



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
September 2025

Agency: Oregon Department of Agriculture

Facility: Salem Headquarters

☒ New ☐ Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title:	Information Systems Spec. 7	b. Classification No:	C1487
c. Effective Date:	9/15/2025	d. Position No:	2712001
e. Working Title:	IT Project Manager / Business Systems Analyst	f. Agency No:	60300
g. Section Title:	Information Technology (IT)	h. Budget Auth No:	1442234
i. Employee Name:	TBD	j. Repr. Code:	OAO
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name:	Ryan Schlunz		
m. Position:	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input checked="" 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 checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative
		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 Oregon Department of Agriculture's (ODA) mission is to protect, promote, and prosper by safeguarding Oregon's agriculture, natural resources, working lands, economies, and communities through assistance, compliance and market support. The ODA provides a broad range of leadership, service, inspection, regulation, and market development functions to Oregon agriculture. ODA is committed to servicing the people of Oregon's needs through core values of being approachable, genuine, growth-oriented, inclusive, experts, and sustainable.

ODA unifies 38 programs operationalized by a \$190 million budget with 523 employees located across Oregon. ODA serves over 35,000 farms with an economic value of over \$16 billion, producing 225+ commodities grown for local, domestic, and international markets.

This position works in the Business Systems team of our Information Technology program (ODA-IT) in the Administrative Services Division (ASD) of the Oregon Department of Agriculture (ODA). ASD also includes Fiscal and Budget Services, Human Resources, Contracts and Procurement Services, and Facilities / Business Operations Services.

ODA-IT exists to provide Reliable solutions with Prompt, Accurate, and Courteous Technology services that enrich ODA's mission (R-PACT). ODA's mission is to safeguard Oregon's agriculture, natural resources, working lands, economies, and communities through assistance, compliance, and market support (Promote, Protect, Prosper). ODA's vision is to nurture a resilient tomorrow for generations to come. ODA-IT helps to facilitate this vision by working to unify all data and technology systems for seamless access to all agency resources across all programs (One IT. One ODA. One Oregon).

ODA-IT consists of 12+ positions supporting 500+ users (250+ users based in Salem and Wilsonville offices and 250+ based in field offices or otherwise working remotely. The Chief Information Officer or Information Technology Manager oversees all ODA-IT functions, including but not limited to:

- Operations (help desk, hardware / software support, technology training, network/user/server/system administration, backup/restore/disaster recovery & cybersecurity).
- Business Systems (business systems analysis, project management, custom db / app development, and support).
- Data Services (data & records management, data governance, data quality & analysis, and data visualization).

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 ODA-IT Business Systems team ensures that business systems are designed, developed, deployed, managed, and supported in a way that aligns with Oregon's enterprise standards and meets the Customer Service and Organizational Excellence objectives of the agency.

The Project Manager / Business Systems Analyst (PM/BSA) takes primary responsibility for the analysis, design, implementation, and support of technology and data systems which enable efficient business processes for the Agency, a specific Division at the Agency (e.g. Food Safety, Plant, Nat. Resources, Ag. Services) or specific business systems (e.g. Licensing, GIS, LIMS, M365). PM/BSA's are also cross-trained and provide backup / temporary primary responsibility for all other business systems as well.

This position has primary responsibility for ODA's Licensing, CRM, and related business systems, and works directly with users, vendors, other ODA-IT staff, and other agencies to ensure the project to replace these systems is properly scoped and managed following industry standards and best practices, along with Oregon's Enterprise standards and agency objectives.

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
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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".

