



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 2026

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 Chief Financial Officer

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Information System Spec. 8
b. Classification No: C1488
c. Effective Date: 07/01/99
d. Position No: 0448501
e. Working Title: Senior Applications Developer
f. Agency No: 10700
g. Section Title: Application Delivery
h. Budget Auth No: 000755940
i. Employee Name: Vacant
j. Repr. Code: OAS
k. Work Location (City – County): Salem / Marion
l. Supervisor Name: Fabiola Flores

m. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share

n. FLSA: Exempt Non-Exempt
If Exempt: Executive Professional Administrative
o. Eligible for Overtime: 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 serves 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.

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 Office routinely represents the Governor with other elected officials, political subdivisions, other states, and investment houses. Specific policy sections within the Office include Budget Policy (BAM), Statewide Audit and Budget Reporting (SABRS), Capital Finance and Planning, and the Office of the State Controller.

This position supports Financial Business Systems, (FBS), which is within the Office of the State Controller, and is responsible for supporting the critical applications with new development and on-going maintenance.

**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 purpose of this position is to support IBM mainframe applications for both new development and on-going maintenance of existing applications critical to conducting the business of the State of Oregon. Applications support critical areas such as statewide financial and reporting.

**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>			
25%	R	E	<p><b><u>Customer Assistance (help, use and fix):</u></b></p> <p>20% - Software (operating and applications) – Document procedures for diagnosing and solving problems that involve using multiple programming languages and techniques in a complex environment composed of integrated new and existing applications residing on an IBM mainframe, and AIX. Support critical applications by providing guidance, instructions and detailed specifications to lower-level ISS staff. Specifications must consider system performance and efficient integration of new code. Programming languages include COBOL, CICS, DB2, Easytrieve Plus, JCL, JavaScripting, HTML, CSS, Java, Python and UNIX scripting.</p> <p>5% - Data – Trouble shoot problems and coordinate problem solving efforts with applications staff, other state agency staff and vendors. Assist with performance tuning on DB2 databases.</p>
10%	NC	E	<p><b><u>Operations (day to day):</u></b></p> <p>5% - Software (operating and applications) – Resolves issues with resources, such as staff assigned to a project, computer resources, and availability of users. Coordinate the implementation of new systems, requiring organized and timely contacts with users, software development and operations staff. Ensure that documentation for operations is completed and accurate. Provide programming support, documentation, and on-going operational procedures.</p> <p>5% - Data – Monitor usage, response time, disk utilization, and cache. Identify any problems with performance and determine the cause. Implement solutions. Maintains database repositories and dictionaries for DB2 databases.</p>
40%	R	E	<p><b><u>Construction (new):</u></b></p>

			<p>30% - Software (operating and applications) – Perform requirements gathering and analysis through meetings and conferences with internal and external partners and staff. Plan and coordinate testing activities, draft test plans. Assist with program and system debugging. Coordinate system implementations. Ensure operations documentation is completed and accurate. Design and analyze complex application requirements by working with agency personnel to determine what information is needed and how it can be most effectively implemented into new or existing software applications. Analysis includes examining alternatives and evaluating the cost of solutions in terms of time and cost. During design phase, considers the impact of the changes on the overall system performance and anticipates any workload issues. Code, test and implement new changes to existing functions, triggers and procedures in COBOL, CICS, DB2, Easytrieve Plus, JCL, Python, Java, JavaScript, CSS and HTML and UNIX scripting. Testing emphasizes unit, system and integration testing. May also be involved in stress testing.</p> <p>Document standards for application development in COBOL, CICS, DB2, Easytrieve Plus, JCL, Python, Java, JavaScript, CSS and HTML and UNIX scripting. Document procedures. Prepare and maintain documentation in accordance with the existing system standards using automated tools. Documentation must include any needed changes to the Disaster Recovery Plan. Develop training materials. Train users in the functionality and security of DB2 databases and associated applications. Document backup and recovery procedures.</p> <p>Plan and secure the approval of the user unit, develop production procedures and time schedules for the release of systems, as required.</p> <p>10% - Data – Designs for logical and physical databases, incorporating both the system and client’s view. Leads the designs of databases on multiple platforms to ensure that data redundancy is avoided and optimum performance is obtained. Consider the security requirements of systems and ensure they are built into the database design. Define problems, coordinate resolution and track project schedules, which can involve multiple organizations.</p> <p>Plan and control changes to the scope of projects and ensure change control for projects. In planning for a new database or system change; must consider DB2 database security and the possibility of users external to the agency.</p>
20%	NC	E	<p><b><u>Planning (Strategic) and Project Management:</u></b></p> <p>10% - Software (operating and applications) – Conducts long-term strategic planning to identify new approaches and direction of emerging trends in electronic service delivery, new application development technologies, and new application development tools from among multiple vendors.</p> <p>10% - Data – Develops short- and long-term plans for the agency’s core application data systems, including capacity plans to support</p>

