



**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:

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Information Systems Specialist 8			b. Classification No:	C1488		
c. Effective Date:	July 1, 2025			d. Position No:	2700042		
e. Working Title:	Payroll, Time Tracking & Benefits Integrations Expert			f. Agency No:	10700		
g. Section Title:	Workday Oregon			h. Budget Auth No:			
i. Employee Name:				j. Repr. Code:	UA		
k. Work Location (City – County):	Salem - Marion						
l. Supervisor Name:	Jill Coleman						
m. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent	<input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share			
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Computer	o. 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 45k employees, 7k contingent workers (volunteers & contractors) and 50k 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 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:

The primary purpose of this position is to serve as the primary technical expert for all integrations involved in payroll, time tracking and benefits for the state of Oregon. This position is responsible to maintain and create new integrations and applications for the enterprise and/or for specific agencies. These are both inbound and outbound integrations that transfer data between Workday and other systems; these include integrations for Workday HR and Workday Payroll. Integrations occur to/from state agency sub-systems, federal and local government systems and pose complexities with compatibility, configuration and functionality of these different systems. This position manages integrations that impact the transfer of enterprise Workday data with PEBB, PERS, Voya, Datamart, SFMS, ORBITS and other external partners. This position ensures successful integrations which impact employee benefits, retirement contributions, IAP's, and state agencies rely on these integrations for accurate budget reporting, fiscal projections, costing and allocations.

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
70%	N	E	<p>Construction and Planning (involves new technology, and building enterprise plans are statewide):</p> <ul style="list-style-type: none">• Research and test new Workday Technologies. Review the bi-yearly Workday updates to analyze the impact on enterprise integrations and applications. Thoroughly analyzes the current and future state of integrations, impact to enterprise data and processes, risk/benefit analysis and makes recommendations to leadership on upgrades.• Build complex and thorough implementation plans, data models, integration business processes, develop, and test integrations and applications in Workday working with multiple internal and external teams. As the Integration SME, coordinate and advise employees and resources on integration upgrade teams. Develop contingency plans for if/when upgrade implementation issues occur.• Develop integrations and apps in software such as Workday Studio, IntelliJ, Workday CLI, Oxygen, Postman. These are both inbound and outbound integrations and include enterprise agencies, federal and local government entities with many different systems and environments.

			<ul style="list-style-type: none"> • Gather and analyze integration issues to outline trends for performance, and data accuracy. This requires strong knowledge of Workday as well as other systems, compatibility and standards to ensure integrations occur successfully and issues are resolved. • Develop integrations and applications using multiple programming languages including Java, Javascript, and XSLT. • Write Workday Studio integrations using a multiple programmatic processes and styles including working with XML, JSON, CSV, XSLT, Java, MVEL, and creating custom java classes and delivery solutions. • Develop and manage the Workday Extend Application Tool. Create applications inside of Workday to allow for customized functionality to meet the needs of various state agencies and the enterprise. • Understand the methods for reading/writing data from Workday in the object models used in the database, regularly using Web Services, connectors, and custom reports. Develop high quality integrations that are scalable and global at the core. • Analyze, develop, and test, integration security. This is very complex and could impact data such as employee pay, benefits, retirement, confidential information, agency budget/fiscal information for the entire enterprise. • Develop, review and update system documents for integrations, reports and security. • Work with agency IT teams on integrations and web service requests • Work closely with Workday Oregon Administrators (especially in payroll, time tracking, benefits, labor and cost accounting areas) to execute programming that results in a best possible user experience.
25%	N	E	<p>Operations and Customer Assistance (involving enterprise-wide interaction with security at the highest level):</p> <ul style="list-style-type: none"> • Research and test new Workday Technologies. Review the bi-yearly Workday updates to analyze the impact on enterprise integrations and applications. Thoroughly analyzes the current and future state of integrations, impact to enterprise data and processes, risk/benefit analysis and makes recommendations to leadership on upgrades. • Build complex and thorough implementation plans, data models, integration business processes, develop, and test integrations and applications in Workday working with multiple internal and external teams. As the Integration SME, coordinate and advise employees and resources on integration upgrade teams. Develop contingency plans for if/when upgrade implementation issues occur. • Develop integrations and apps in software such as Workday Studio, IntelliJ, Workday CLI, Oxygen, Postman. These are both inbound and outbound integrations and include enterprise agencies, federal and local government entities with many different systems and environments. • Gather and analyze integration issues to outline trends for performance, and data accuracy. This requires strong knowledge of Workday as well as other systems, compatibility and standards to ensure integrations occur successfully and issues are resolved. • Develop integrations and applications using multiple programming languages including Java, Javascript, and XSLT. • Write Workday Studio integrations using a multiple programmatic processes and styles including working with XML, JSON, CSV, XSLT, Java, MVEL, and creating custom java classes and delivery solutions.

