STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/25/25

This position is:
☐ Classified
☐ Unclassified
☐ Executive Service
☒ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Department of Administrative Services

Facility:

☐ New   ☒ Revised

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a. Classification Title:	Operations & Policy Analyst 4	**b.** Classification No: X0873
c. Effective Date:		**d.** Position No: 4508734
e. Working Title:	Strategic Initiatives Project Manager	**f.** Agency No: 10700
g. Section Title:	Strategic Initiatives	**h.** Budget Auth No:
i. Employee Name:		**j.** Repr. Code: MMN
k. Work Location (City – County):	Salem – Marion	
l. Supervisor Name:	Katie Thiel	

m. Position: ☒ Permanent   ☐ Seasonal   ☐ Limited Duration   ☐ Academic Year
☒ Full-Time   ☐ Part-Time   ☐ Intermittent   ☐ Job Share

n. FLSA: ☒ Exempt   ☐ Non-Exempt   If Exempt: ☐ Executive   ☐ Professional   ☒ Administrative

o. Eligible for Overtime: ☐ Yes   ☒ 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.

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 Strategic Initiatives & Enterprise Accountability Division's purpose is to unite statewide solutions through team leadership. SIES 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.

Oregon's Diversity, Equity, and Inclusion Action Plan supports creating an inclusive and belonging workplace culture and environment through the following racial equity vision, values and goals:

Racial Equity Vision

- Within this context of historical harms, changing demographics, intersectional identities, and more; our vision for the next five years and beyond is to:

- Dismantle institutional and structural racism in Oregon state government, and by doing so, have resounding impacts on the communities of our great state.

- Build a more equitable Oregon where everyone has the opportunity to thrive and everyone's voice is heard.

- Ensure an inclusive and welcoming Oregon for all by celebrating our collective diversity of race, ethnicity, culture, color, disability, gender, gender identity, marital status, national origin, age, religion, sex, sexual orientation, socio-economic status, veteran status, and immigration status.

Racial Equity Values

- Putting racial equity at the forefront while understanding intersectionality. We must be bold and put racial equity at the forefront as a primary and pervasive location of oppression that connects with and worsens other identity-based inequities.

- Prioritize equity, anti-racism, and racial justice actions. Commitment to prioritizing equity and eliminating racial disparities involves taking action in our policies, budgets, decision-making, and daily work.

- Foster internal and external partnerships. Across the state enterprise and other institutions, community-based organizations are crucial to achieving racial equity. True partnership means shared power, listening, resolving tensions by creating solutions together, and scaling up what already works well.

- Ensure collective responsibility and accountability. As public servants, we have a collective responsibility at every level of government to proactively reduce racial disparities and barriers. We must establish measurements of success so that we can ensure improvements are real and ongoing.

Racial Equity Goals

1. Establish strong leadership to eradicate racial and other forms of disparities in all aspects of state government.

2. Center equity in budgeting, planning, procurement, and policymaking.

3. Strengthen public involvement through transformational community engagement, access to information, and decision-making opportunities.

4. Improve equitable access to services, programs, and resources including education, health, housing, human services, environmental justice, criminal justice, and economic opportunities.

5. Foster an inclusive workplace culture and promote equitable hiring, retention, and promotion practices.

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:**

Act as a senior policy advisor for the Strategic Initiatives & Enterprise Accountability Division. The incumbent plans and leads large-scale statewide policy and projects focused on identifying and implementing best practices, operational changes, and process improvement opportunities. This position oversees the development and governance of the Governor's accountability initiatives enterprise wide. This position also serves as a lead policy and project manager to ensure that DAS proper is developing and implementing the work identified in the Governor's accountability and strategic initiatives.

The project manager will support the division chief by monitoring and ensuring the Governor's Office priority initiatives are functioning as intended/required, services are reliable and timely, and information is accurate and complete.

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
30%	NC	E	**Strategic Project Execution and Monitoring** Plan and lead internal DAS and enterprise-wide multi-stakeholder collaborative projects. Duties include: • Plan and lead projects; identify project scope, timelines, and required resources. Identify potential risks and difficulties, and design strategies to mitigate or avoid them. • Develop high-level work breakdown structures to define the scope of projects. On behalf of the agency/division and in collaboration with stakeholders and vendor(s) 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 the agency/division and stakeholders to ensure accurate considerations and risk mitigation issues are addressed. • 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. • Develop and effectively recommend comprehensive change management processes to leadership that work to incorporate and consider all aspects of the agency's operations impacted 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.
25%	NC	E	**Outreach & Education** • Coordinate listening sessions and collaborative work groups with key stakeholders on behalf of DAS. • Present information or plans to key groups including the governor's office and the legislature. • Prepare complex reports on behalf of DAS to key stakeholders and the governor's office. • Update key Strategic Initiative websites to provide current project(s) status, information, and resources. • Facilitate and oversee Enterprise Executive initiatives, including New Agency Director onboarding program, Deputy Director network and Small Boards and Commissions meetings.
20%	NC	E	**Policy Analysis and Development** • Serve as a policy advisor to the agency/division leadership, effectively recommending and implementing policy and procedural changes that support new or modified operational systems internally for DAS and enterprise wide. • 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. • 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. • Formulate and develop change recommendations to state policy and procedures, obtain and receive feedback, modifying