			<p>future expansion as business needs change; communicates planning to appropriate agency management to ensure that proactive planning can occur. Recommends changes in business operations to better exploit the data resources.</p> <p>Provide leadership through the entire lifecycle of projects in the portfolio.</p> <p>May take over or lead a project that is not meeting performance expectations or be assigned a project to help meet organizational goals.</p> <p>Lead by example and inspire team members to work collaboratively and strive for excellence in project management. Responsible for conflict resolution.</p>
5%	R	NE	<p><b>Other</b></p> <p>Participate in section planning. Maintain performance measures tied directly to position requirements.</p>
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.**

Business needs may require working irregular hours (24/7, weekends, evenings, holidays, and travel for job related purposes) in order to complete work assignments or assist in problem resolution.

This position is suitable for remote work options. 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. This position requires significant use of a computer and video-conferencing.

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.

- DAS Policies, Rules, and Procedures
- Oregon Revised Statutes
- Oregon Administrative Rules
- Federal IRS Regulations
- DAS Application Delivery Team Processes, Procedures, and Standards
- Vendor Supplied Manuals
- Information Technology Infrastructure Library

b. How are these guidelines used?

Provide the senior level of customer communications both internally and externally, technical project management, strategic planning, and technical expertise to deliver application development and support services to DAS.

## 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?
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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".*

Management	Phone/in person/email/, video conference	Problem resolution and recommendations	As Needed
State Agency & Internal Staff	Phone/in person/email/, video conference	Troubleshooting	Daily/weekly /monthly
Vendors and Contractors	Phone/in person/email/, video conference	Problem resolution	As needed
State Agency External Management & Staff	Phone/in person/email/, video conference	Problem resolution	Daily/weekly /monthly

## 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 providing the highest levels of software expertise in IT Service Delivery, IT Project Management and IT Business Controls. It must always consider the broad ramifications of decisions made on behalf of the state. Failure to make correct and timely decisions



- Skilled in establishing and maintaining effective working relationships with superiors, subordinates, peers and other agencies and the public.
- Strong technical analytical skills.
- A strong customer service ethic.
- Strong time management skills and be able to effectively balance delivery of on-going operational services with the accomplishment of work that supports attainment of long-term goals.
- Ability to work with a high level of initiative to manage multiple tasks under deadline pressure. Strong self-initiative in keeping abreast of new technologies and maintaining certifications.
- The ability to explain complex technical issues to non-technical customers.
- Expert skills in IT project management, planning and implementing projects.
- Strong communication and facilitation skills: active listening, interpersonal, written and verbal, presentation skills.
- Highly skilled in analytical review with the ability to troubleshoot and isolate issues.
- Highly skilled in the following:
  - Structured Design, Analysis, and Testing on a high-volume mission critical system running 24x7
  - Requirements gathering and documenting
  - System development lifecycle methodology
  - Mainframe Job Scheduling
  - Debugging complex issues
  - COBOL (batch and CICS)
  - CICS
  - JCL (including but not limited to instream, PROCS and condition codes)
  - TSO
  - Easytrieve Plus
  - VSAM Files
  - Performance monitoring and tuning
  - UNIX scripting
  - UNIX CRON for AIX scheduling
  - Disaster recovery planning and execution
- DB2 Relational Data Base Structures OS/390 DB2 skill
  - SQL
  - Tuning
  - Tablespace, table and index creation and alterations
  - Reorganization
  - Backup and recovery
  - Stored Procedures
  - Federated connections
  - Utility's (including but not limited to unloads, loads and dynamic SQL)
- LUW DB2 on AIX skill
  - SQL
  - Tuning
  - Tablespace, table and index creation and alterations
  - Reorganization
  - Backup and recovery
  - Stored Procedures
  - Federated connections
  - Bulk loading of data

