



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: Executive Building

[X] New [] Revised

SECTION 1. POSITION INFORMATION

Form with fields a-j: Classification Title (Project Manager 3), Classification No (X0856), Effective Date, Position No (2700073), Working Title (Senior Project Manager), Agency No (10700), Section Title (Workday Oregon), Budget Auth No, Employee Name, Repr. Code (MMN), Work Location (Salem - Marion), Supervisor Name (Renee Royston), Position (Full-Time, Limited Duration), FLSA (Exempt), Eligible for Overtime (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.

Teams within the Workday Oregon division are responsible for system optimizations, fielding functionality questions and troubleshoot 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:

Lead and manage complex, enterprise-wide information technology projects within the Workday Oregon division. This includes overseeing the planning, execution, and delivery of high-risk, high-impact projects that span nearly 100 state agencies, boards and commissions and impact all three branches of Oregon state government. Projects often involve significant ambiguity, evolving requirements, and interdependent workstreams. The Project Manager 3 (PM3) provides strategic coordination, stakeholder engagement, and proactive risk management to ensure that Workday Oregon projects remain aligned with statewide priorities and deliver measurable outcomes across the enterprise.

The PM3 exercises strategic leadership and decision-making authority throughout the project lifecycle for Workday Oregon initiatives such as the implementation of new modules (e.g. Payroll, Benefits, and Time Tracking), system-wide upgrades, and integrations with external systems like PEBB, PERS, and the Statewide Financial Management system. This includes defining enterprise-wide scope, allocating resources across cross-agency teams, proactively identifies and mitigates risks such as payroll processing delays or data integrity issues, and routinely leads stakeholder engagement efforts with agency executives, HR directors, payroll partners, and technical leads. The position ensures that technology solutions and business processes are aligned with enterprise goals by translating policy and operational needs into system configurations that deliver consistent statewide HR and payroll practices that comply with policies, are delivered on time and within budget.

In addition to leading projects, the PM3 provides consultative support to other project managers and agency leaders by offering expertise in project governance, system integration, and enterprise change management. This includes advising on governance structures that align with statewide standards, troubleshooting cross-functional integration and process issues, and guiding agencies through organizational change during system rollouts. This position plays a key role in advancing the long-term sustainability and optimization of the Workday Oregon system by developing project management best practices, facilitating knowledge-sharing forums, and serves as a trusted advisor during critical decision points.

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
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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”.

45%	N	E	<p>Enterprise Project Leadership</p> <ul style="list-style-type: none"> • Independently leads large-scale, high-risk IT projects such as the implementation of Workday Payroll for statewide pay practice transformation that impact 90+ agencies and all three branches of government using the appropriate methodologies (i.e., PMBOK, Agile, Waterfall, SDLC, etc) to accomplish the project goals and objectives. • Develops and manage master project plans that coordinate individual work tasks, schedules, preliminary project funding plans, milestones, variance, and project budgets, ensuring compliance with the State of Oregon’s Enterprise Information Services (EIS) and Legislative Fiscal Office (LFO) joint Stage Gate process. • Participates in strategic decision making regarding project scope, schedule, resource allocation, and risk mitigation for all Workday initiatives. • Directs cross-functional teams, including internal and external staff, contractors, and vendors by providing resources, training, support, motivation, and timely information. • Provides expertise and sound judgment when overseeing project budgets, some that exceed \$10M. Tracks expenditures, analyzes project budget reports, and calculates project expense projections. Examines cost estimates and compares to original budget; reports and discuss findings with the Workday Director and executive sponsor. • Identifies and mitigates project risks through proactive planning, executive leadership and stakeholder engagement. • Leads formal change control processes to manage scope, schedule, and budget changes. • Develops contingency plans and communicates risk mitigation strategies to executive sponsors. • Facilitates executive-level communication and decision-making across stakeholder groups including EIS, LFO, and agency HR/payroll leaders for all three branches of government.
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			<ul style="list-style-type: none"> • Leads procurement efforts, including RFP and SOW development for complex services and major initiatives, such as implementation of an enterprise resource planning system. • Develops and maintains effective working relationships with Workday Oregon vendors and partners. Evaluates quality of services provided through review of reports, data, and deliverables. Reviews vendor deliverables with specific responsibility for overall coherence of the final documents.
45%	N	E	<p>Business Process and Systems Analysis</p> <ul style="list-style-type: none"> • Collaborates with enterprise leaders and subject matter experts to define business problems and translate them into clear, actionable system requirements. Facilitates discovery sessions, documents process flows, and ensures requirements reflect enterprise business needs. • Evaluates and recommends enterprise Workday solutions by conducting fit-gap analyses, assessing configuration options, and consulting with EIS to ensure alignment with statewide technology architecture, security, and compliance standards. • Navigates ambiguity and shifting priorities by applying project management practices, adjusting scope and timelines as needed, and prioritizing deliverables based on enterprise impact and feasibility. • Leads readiness assessments and change management planning for major system implementations. Coordinates with change managers, training leads, and communications staff to assess enterprise preparedness, develop tailored change strategies, and ensure smooth transition to new functionality and business processes. • Provides strategic input on system design, compliance, and integration with other enterprise platforms such as PEBB, PERS, and statewide financial systems. Participates in cross-program design sessions, reviews interface specifications, and ensures data governance and regulatory compliance are maintained.
5%	N	NE	<p>Professional Development and Strategic Engagement</p> <ul style="list-style-type: none"> • Maintains expertise in project management methodologies, enterprise systems, and emerging technologies by reading articles and periodicals, and attending relevant training and conferences. • Represents Workday Oregon in nationwide and statewide forums and collaborates with other agencies to share best practices. • Advises the Workday Oregon Director on trends, risks, and opportunities related to enterprise project delivery. This is done

			through a combination of structured reporting, real-time issue escalation, and proactive environmental scanning.
5%	N	NE	Other duties as assigned • Performs additional responsibilities as needed to support the mission and goals of Workday Oregon and enterprise priorities.
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 and technical partners. It requires maintenance of tight deadlines and close coordination of many 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.

