



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: _____

This position is:

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

Agency: Department of Administrative Services

Facility: DAS Executive Building

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Operations & Policy Analyst 3</u>	b. Classification No:	<u>X0872</u>
c. Working Title:	<u>Workday Security & Reporting Analyst</u>	d. PPDB No/WD ID:	<u>13538</u>
e. Section Title:	<u>Workday Oregon</u>	f. Agency No:	<u>10700</u>
g. Employee Name:	_____	h. Budget Auth No:	<u>3810</u>
i. Supervisor Name:	<u>Jill Coleman - Workday IT Manager 3</u>	j. Repr. Code:	<u>MMN</u>
k. Work Location (City – County):	<u>Salem - Marion</u>		
l. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share			
m. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive/Supervisory <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer		n. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" 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 Workday Oregon division reports directly to the Chief Operating Office within the Department of Administrative Services. It serves a crucial role for the state enterprise by providing Workday Oregon system technical support and is responsible to configure, maintain, enhance and expand the functionality of the Workday Oregon system, ensuring overall operations of business processes for Human Resource Management, Recruiting, Learning, Benefits, Compensation, Payroll, Absence, and Time Tracking meet business needs, goals and objectives across state agencies, boards and commissions government; all while reflecting the state's values of accountability, equity, excellence and integrity. The division provides services to all three branches of Oregon state government, including over 45,000 employees, 7,000 contingent workers (volunteers & contractors) and 50,000 extended enterprise learners. Additionally, the division manages integrations with other state systems, including PEBB, PERS, and financial

systems. The Workday Oregon system is essential for critical day to day operations within and across all state agencies throughout the enterprise, including the legislative and judicial branches.

Teams within the Workday Oregon division are responsible for system optimizations, fielding functionality questions and troubleshooting issues around system configuration, workflow and setup. The division partner with statewide policy and executive leadership in modernizing HR and Payroll practices through use of system data and analytics. Complex issues that state agency partners and the Workday helpdesk team cannot resolve are escalated to the Workday Administrators/Subject Matter Experts, who serve as the primary experts in their particular business areas for the enterprise; the Reporting and Security Team, who serve as the primary reporting and security experts for all the users of Workday for the enterprise; or the Integration and Tech Team, who are the technical experts in the overall management of 250+ integrations that serve the enterprise Workday Oregon system to support all employee benefits and the overall business operations in many different areas connected to enterprise-wide HR, Payroll, time tracking, and financial reporting.

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 assist with security administration processes, including security analysis and configuration within Workday (a State of Oregon enterprise-wide system). This position provides direct support to all levels of users as well as maintaining a secure environment that protects data privacy. The work completed in this position may contribute to ensuring Workday security roles adhere to existing policies, processes, and procedures. Provide consultative and analytical work regarding security.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
70%	NC	E	<div>Security Analyst:<ul style="list-style-type: none">Security coordinator responsibilities, that includes the monitoring of system security as well as potential misuse.Assists with the research and configuration of security that aligns with evolving statewide business needs.Routinely performs reviews of agencies’ role assignments to ensure agency compliance with DAS security policies.Regularly reviews system delivered reports and identifies areas of concern or threat.Identifies areas of security needing improvement and provides recommendations for security policy and process enhancements.Provides Tier 1 and Tier 2 support for Workday system and users, including researching and resolving problems, unexpected results, or process issues.Assists in the development and maintenance of the statewide Workday Incident Response Plan and updates to the Operations and Maintenance Plan.</div>

