



State of Oregon Position Description

Company: Department of Administrative Services
Organization: Deputy Chief Procurement Officer - DAS
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Learning & Development Specialist 2	Job Profile ID:	C1339
Business Title:	Statewide Procurement Learning & Development Specialist	Position ID:	000000022432
Employee Name:	Vacant	Company ID:	10700
Representation:	OAS	Budget Auth No:	516510
Location:	Salem DAS General Services Building		
Supervisor:	Darwin Kumpula (Procurement Administrator 1)		
Position:	Learning & Development Specialist 2		
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.

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, logistical, 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 Goods and Services Enterprise provides centralized service to state government through its operational programs which include Shared Financial Services, Financial Business Systems, Procurement Services, Publishing & Distribution, and Risk Management. DAS Procurement Services (DAS-PS) serves as the central purchasing authority for state government. It procures goods and services on behalf of state agencies and combines state, local governments, and other state's purchasing power to ensure the cost-effective acquisition of goods and services. Administers Oregon's Cooperative Procurement Program (ORCPP) and the OregonForward program. DAS-PS trains and consults with employees of the state, local governments, and other governmental entities in the areas of procurement statutes, rules, procedures and policies. This office does consult and work with suppliers of all sizes from small local owned business to multi-national corporations. This can include requesting information on commodity and services the application of procurement statutes, rules, procedures and policies. DAS-PS administers and manages the statewide training & certification program for procurement professionals within the State. This office maintains and manages the enterprise-wide eProcurement System to support statewide procurement activities. This system provides data for reports for many governmental functions and requirements under state law.

The primary purpose of this position is to develop and implement a government procurement training per statute, rule, statewide policy and statewide procedure. This position will design, deliver, and evaluate complex training and development projects that facilitate group processes. Instructs and informs state employees and community partners affecting the statewide training program. Positions utilize instructional strategies to plan, design, and implement training to meet program goals, objectives, and mission. The procurement statewide training programs focus is to improve procurement outcomes in state agencies and local governments by improving competencies of employees exercising procurement tasks. This includes imparting the importance of administration, management, and accountability of the procurement process within the State of Oregon. This position may be required to deliver organizational development services by creating strategies to improve organizational effectiveness.

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.

80% - R - E

Curriculum Development and Delivery: The position will conduct all steps for curriculum development such as assess, design, build and evaluate. Training program content includes: writing training course objectives, lesson plans, preparing presentations, visual aids, handouts, reference and procedure guides, newsletters, written communications, on-line self-help guides, and presentations on curriculum by all modes or formats (blended, online, virtual and in-person classroom). This position may interact with suppliers on the state's procurement methods, gather information, and the state eProcurement system.

Needs Assessment and Evaluation: This position will assess individual program or organizational development needs based on strategic organizational goals. Conduct content and skill gap analysis of available training and the needs of the learner to achieve program success. Review established training curriculum, modify and/or develop new curriculum to reflect changes in directives or eliminate gaps within training curriculum. The curricular gaps can be based on procurement audit findings, procurement performance or other environmental influences. Assess training needs and requirements to plan appropriate solutions and improvements to agency-critical training, professional development programs, and to address organizational effectiveness. Evaluate the effectiveness of existing training curricula for statewide procurement training classes. Develop assessment and evaluation tools to measure training impact, participant learning, or changes in behavior of the procurement professional. Follow plans and processes for new curriculum development and schedule curriculum review and updates. Collaborate with other training coordinators to design and develop training curriculum to address all phases of procurement management, including post-award contract administration. Organize and schedule curriculum development work with other training staff to align the assigned curriculum development work to ensure proper progress. Collaborate and jointly review work to ensure conformance to program standards. Assess and determine modes of training delivery appropriate to assessment and learners.

Course Design: Research and evaluate training sources, methods, and content. Research development trends in the public procurement area. Evaluate, design, and plan learning or performance objectives, lesson plans, curriculum, and materials to support statewide training program. Collaborate with subject matter experts, contractors, internal system administrators and curriculum development teams to design appropriate learning objectives and curricula. Provide expertise, consultation, and technical assistance to staff, managers, and program customers to solve training and development issues. Research and recommend various curricula development strategies, based on the consultation requested by leadership. Make instructional delivery mode recommendations suitable to the content, audience, and business need for training events.

Delivery: Evaluate and determine modes of training delivery appropriate to assessment and learners. Provide a variety of training facilitations, presentations, outreach, and instruction delivery methods and practices. Design detailed facilitator guides and training materials to ensure anyone on the team can present at any time. Deliver current training to audiences, online instruction, and blended learning opportunities ensuring current best practices. Maintain training and evaluation records for reports, monitor, analyze, and communicate training course effectiveness for use by leadership about the success of the program. Propose and recommend appropriate solutions to improve statewide training effectiveness to meet the current requirements.

