



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: The Department of Administrative Services

Facility: Chief Financial Officer

[X] New [ ] Revised

This position is:

- [X] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc - Supervisory
[ ] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Information Systems Spec 6
b. Classification No: C1486
c. Effective Date: TBD
d. Position No: TBD
e. Working Title: CAD GIS/LiDAR Analyst
f. Agency No: 10700
g. Section Title: Capital Finance and Planning
h. Budget Auth No: TBD
i. Employee Name: Vacant
j. Repr. Code: OA
k. Work Location (City - County): Portland - Multnomah
l. Supervisor Name: Jean Gabriel
m. Position: [ ] Permanent [ ] Seasonal [X] Limited Duration [ ] Academic Year
[X] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [ ] Exempt [X] Non-Exempt
If Exempt: [ ] Executive [X] Professional [ ] Administrative
o. Eligible for Overtime: [X] 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 services 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 board and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer (COO), a central component of DAS, unites statewide solutions through team leadership. The COO 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.

The Office of the Chief Financial Officer (CFO) is responsible for enterprise-wide fiscal planning and policy leadership. The CFO provides guidance, training and direction to ensure fiscal integrity and consistency across state agencies. The CFO develops the Governor's budget and guides execution of the legislatively approved State budget to conform to Governor's policies, state laws, and legislative appropriations. The Office routinely represents the Governor with other elected officials, political subdivisions, and other states. Specific policy sections within the CFO include Budget Policy (BAM), Statewide Accounting and Reporting (SARS), Statewide Audit and Budget Reporting (SABRS), and Capital Finance and Planning (CFPS).

The CFPS has statewide responsibility for: 1) debt issuance and administration for nine financing programs; 2) development of the Governor's Budget and required enabling legislation for bond issuance and capital construction authorization; 3) administration of the Financing Agreements program under ORS chapter 283; and 4) development and maintenance of a statewide facilities plan and development and implementation of state facilities policies in coordination with various statutory and administratively established policy committees.

### Statewide Facilities Plan and State Facilities Policies

Primarily through the Director of Facilities Planning, CFPS works with the Governor's Office and agency personnel to develop, maintain, and oversee implementation of the State's long range facilities plan. The CFPS ensures the statewide facilities planning process effectively evaluates the needs and conditions of state facilities, establishes and implements guidelines and standards for acquiring, managing and maintaining state facilities and provides financing and budgeting strategies to allocate resources to facilities' needs. CFPS will establish criteria for form and content of information to be included in a database of state-owned property. CFPS will establish and monitor standards for space utilization and other matters as appropriate relative to facilities management.

CFPS utilizes the expertise of statutory and administrative committees such as the Capital Projects Advisory Board (CPAB), the Capital Planning Commission (CPC), and the Public Lands Advisory Committee (PLAC) in developing and updating the statewide facilities plan. CFPS is responsible for administrative activities relative to statutory requirements of the CPAB, CPC, PLAC, Oregon Sustainability Board (OSB), and Interagency Sustainability Coordinating Network (ISCN). This includes developing, implementing and updating related administrative rules and establishing practices to help ensure compliance with Executive Orders. This involves coordination with Enterprise Asset Management (EAM) in identifying necessary actions, publishing agendas, and conducting meetings in compliance with the Public Records Law.

In addition, CFPS works with agencies to gather information on maintenance and re-purposing needs for existing facilities. As part of the planning process, CFPS analyzes impacts of policy decisions such as changing targets for space utilization per FTE, implementation of energy-efficiency measures, etc. CFPS works closely with agencies regarding decisions on sale or acquisition of state facilities and with analyses on various issues such as lease versus own targets statewide.

**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 position is a member of the Capital Finance and Planning section and develops internal policies and procedures to support facility management applications for the state of Oregon. The position interprets division and statewide policies, establishes standards, recommends changes to business processes for the effective utilization of facility data, requirements and requests for information to ensure proper data extraction and maintains the integrity of facility data. Through the efforts of this position, policy makers can make sound facility investment and management decisions.

The data and systems developed by this position will be used in the development of recommendations and information to the Governor and the Legislature on the construction, leasing, and facilities management issues throughout state government as required by ORS 276.227. This involves analysis, development, coordination and implementation of a comprehensive statewide facilities plan that addresses needs, condition assessments, maintenance, utilization and replacement of state facilities. An important outcome of the plan should be that it promotes and enables agencies to complete timely, cost-effective facility improvements, renovations, and new construction projects and achieve optimal utilization of owned and leased space.

### 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
75%	N	E	<p><u>Primary Duties</u></p> <ul style="list-style-type: none"> <li>• Analyze, plan, develop and coordinate all CAD standards according to State Protocols or BOMA standards including layering and naming conventions. Develop and implement standards, processes and procedures for data input and maintenance of CAD data in a GIS.</li> <li>• Develop, integrate and implement systems and processes suitable for analytic purposes. Quantitative and Qualitative statistical work is essential.</li> <li>• Analyze, plan, develop and coordinate CAD data for QA/QC in AutoCAD or Revit depending on source data.</li> <li>• Make appropriate corrections and changes to CAD or BIM files as needed</li> <li>• Analyze, plan, develop and coordinate LiDAR and LAS data and engineer systems to integrate LiDAR data into FPU workflow for the purpose of facilities management.</li> <li>• Analyze, plan, develop and coordinate system for viewing and transforming LiDAR data related to FPU recoding and analytic needs</li> <li>• Develop and refine python script for converting CAD to shapefiles</li> <li>• Analyze, plan, develop and coordinate data collection and analysis of large scale data sets.</li> <li>• Analyze, plan, develop and coordinate DEMs, DSMs, DTMs, particularly from LiDAR data using appropriate techniques</li> </ul>

