



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
June 2016

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc – Supervisory
Mgmt Svc – Managerial
Mgmt Svc - Confidential

Agency: The Department of Administrative Services

Division: Office of the State Chief Information Officer (OSCIO)

New Revised

SECTION 1. POSITION INFORMATION

Form with fields a-j: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, Eligible for Overtime.

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.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management.

Office of the State CIO

The Office of the Oregon State CIO (OSCIO) is a state government-wide information technology (IT) program led by an administrator who also serves as Oregon's Chief Information Officer (CIO).

The OSCIO team is built on collaboration and support. We work together to ensure our customer agencies receive the highest quality of service. We take pride in our work and look for ways to innovate. OSCIO is committed to hiring highly-skilled, diverse and dedicated employees who will bring a unique skill set to the team.

Vendor Management Program

The Vendor Management Program enables the standardization of processes for soliciting and contracting for vendor-provided services, implementation of an effective framework for vendor management, consistency with best practices and development of internal capacity for successful negotiation of IT modernization and telecommunications projects. Together with the teams that work on IT governance, project management and quality assurance, the Office will exercise policy and operational authority over projects prior to their solicitation and during implementation.

The Office is responsible for partnering with IT and business leadership across the enterprise to develop IT acquisition strategies, working to identify shared service opportunities, maturing governance processes for external service delivery and providing operational support for vendor management. The strategic sourcing program will include responsibility for the development, documentation, implementation and maintenance of vendor management processes, standards, and metrics tracking. The program is also accountable for all activities associated with effectively building and maintaining external third-party partner/vendor relationships. It is also responsible for establishing and monitoring the Vendor Service Level Agreements (SLA) against contract terms for primary vendors and business partners.

- 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:**

This position will provide leadership within large, complex and political statewide IT procurements. The position also monitors vendor performance on enterprise level IT contracts, by assessing performance in key areas, including: account management, cost, quality, delivery, agility, diversity and sustainability. Lastly, the position is responsible for vendor relationship management.

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
35%	N	E	<p>Enterprise IT Strategic Sourcing</p> <p>Utilizing principles of strategic sourcing, this position will provide leadership within large, complex and political statewide IT procurements. This position will work with individual agencies and the members of enterprise governance bodies (e.g., Enterprise IT Governance and Enterprise Leadership Team) to implement the strategies within the Enterprise Information Research Management plan and emergent enterprise IT priorities.</p> <p>This position will evaluate solicitation methods, evaluate risks associated with resulting contracts and consult with effected client state agencies in determining the optimal procurement</p>

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

			<p>methodology for enterprise IT vendors. This position will provide subject matter expertise on IT pre-procurement activities and evaluation of IT business requirements, analysis of comparator or industry benchmarks, financial analysis and category profiling.</p> <p>To this end, the position will participate in cross-functional procurement teams with both DAS Procurement and agency partners, to plan and develop contracts for multi-agency procurements. Additionally, this position may broker or coordinate technical assistance through managed service providers. Furthermore, this position will partner with diversity and sustainability programs to ensure their goals are included and acted upon within the context of IT sourcing.</p>
20%	N	E	<p>Vendor Contract Negotiation</p> <p>This position will engage in high-profile enterprise-level IT and telecommunications vendor contract negotiations, leverage existing statewide agreements and work to consolidate agreements to realize the best overall value for the state as a whole. This position will participate in and provide guidance regarding complex negotiations of final contract language, with respect to Enterprise software licenses, hardware maintenance agreements, infrastructure-as-a-service (IaaS), platform-as-a-service (PaaS), software-as-a-service (SaaS) and “cloud computing”. This position will also work to identify supply and market risks, working with procurement to ensure risks are contractually mitigated and proactively surfaced and communicated to individual agency partners and across the enterprise.</p>
40%	N	E	<p>Vendor Performance Management</p> <p>This position will monitor vendor performance at the enterprise level, by assessing performance in key areas, including: account management, cost, quality, delivery, agility, diversity and sustainability. This position will develop and utilize a standard set of tools to assess vendor performance, including: service level agreements (SLAs), stakeholder satisfaction surveys, vendor performance scorecards, continuous improvement plans and periodic business review templates. In evaluating a particular vendor, this position will seek to determine the following: (i) the effectiveness and responsiveness of the vendor account manager and customer service team; (ii) the competitiveness of vendors’ products and service in terms of cost and overall value; (iii) the overall quality and consistency of the IT products or services provided; (iv) the appropriateness and timeliness of the products or services delivered; (v) the nimbleness of the supplier and its</p>