			<ul style="list-style-type: none"> • Develop and manage the Workday Extend Application Tool. Create applications inside of Workday to allow for customized functionality to meet the needs of various state agencies and the enterprise. • Understand the methods for reading/writing data from Workday in the object models used in the database, regularly using Web • Services, connectors, and custom reports. Develop high quality integrations that are scalable and global at the core • Analyze, develop, and test, integration security. This is very complex and could impact data such as employee pay, benefits, retirement, confidential information, agency budget/fiscal information for the entire enterprise. • Develop, review and update system documents for integrations, reports and security • Work with agency IT teams on integrations and web service requests • Work closely with business subject matter experts to execute programming that results in a best possible user experience.
5%	N	NE	Additional 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 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Workday Oregon Team	In person (via virtual meeting or chat), email or telephone	Escalated Case Support/ Question/Problem Resolution/Security Design/Testing	Daily
DAS Staff	In person (via virtual meeting or chat), email or telephone	Question/Problem Resolution	Monthly
State Agency IT Staff	In person (via virtual meeting or chat), email or telephone	Question/Problem Resolution/Bug Fixing/Testing	Weekly
OSPS Central 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 exercises discretion and independent judgment in researching/presenting technical solutions. This position has primary responsibility for fixes to integrations within the area of expertise. This position has access to personally identifiable information. This Integrations Expert must understand how multiple layers of information work together – if a change is made to one part of the system, it can affect the system in other areas or as a whole. As a result, decisions made in this position have the potential to impact other areas with large negative effects to the statewide Workday system as a whole. This position makes decisions regarding data going in and out of Workday which may include PPI (Personally Protected Information). This position's decisions impact individual employee data for all employees across the enterprise. State agencies rely on the integrations managed by this position for accurate budget reporting, fiscal projections, costing and allocations. This role analyzes scheduled Workday upgrades for the impact to enterprise integrations/applications, develops implementation plans and must alert leadership to potential issues with Payroll and HR data. Must make decisions regarding the testing and accuracy of such data. An incorrect decision could result in a widespread global data mistake which cannot be erased. This position makes decisions regarding how to program systems with many independent decision points. This position gives input to the Workday Oregon Architect who makes the final decision with regard to integration configuration changes within the system. Errors made by this position could cause mass issues with state employees including but not limited to overpayments, underpayments, grievances/labor issues. Errors could have a major impact on budget and have the potential be very visible. Acute accuracy and attention to detail is critical.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Human Resources Information Systems Manager 3	000000105728	In person (via virtual meeting or chat), email or telephone	Weekly	Review of work/To ensure timeline and performance expectations are met.
Human Resources Information Systems Manager 3	000000105728	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 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:

- Expert understanding of policies surrounding data governance, security, and integration development
- Expert level understanding on applying XSLT Stylesheets to XML Data
- Expert level understanding of programming principles and Java Syntax and MVEL Language
- Expert understanding of WSDL, Web Services, SOAP, and REST Request and Response messages.
- Subject Matter Expert on Custom Report Design and Application for Integration Systems
- Expert level understanding for the creation of EIB's, Core Connectors and Workday Studio Assemblies
- Subject Matter Expert on developing security around the integration systems and setting up service accounts to run the integrations
- Consider the impacts across all functional areas and all regions before making integration decisions
- Subject Matter Expert with business process designs and how data logically is processed in Workday
- Develop and adopt guidelines to Workday Integration in response to unprecedeted problems or issues

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type

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		