			<ul style="list-style-type: none"> <li>• Plan and Develop interactive app designed for non-CAD users to facilitate management of occupancy data and other variables</li> <li>• Plan and develop programming scripts to automate geoprocessing tasks (Python and C++)</li> <li>• Ensure QA/QC on spatial data related to State's facility portfolio, to ensure data cleanliness and accuracy. Monitor GIS databases for accuracy and data integrity</li> <li>• Support other team members in developing and maintaining the Geographic Information System (GIS) in cooperation with state entities.</li> </ul>
25%	N	E	<u>Secondary Duties</u> <ul style="list-style-type: none"> <li>• Support team members in provide digital maps, design and manage geographic databases and data files.</li> <li>• Support team members in design, creation, maintenance and dissemination of maps, databases, and various data sets through State's online GIS portal.</li> <li>• Perform complex geospatial data processing including geodatabase management, data collection, detailed editing reporting and geocoding/reverse geocoding functions</li> <li>• Provide geographic analysis as needed including geostatistical analysis, and interpolation.</li> <li>• Deliver cartographic products as needed</li> <li>• Provide graphic/visual communications support when needed.</li> <li>• Provide technical support to FPU's team members as needed</li> </ul>
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 environment working at a computer terminal for long periods of time. Business needs may require working irregular hours or shift work (24/7, weekends, evenings, holidays, and travel for job related purposes) in order to do work or make changes or maintenance that are not approved to be done during the hours of 6am – 6pm. Business needs may require re-assignment to one of three shifts (days, swing or graveyard) and with short notice.

## 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.**

- Data Center Standards Manual
- Vendor Supplied Manuals
- Operating Procedure Manuals
- Oregon Administrative Rules
- DAS Policies and Processes
- Information Technology Infrastructure Library (ITIL)
- Enterprise IT Strategy and IT Standards documents
- Systems Development Methodology
- Systems Development Policies and Procedures
- Compliance with specific state agency or federal policies and guidelines as required by the project
- Statute, policy, rules and procedures on budgeting, position control, personnel
- Collective bargaining agreement(s)
- User's Manual for CFPS applications

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

They provide general guidance and policy directions, and framework to the incumbent who must interpret and apply them as necessary for each application. The iPlan, ESRI, and other systems must support these guidelines. Also, this position must assist all users in the use of iPlan, ESRI, and other systems and the procedures to be 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Other Department staff in facility management, and human resources	Oral and Written	Provide information from Point Cloud/LiDAR, AutoCAD, Revit and other data and mapping systems. Discuss system-related issues.	Continual
Legislature	Oral and Written	Provide information from Point Cloud/LiDAR, AutoCAD, Revit and other data and mapping systems.	Legislative Session
Governor, state agencies and public	Oral and Written	Provide information from Point Cloud/LiDAR, AutoCAD, Revit and other data and mapping systems.	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Makes decisions in the administration of statewide budgeting, position control, collective bargaining, strategic facility planning, asset management and capital deployment information systems. Decisions include internal policies and procedures, systems changes that affect all of state government, how to report information which could affect headlines in tomorrow's newspapers, or how to set up summarization and presentation processes for the Governor's budget and facility planning efforts which could affect the accuracy of information in the budget and long range facility plan. Makes decisions regarding standard project management control process, tool and techniques and supporting templates.

## 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".

PEM F	0014801	Work product review and discussion	Annually	Annual performance reviews to ensure that tasks are continuing to be accomplished at an exemplary level of effort.
PEM G		Work product review and discussion	Annually	Annual performance reviews to ensure that tasks are continuing to be accomplished at an exemplary level of effort.

## 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:

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.

**Required:**

- Proficiency in Statistics
- 2+ years' experience in Graphic Design or Visual Communications
- High proficiency in both AutoCAD and Revit
- High proficiency in ArcGIS, ArcOnline, and ArcPro
- Proficiency in at least TWO of the following computer programming languages, SQL, Python, Java, C#, C++, PERL, PHP, javascript. Rails
- Proficiency in at least one of the following framework or statistical analyses programming languages; R, SAS, SPSS
- Experience with Geostatistical analysis
- Knowledge of data warehousing and data mining concepts including ETL, datamart design, fact tables, dimension tables, data views within data marts/data warehouses, olap, rolap, and data models such as star schemas and snowflake schemas
- Demonstrated experience with Web Mapping tools (ArcOnline)
- Must possess energy and drive to coordinate multiple projects simultaneously with an ability to prioritize tasks
- Ability to use tact and diplomacy to maintain effective working relationships and excellent customer service
- Highly motivated with excellent interpersonal skills, analytical, critical thinking & problem solving skills
- Possesses a collaborative working style with an ability to take initiative to work both independently and in a team environment depending on project needs

**Software:**

- ArcGIS Pro, ArcGIS 10.3, Advanced license levels.
- ArcGIS Extensions: Network Analyst, Spatial Analyst, 3D Analyst, Geostatistical Analyst, Data Interoperability,
- AutoCAD
- Revit
- OpenRefine
- RStudio
- SPSS
- Cloud9
- CloudCompare
- Microsoft Visual Studio
- Common office products (Office, Access, Excel)

- Common graphics software: Photoshop, Illustrator, InDesign

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

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

## 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