			ability to meet business needs; and (vi) the extent to which the supplier supports statewide sourcing policy initiatives; <i>e.g.</i> , sustainability and diversity.
5%	N	E	Supplier and Association Engagement This position will actively interface with the IT product delivery community through participation in strategy sessions, seminars, user groups and supplier conferences in order to remain apprised of developments within the market for Enterprise IT solutions and services.
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.

Duties are performed in an open office design resulting in on-going audible distractions. Requires extended time working at a computer terminal with frequent use of common office technology, including phones, computers, printers, copy machines, fax machines, etc. Work may include long periods of sitting and/or standing. Requires extended work schedule at various times to meet project due dates. There will be frequent in-state travel and occasional out of state travel.

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.

- DAS Policies and Processes
- Statewide Policies and Procedures
- Oregon Revised Statutes
- Oregon Administrative Rules
- Attorney General’s Model Public Contracting Rules
- State Purchasing and Accounting Policy
- Section Operating Procedures, and Policies
- Delegation of Authority
- BOLI Requirement

b. How are these guidelines used?

These guidelines clearly define the operating parameters of statewide procurement activities and the latitude, which may be exercised by the incumbent in fulfilling his/her duties.

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?
Legislators, Legislative Staff, elected local government officials and their staff, State Data Center, Agency Directors and CIOs	In person, by telephone, by written media	Determine needs, discuss program issues and opportunities	As needed
CIO council, Improving Government and outside agency IT-related staff	In person, by telephone, by written media	Enterprise strategic sourcing; consulting; enterprise project / initiative development, implementation, and oversight; IT governance body support and presentations	Weekly
Industry associations; NASCIO	In person, by telephone, by written media	Outreach; industry/government trends, initiatives and "best practices"	Monthly
Vendors	In person, by telephone, by written media	Contract management; Solicit product information; clarify bid requirements; answer vendor questions regarding plans, policy, and state government-wide procurements	As needed
Procurement Services Personnel	In person, by telephone, by written media	Coordination, contract development and management; coaching and mentoring	As needed

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

SECTION 7. POSITION RELATED DECISION MAKING

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

This position is responsible for decisions with agency- and enterprise-wide impact resulting from the development of IT sourcing strategies across the enterprise and within complex multi-agency initiatives. Each recommendation requires decision-making based on an in-depth understanding of a host of interrelated criteria including, but not limited to: legislative direction, statewide rules and policy statements, industry best practices and Enterprise IT strategy. This position requires the depth of experience and knowledge to allow complex, high-value decisions to be made quickly and concisely.

Decisions made by the incumbent will have a substantive effect on the degree of efficiency, effectiveness and economy in identifying sourcing strategies for enterprise IT products and services. While high-quality decision-making may generate efficiencies and cost savings, the inverse is also true. Failure to make appropriate decisions or failure to have decisions subsequently affirmed and implemented by appropriate senior management can result in legal liabilities and/or financial consequences.

The position must frequently work with diverse groups of stakeholders with competing interests. The incumbent must provide leadership for agency and enterprise IT procurement efforts by establishing solid relationships with key agency personnel and by building agreement to arrive at and support important

decisions. This position must be able to lead teams and bring about consensus through collaboration with groups that often have diverse interests

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principle Executive Manage F	420406	In person, written	Weekly	To review work is completed as assigned.
		In person, written	Annually	Performance evaluation

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?
- | | |
|--|---|
| <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:

Ability to effectively communicate complex information technology contract issues to a wide range of stakeholders.

Additional skills, abilities and requirements:

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A		

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's name, and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date