			<ul style="list-style-type: none"> • Writes findings and maintains documentation of security issues and actions taken/resolutions. • Performs employee security reviews as requested by the agencies. • Initial contact to agencies for security-related issues related to role assignments, domain and business process security access. • Provides business consultation to the agencies for industry best practices for assigning security roles. • Provides ongoing training to the Agency Security Partners to communicate changes and make statewide security improvements. • Work closely with Workday Helpdesk Team to log and resolve issues and help agencies understanding the root of the issues relating to security. • Acts as primary contact and works closely with KAINOS to research failed test results and provide guidance for development of test scenarios and scripts • Test Workday version updates in Sandbox environment prior to release and monitoring updates by Workday. • Analyze state policy and give advice to management on how system changes may impact and/or change policy direction or decisions. • Provide training to large and small audiences with regards to security within Workday. • Provides recommendations on policies, procedures, or priorities to reflect the statewide Workday system security goals, objectives and requirements. • Serves as a key liaison and participate in security work groups and committees on statewide issues. Including the use of Third-Party Systems (Kainos). • Provides subject matter expertise, advice, and direction to resolve issues related to Workday Security.
30%	NC	E	<p>Reporting Analyst:</p> <ul style="list-style-type: none"> • Serve as a statewide report developer writing custom Workday reports both for mass release to agency roles and for specific purposes at the request of leadership. Types of reports developed may include: Advanced, Matrix, Composite, BIRT reports and custom dashboards. • Researches and maintains custom data source configurations to accommodate reporting performance. • Performs analysis of customers reporting needs. Manages and supports the identification and research of new developments and uses of current reports and analytics. • Collaborate with cross functional business partners on report requirements, design and testing to align with enterprise goals and data security requirements. • Creates presentations and/or reports for management involving significant analysis of multiple or complex data sources. • Provide recommendations on policies, procedures, or priorities to reflect the statewide Workday reporting goals, objectives and requirements. • Research and stay current with new HR and Payroll related technology solutions to ensure the state optimization of Workday functionality continues to meet the state's business requirements.

			<ul style="list-style-type: none"> • Provide Tier 1 and tier 2 support for Workday reports, including researching and resolving problems, unexpected results, or process issues. • Provide subject matter expertise, advice, and direction to resolve issues related to Workday Reporting.
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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 and technical partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Occasional travel may be required. 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 videoconferencing.

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.

Public Records Procedures
Division Policies and Operating Procedures
Oregon Administrative Rules and Oregon Revised Statutes
Statewide Policies and Procedures
Agency policies and procedures related to specific area of expertise
All applicable CBA's
Workday Community, Learning and Training

b. How are these guidelines used?

These are referenced for problem resolution, decision making and for interpretation and explanation of rules, regulations, policies and procedures for the Workday support and operation teams and to ensure Workday continues to meet the statewide objectives, goals and requirements.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
DAS Staff	In person (via virtual meeting or chat), email or telephone	Question/Problem Resolution	Weekly
Vendor Staff	In person (via virtual meeting or chat), email or telephone	Question/Problem Resolution/Automated Testing Services	Weekly
State Agency HR and Security Partners	In person (via virtual meeting or chat), email or telephone	Question/Problem Resolution/Security Design/Testing	Daily
Workday Support Team	In person (via virtual meeting or chat), email or telephone	Escalated Case Support/Question/Problem Resolution/Security Design/Testing	Daily
Workday Governance Teams	In person (via virtual meeting or chat), email or telephone	Strategizing, providing information/options, clarification, questions, meetings.	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions regarding data going in and out of Workday which may include PPI (Personally Protected Information). Must make decisions regarding the testing and accuracy of such data. Must provide advice to management on issues that may have a system impact. An incorrect action could result in a widespread global data mistake which cannot be erased. This position gives input to the OPA4 lead position and the OPA4 makes the final determination and approval with regard to configuration changes within the system.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Information Technology Manager 3	2700051	In person (via virtual meeting or chat), email or telephone	Weekly	Review of work/To ensure timeline and performance expectations are met.
Information Technology Manager 3	2700051	In person (via virtual meeting or chat), email or telephone	Quarterly	Performance Check In

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? N/A
- | | |
|--|---|
| <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 for promoting 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.

Candidates who are the most competitive will also reflect the following:

- Strong knowledge of State of Oregon (including all branches)
- Strong knowledge of security practices
- Knowledge of HR and Payroll practices as a whole
- Strong communication both verbal and written
- Ability to train others (in small and large groups)
- Report writing skills (ideally in Workday)
- Strong analytical skills with data management
- Strong experience and understanding of SaaS Systems (Workday experience highly encouraged)

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

Appointing Authority Signature

Date