- Federal rules, regulations and statutes
- Oregon Revised Statues
- Oregon Administrative Rules
- Legislative Direction
- EIS policies, processes, quality control standards and stage gate requirements
- Collective Bargaining Agreements
- Statewide Policies and Procedures
- Division Policies and Operating Procedures
- Agency policies and procedures relating to specific area of expertise
- State and agency Records Retention Policies and Procedures
- Public Records Procedures
- Program and project management methodologies (e.g. PMBOK)
- Americans with Disabilities Act requirements
- Equal Opportunity Act
- Workday Community, Learning and Training

b. How are these guidelines used?

They provide general guidance, policy direction, and framework to the incumbent who must interpret and apply them as necessary. Assures compliance with correct rules and procedures in performing work assignments, ensuring project outcomes meet program specifications and performance requirements, and State and Federal policies, laws and regulations are followed.

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?
DAS Staff, managers, and executives	In person (via virtual meeting or chat), email or telephone	Question, problem resolution, collaborate effectively, share information, build shared vision and understanding, gather information, planning and execution of projects	Weekly

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

Vendor Staff	In person (via virtual meeting or chat), email or telephone	Question/Problem Resolution, gather information, Planning and execution of projects	Weekly
State Agency HR, Payroll, Learning, and Security Partners	In person (via virtual meeting or chat), email or telephone	Question/Problem Resolution, gather information, Planning and execution of projects	Daily
Workday Oregon Team	In person (via virtual meeting or chat), email or telephone	Question/Problem Resolution, gather information, Planning and execution of projects	Daily
Benefit Service Partners	In person (via virtual meeting or chat), email or telephone	Gathering requirements and needs, providing information and options, clarification, questions, meetings.	As Needed
EIS and LFO Governance	In person (via virtual meeting or chat), email or telephone	Reporting, providing information and options, clarification, questions, meetings.	Monthly
Workday System Users	In person (via virtual meeting or chat), email or telephone	Questions, problem resolution, information sharing, requirements gathering	As Needed
Labor Organizations	In person (via virtual meeting or chat), email or telephone	Information exchange, questions, problem resolution	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position exercises a high level of independent judgment and strategic decision-making authority in leading complex, enterprise-wide projects within the Workday Oregon division. The Project Manager 3 (PM3) is responsible for making critical decisions that directly affect the functionality, performance, and sustainability of the Workday Oregon system, which supports over 45,000 employees, 7,000 contingent workers, and 50,000 extended enterprise learners across all three branches of Oregon state government.

Decisions made in this role directly shape the design and implementation of enterprise technology solutions, the alignment of statewide HR business processes, and the successful delivery of high-risk, high-impact projects. For example, this position determines which Workday modules—such as Payroll, Time Tracking, and Absence Management—must be configured to meet evolving policy and operational needs across agencies. It also leads decisions on how to sequence deployments, manage cross-agency data dependencies, and resolve conflicts between system capabilities and business requirements. These decisions often require navigating ambiguity, balancing competing priorities, and coordinating interdependent workstreams across multiple agencies and branches of government. Errors in judgment or execution could result in significant missed payroll deadlines, incorrect benefits processing, or inaccurate time reporting—issues with broad visibility and significant financial and reputational consequences.

The PM3 independently designs project scope and requirements, evaluates solution alternatives (e.g. custom configuration vs business process change), and recommends strategic paths forward to executive sponsors. The position provides authoritative guidance to cross-functional project teams, assigns and monitors work, and ensures deliverables meet quality standards and

compliance with statewide policies. Decisions related to risk mitigation, resource allocation, and stakeholder alignment, and change management are made with minimal oversight and carry long-term implications for enterprise operations and public service delivery.

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 Administrator 2, Workday Oregon Director	2700050 / 000000166613	In person (via virtual meeting or chat), email or telephone	Weekly	Review issues and work products, provide direction, coaching, discuss status and progress of tasks. Discuss effectiveness of project management processes and oversight of projects.
Information Technology Administrator 2, Workday Oregon Director	2700050 / 000000166613	In person (via virtual meeting or chat), email or telephone	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? n/a

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.

Candidates who are the most competitive will also reflect the following requested skills and desired attributes:

- Strong knowledge of State of Oregon (including all branches)
- Leadership skills to set strategy and direction across groups
- Strong project management discipline
- Strong knowledge about managing information technology projects
- Strong analytical skills
- Analyze processes and functions
- Communicate effectively with business and technical staff
- Ability to pay close attention to detail
- Ability to collect, organize and evaluate information to produce recommendations for action
- Communicating information effectively both orally and in writing
- Writing clear, concise and direct narrative and reports
- Preparing and delivering presentations for different audiences
- Strong interpersonal skills
- Excellent customer service skills for both internal and external customers
- Ability to work well under pressure
- Demonstrate initiative
- Exercise good judgement
- Knowledge and proficiency using a personal computer and various software including Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Teams, Visio, SharePoint, Microsoft PowerPoint, Adobe Acrobat and SmartSheets.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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