Services; the Statewide Fleet Administration and Parking Services Program, and the Oregon Surplus Property Program. The core focus of these programs is property management, both real and personal, for the benefit and optimal use of state government enterprise-wide to support agencies space, travel, and operational needs. We are responsible for cost effective, quality, and efficient asset life cycle management: acquisition, operation, maintenance, and disposal.

The Home Start Lands program, within Real Estate Services, was created by the legislature in 2025 to identify and market underutilized state-owned parcels with the goal of transferring them to the private sector for affordable housing development. The program offers property tax exemptions, grants, loans, and a streamlined land use process, and may exchange, discount or lease land to facilitate development. Local jurisdictions may nominate private parcels for designation as Home Start Lands. The program oversees development, enforces affordable housing covenants, and processes tax exemption applications.

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:

This position is responsible for the implementation and administration of the Home Start Lands program. During the first year this will include development of policy, program systems and documentation and building relationships with community partners and developers through partner agencies. After establishment, ongoing evaluation and analysis of statutes, legislative and executive intent, policies, operating procedures and documentation to meet program goals.

The role will primarily provide analysis of state owned and local jurisdiction nominated properties, transaction evaluation including due diligence on exchange properties, and building a portfolio of transactions to build a stream of revenue to fund future program costs.

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
40%	N	E	Initial development Home Start Lands program infrastructure including but not limited to: policy and procedure creation for implementation of how work is to be accomplished, policy and procedure creation for determining land eligible for the program, developing guidance documents for all components of the program, and refine program policies, procedures and guidance documents based on input from state agencies, local governments, developers, and the executive and legislative branch. Identification of state-owned lands within urban growth boundaries that would be better suited for the development of housing. Confer with land-owning agencies on use of land, ability to

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

			consolidate or relocate services provided, existing infrastructure, land condition including physical and environmental restrictions, adjacent uses and service provision, zoning and comprehensive plan and local jurisdiction support for redevelopment. Advise agencies on potential project costs, timelines and revenues generated from sale of excess real estate. Research regional housing demand, land availability and value, infrastructure need and capacity, construction costs and house pricing, regional income levels and unit pricing to meet affordability requirements.
20%	N	E	Manage all aspects of Home Start transactions: Complete marketing, application review and selection of developer, negotiate sale or lease agreement, oversee due diligence and completion of contract. Ensures that all transaction documents comply with relevant administrative rules, statutes, industry standards, policies and procedures. Maintains consistent and clear communication with the land-owning agency, the developer, and other team members. Review and make decisions on Tax exemptions for qualification against program standards, including land use approvals and construction activity.
10%	N	E	Maintain awareness of Home Start Lands after sale to ensure developers are meeting program agreements and standards, including land use approval within timelines, and home buyers and tenants meet affordable housing covenant standards.
5%	N	E	Review of local jurisdiction nominated parcels for qualification against program standards. Designation of parcels as Home Start Lands, monitoring of development against program standards to maintain designation.
5%	N	E	Assess program funds and advise agency management on recommendations for allocation of funds to grants, loan and local jurisdiction in lieu awards. Negotiate grants and loans with developers of Home Start Lands and distribute grants in lieu of property taxes to local jurisdictions. Administer loan agreements to ensure terms are met.
5%	N	E	Interpret and explain agency policies and rules to legislators, land-owning agencies, developers, local jurisdictions and the public. Write administrative rules based on changes in statute or policy direction and coordinate and lead administrative rule process.
5%	N	E	Coordination of work with Administrative Assistant.

10%		NE	Other projects as needed or assigned by management.
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 and property tours 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.

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.

- Federal Law
- Oregon Revised Statutes
- Oregon Administration Rules
- Department/Division/Section Policies
- Local laws and regulations
- Tribal land laws
- Land use zoning ordinances and guidelines
- Real estate appraisals and opinion of value guidelines
- State purchasing and contracting rules
- Title Company requirements
- Practical knowledge of real estate development principles

b. How are these guidelines used?

Guidelines listed are used for reference, research, keeping updated on changing market conditions, market practices, market price and value trends, market costs, best industry practices and rules, laws and regulations affecting the transacting, developing and management of real estate.

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?
State Agency Personnel	Phone, Online, In Person	Further business of state	Daily
Architects, Engineers, Consultants, Appraisers, Brokers, Real Estate Developers, Investment Bankers, Contractors, Lawyers, Title Companies	Phone, Online, In Person	Further business of state	Weekly
Municipalities, County/Local Government Officials (Statewide), Non-Profit Companies, For Profit Corporations, Partnerships, and LLCs	Phone, Online, In Person	Further business of state	Weekly
State and Federal	Phone, Online, Video	Further business of state	Monthly

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

Legislators, Agency Directors, Agency Administrators, State COO's and CFO's Office, Governor's Office, another state officials	Conferencing, In Person		
--	-------------------------	--	--

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions affecting the process, timing, utilization, financing, and value of real estate transactions and developments. These decisions can be highly visible and will often be controversial with long-term financial ramifications. Decisions may have multi-million dollar impacts on the state's general fund, federal funds received, municipal funds, local economies and agencies budgets.

Decisions made can affect the timeliness, quality, cost and overall success of real estate use, operations and development. Decisions can impact vendors, state agencies, local governments, public interest groups, individuals, businesses, non-profits, the governor, federal and state legislators, citizens, investors.

This position works with considerable autonomy with little to no daily direction from the section's manager. Failure to perform the duties herein at optimal level causes potentially very visible adverse public perception, significant legal costs and ramifications and high-dollar financial exposure for client agencies as well as DAS.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Manager 3	2051601	In Person	As Needed	Assure that the general direction of the Division is being implemented and to provide consultation to assure that other affected sections/divisions are kept closely informed of developments which may affect them.
		Written / In Person	Quarterly	Performance Evaluation

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? N/A
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|--|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |

- ☐ Responds to grievances
☐ Disciplines and rewards

- ☐ 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:

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 actually resides.
- Be able to maintain confidentiality on agency matters and other sensitive issues.
- Impeccable communication skills are essential.
- Highly proficient with or quickly master software platforms including, Excel, Word, Adobe Acrobat, Outlook,.
- Requires working knowledge of contract law, administrative rules, and policies and associated potential complications arising out of typical work scope.

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 cursor 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

Amber DANIELS
Appointing Authority Signature

5/29/2026
Date