10% - R - E

Training Administration: Formulate and update training and development internal team policies or procedures. Work with procurement specialists to develop contract specifications or requests for proposals to obtain vendors for contracted training to meet needs of the organization. Administer and monitor training contracts for vendor training and monitor contractor's work quality in support of the organization. Promote training or development services to employees and customers. Coordinate arrangements for training facilities and equipment. Verify costs do not exceed set budget amount per the contract or organizational requirements. Monitor training costs to ensure compliance with budgetary expectations set by management. Maintain records, data, metrics, and write reports as needed to evaluate training activities and effectiveness. Act as subject matter expert and provide oversight, technical support, and development for the learning management system. Review and assess training courses for compliance and consistency.

5% - N - E

Statewide Procurement Certification Exam: Proctor certification exams in many different settings from in person to virtual online as needed for the program. Review and update the certification test exam questions as changes are affected by legislative or rule change with approval of the Deputy State Chief Procurement Officer and the State Chief Procurement Officer. Coach and support students needing guidance on material or study guides for the exam. Update and refine the study guides as needed to facilitate successful completion of the statewide certification exam. Maintain statistical data for the exam you are responsible for administering to students. Advise management and provide periodic written reports on certification activity, effectiveness, and/or recommendations for improvement.

5% - N - E

Other duties as assigned based on the needs of the organization.

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 remote work options but is a hybrid position. Work can be accomplished remotely and at the central workplace in an office or cubicle work environment.

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 of Monday through Friday between 6 a.m. and 6 p.m. Pacific Time, as determined by the business need.

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 standing. Ability to reach, squat or crawl under tables to connect cables or install training equipment; able to lift or move up to 40 lbs; lift, carry and set up AV equipment weighing up to 20 lbs. May require occasional work beyond normal working hours to meet short timelines and heavy workload. Telework options are available.

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; complying with all policies and procedures.

SECTION 5. GUIDELINES

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

Oregon Revised Statutes
Oregon Administrative Rules (DAS & DOJ Model)
Executive Orders
Statewide Policies and Procedures
DAS Policies and Procedures
Oregon Accounting Manual
Oregon Procurement Manual

Section Operating Procedures, and Policies
 Delegation of Authority
 BOLI Requirements
 Issued Procurement Performance Audits
 Performance Measurements Standards
 Strategic Sourcing Methodologies
 Website Content Management

How are these guidelines used?

These guidelines are used for research, development and clarification related to public procurement training presented to State employees and other state government entities throughout the State of Oregon

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?
Other state government entity contracting professionals	In Person, by mail, email or telephone	Training classes, presentations, meetings, briefings for the statewide training	Regularly
State agency DPO's, managers, and contracting professionals	In Person, by mail, email or telephone	Training classes, presentations, meetings, briefings for the statewide training program. To research and consult on procurement training for development of courses.	Regularly
Statewide Training Coordinator, Deputy State CPO, State CPO	In Person, by mail, email or telephone	Evaluate program effectiveness and discuss program changes.	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Assignments are broad in nature, usually requiring originality, and inductive reasoning to design solutions and work products. This position develops and trains established curricula to meet of established state law on procurement training for the state employees. The position may use independence in their actions or decisions based on organizational goals and direction. Schedules training sessions both in the virtual environment and at state government sites throughout Oregon. Employees apply broad guidelines to their work and develop new techniques or methods of achieving organizational change. This position directly affects the improving of procurement competencies through the development of training to strengthen knowledge, skills and abilities of procurement professionals. The training decisions made will directly affect procurement knowledge, skill building within procurement staff and competencies throughout the State of Oregon.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Procurement Manager 3	0970101	In Person, by mail, email or telephone	Quarterly	Performance Evaluations
Procurement Manager 3	0970101	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.

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.

Additional skills, abilities and requirements:

- Knowledge of the principles and methods of learning, training, mentoring and coaching, and group leadership.
- Knowledge of training and instructional resources and equipment associated with in-person training, instructor-led online training, or eLearning.
- Knowledge of instructional methods and training techniques, including curriculum design, learning theory, group and individual techniques, virtually or in-person.
- Knowledge of instructional design methods for instructor-led or eLearning
- Knowledge of current organizational development trends and resources.
- Knowledge of a public procurement and functions within government.
- Skill designing training course objectives, lesson plans, and course materials.
- Skill developing, designing, and delivering in-person training, instructor-led online training, or eLearning components/deliverables.
- Skill operating a desktop computer, computer software applications, and platforms.
- Skill planning, organizing, conducting, and evaluating training techniques.
- Skill analyzing data and situations accurately and determining an effective course of action.
- Skill assisting organizations achieve strategic goals.
- Skill providing leadership and facilitation to groups.
- Skill in public speaking, writing, and presenting information effectively.
- Skill recognizing and dealing with conflict within a group.
- Skill assessing individual, program, or organizational development needs, establishing objectives, and specifying the strategies and actions to achieve objectives.

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