



State of Oregon Position Description

Company: Department of Administrative Services
Organization: Chief Strategic Initiatives and Accountability - DAS
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Operations & Policy Analyst 4	Job Profile ID:	0873
Business Title:	Senior Policy Advisor And Project Manager (Unfilled)	Position ID:	000000032138
Employee Name:		Company ID:	10700
Representation:	MMN	Budget Auth No:	1262420
Location:	Salem DAS Executive Building		
Supervisor:	Katie Thiel (Deputy/Chief 3)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Administrative Exemption		
Overtime Eligible:	No		
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.

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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.

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:

Serve as a senior policy advisor and project manager for DAS, with a specialized focus on Executive Relationship Management. The incumbent leads the planning and execution of enterprise-wide meetings and forums that engage agency directors, small agencies, boards, commissions, and the deputy director network, fostering robust collaboration and alignment on statewide priorities. This position is responsible for building and sustaining strategic relationships with executive leaders, proactively identifying opportunities for interagency coordination, and facilitating knowledge sharing to strengthen the collective leadership capacity across the enterprise.

The incumbent plans and leads large-scale statewide policy development and projects focused on identifying and implementing best practices, operational changes, and process improvement opportunities. The senior policy advisor identifies and implements best practices, operational changes, and process improvements that drive transformative, long-term change across DAS and the enterprise. By fostering collaboration, conducting comprehensive research, and recommending effective policy and procedural modifications, this role advances DAS's mission to enhance the efficiency, effectiveness, and accountability of state government operations for the benefit of all Oregonians.

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.

40% - NC - E Policy Analysis and Development

- Serve as a senior 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 partners 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 partners 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.

35% - NC - E Strategic Project Execution and Monitoring

Plan and lead internal DAS and enterprise-wide multi-partner 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 partners 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 partners 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.

20% - NC - E Executive Relationship Management

- Plan and execute enterprise-wide meetings including agency directors, small agencies, boards and commissions, deputy director network, ensuring robust agendas that address statewide priorities, foster knowledge sharing and drive actionable outcomes.
- Build and sustain relationships with executive leaders by coordinating regular forums, roundtables, and targeted working sessions. Proactively identify opportunities for interagency alignment and leverage these gatherings to surface emerging issues, share best practices, and strengthen the collective leadership capacity.
- Manage onboarding for new directors, ensuring seamless integration into the enterprise leadership structure. Develop orientation materials, facilitate mentorship connections, and provide ongoing support to accelerate new leader effectiveness and promote a culture of continuous learning. Manage twice-yearly new director forums.

Outreach & Education

- Coordinate listening sessions and collaborative work groups with key partners 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 partners and the governor's office.

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.

This position requires an in-person presence as needed for relationship development and to manage projects. In-person work is not scheduled routinely and requires flexibility from the incumbent.

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

List any established guidelines used in the 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

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-partner 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	How	Purpose	How Often?
DAS Director	In Person, by mail, email or telephone	Gather information on business needs; provide advice and recommendations.	As Needed
DAS Leaders	In Person, by mail, email or telephone	Solicit input, inform and educate on business strategies	Regularly
General public/interest groups	In Person, by mail, email or telephone	Solicit input, inform and educate on business strategies	Regularly
Governor's Office	In Person, by mail, email or telephone	Solicit input, inform and educate on business strategies	Daily
Legislators/staff	In Person, by mail, email or telephone	Solicit input, inform and educate on business strategies	Regularly
Other state agency leaders	In Person, by mail, email or telephone	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-partner 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 partners 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 partner 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.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Deputy/Chief 3	2300117	In Person, by mail, email or telephone	As Needed	Regular check ins; review and progress of work; performance evaluations; provide guidance.

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.

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.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date