			approved policies and procedures changes, as needed to facilitate organizational goals.
			• Advise and consult with divisional leadership on benefits and risks of different operational and policy changes. Provide input and propose changes to policies, procedures and potentially state rules based on operational changes, if necessary.
			• May monitor/track proposed legislative and rules changes through the process, providing information as needed. Assist management in operating more efficiently and effectively through the use of approved new or modified operational systems.
20%	NC	E	**Manage DAS' Strategic Initiatives & Internal Accountability** • Develop a project plan to ensure that DAS is working toward compliance on each item within the Governor's accountability initiative. • Organize internal stakeholder groups to support execution of the project plan. • Provide reports to the agency leadership team about progress toward accountability goals. Work with vendors to serve as the DAS liaison to accomplish the accountability objectives.
5%	NC	E	**Other Duties as Assigned**

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 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. This position is 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 Constitution
- Oregon Revised Statutes
- Federal Laws and Regulations
- Oregon Administrative Rules
- DAS/Statewide Policies and Procedures

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

The guidelines are used to ensure that all projects and policies are legally compliant, effectively managed, and aligned with both state and federal requirements. These guidelines help the person in this position navigate legal and regulatory frameworks, maintain consistency and efficiency in project execution, and ensure that initiatives support the strategic objectives of the Department of Administrative Services and the governor's accountability goals. By adhering to these established guidelines, the position ensures the successful implementation of multi-stakeholder collaborative projects and the effective operation of DAS and the enterprise.

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 curser at end of a row (outside table) and hit "Enter".			
DAS Director	In person, email, virtually, phone	Gather information on business needs; provide advice and recommendations.	As needed
DAS Leaders	In person, email, virtually, phone	Solicit input, inform and educate on business strategies	Regularly
Other state agency leaders	In person, email, virtually, phone	Solicit input, inform and educate on business strategies	Regularly
Governor's Office	In person, email, virtually, phone	Solicit input, inform and educate on business strategies	Daily
Legislators/staff	In person, email, virtually, phone	Solicit input, inform and educate on business strategies	Daily
General public/interest groups	In person, email, virtually, phone	Solicit input, inform and educate on business strategies	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

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

The strategic initiatives project manager makes critical decisions that directly influence the success of multi-stakeholder collaborative projects. The position plans and leads projects by identifying the scope, timelines, and required resources, and designing strategies to mitigate potential risks. These decisions ensure that projects are well-structured and managed efficiently, minimizing delays and maximizing resource utilization. By developing high-level work breakdown structures and writing clear business requirements, the project manager ensures that all stakeholders have a shared understanding of project goals and risk mitigation strategies, leading to smoother project execution.

The position recommends and implements policy and procedural changes to support the efficient operation of DAS and the enterprise. They conduct comprehensive research and analyze performance metrics allows the project manager to identify necessary modifications to laws, rules, and policies, ensuring that operational systems are up-to-date and effective. By advising divisional leadership on the benefits and risks of different changes, the project manager helps the agency remain nimble and responsive to evolving needs, ultimately enhancing operational efficiency and effectiveness.

Managing DAS's strategic initiatives and internal accountability involves decisions that ensure compliance with the governor's accountability initiative. The project manager's role in organizing stakeholder groups, providing progress reports, and collaborating with others directly influences the agency's ability to meet accountability goals. Additionally, their outreach and education efforts, including coordinating listening sessions and presenting information to key groups, help build support and understanding for DAS initiatives. These decisions are crucial for maintaining transparency, fostering collaboration, and achieving the agency's strategic objectives.

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".				
Deputy/Chief 3	2300117	In person, virtually, phone, e-mail	As needed	Regular check ins; review and progress of work; performance evaluations; provide guidance.

SECTION 9. OVERSIGHT FUNCTIONS   THIS SECTION IS FOR <u>SUPERVISORY</u> 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?

☐ Plan work   ☐ Coordinates schedules

☐ Assigns work   ☐ Hires and discharges

☐ Approves work   ☐ Recommends hiring

☐ Responds to grievances   ☐ Gives input for performance evaluations

☐ Disciplines and rewards   ☐ 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.

The employee in this position is 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. The position must be aware of Affirmative Action and the department's Diversity strategies and goals.

This position must be knowledgeable about public administration and the Oregon legislative process.

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 <u>current</u> 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