35%	N	E	Software (Construction) – Complexity Level 3 <ul style="list-style-type: none"> • Apply project management best practices, standards, principles, and methodologies to manage IT Business Systems projects to include: <ul style="list-style-type: none"> ○ Develop and manage resources, cost, and time estimates for accomplishing the customer's business system needs. (These tasks may be performed in the context of liaison and/or supervision of outside contractors).
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			<ul style="list-style-type: none"> ○ Develop project plans, statements of work, scoping documents, work breakdown structures, and other methodology-based deliverables as needed for effective oversight and procurement related activities. ○ Manage changes to scope, budget, and schedule through formal change control procedures. ○ Identify and mitigate risks that might arise during project planning and delivery and resolve issues when they do occur. ○ Monitor project and task status, develop and deliver project status reports, follow up on any performance issues, and review project at completion and make recommendations for adjusting future projects. • Draft technical specifications for supported business systems and help to evaluate vendors based on cost, performance, alignment with agency goals, and other criteria as required, making recommendations for vendor selection. • Provide input to project team members on roles and responsibilities. Provide feedback to project team on team issues. • Develop solicitation and procurement related documentation (e.g. RFI / RFP) for acquisition of resources and services necessary to deliver business systems that meet desired objectives. • Facilitate, evaluate, and help to select multiple vendor proposals for IT services necessary to deliver business systems that meet desired objectives (may include development of programming code, software, and hardware).
35%	N	E	<p>Software (Planning) – Complexity Level 3</p> <ul style="list-style-type: none"> • Ensure that business and functional requirements meet business expectations that translate to business outcomes which are agreed upon by the project team, project sponsor and / or executive steering committee, and are in alignment with any legislative requirements. Includes: <ul style="list-style-type: none"> • Leading meetings with Programs to evaluate, understand, document and communicate how their processes and business system needs and how they may relate to enterprise, agency, or regulatory requirements. • Identify and document new processes that are consistent with desired improvements to compliance / efficiency / efficacy. • Effectively document and communicate information necessary for customer understanding and for IT Operations or Developer staff (which may include work performed by Enterprise IT, Agency staff, and/or outside contractors). • Plan with customer to determine which technology best meets their business requirements, while balancing security requirements and agency strategic direction. • Act as a customer liaison on information systems related to business area. Clearly understand systems criticality factors and how the business uses the systems to meet the business needs. • Plan for a variety of applications/operating systems with a variety of users and hardware. • Work with multiple vendors, agencies to plan and implement new systems or major upgrades.

			<ul style="list-style-type: none"> • Work with other project managers to resolve resource issues for competing priority projects. • Develop methodology deliverables and contract bid specifications. Perform contract administration functions including evaluation and selection of contract staff to work on projects and tasks, evaluation of contract staff for performance, and assist in process to remove contract staff from projects for performance or other problems. • Perform contract administration for tracking and reviewing overall contract performance including expenditures. Assist in review and approval of contractor invoices.
5%	N	E	Software (Operations) – Complexity Level 3 <ul style="list-style-type: none"> • Measure the impact of process and system changes, making necessary adjustments to achieve desired results. • Monitor and evaluate during post-implementation the overall system performance of the newly implemented systems or modifications and make necessary adjustments as needed to ensure customer satisfaction needs are met. • Review security profile of team members; review security alert reports and respond to security issues. • Manage issues from diagnosis to resolution of user and system problems that may span a variety of other business systems.
20%	N	E	Data (Construction) – Complexity Level 3 <ul style="list-style-type: none"> • Perform data analysis activities when expertise is required. • Ensure that project teams follow existing data standards. • Ensure that the project team uses the data dictionary. • Ensure that the project team evaluates data relationships to “normalize” design for efficient utilization and storage. • Ensure that the project team provides conceptual, physical, and logical database designs to database analysts. • Ensure that the project team identifies corrupt or problematic data issues for mission critical systems; evaluate and execute actions to resolve errors as needed. • Ensure that the project team recommends changes to the data models to meet business practices. • Coordinate resolution of non-database data related issues.
5%	N	NE	Data (Customer Assistance) – Complexity Level 3 Other duties as assigned <ul style="list-style-type: none"> • Provide data analysis, ad-hoc reporting, provide data extracts as needed to support discovery and design processes before construction. • Provide post-implementation data analysis and reporting to validate successful migration to new system and system operations.
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.

This position works in the Salem Office Headquarters building on a hybrid-work agreement.

This position requires a flexible work schedule that varies in the number of hours worked daily, but not necessarily each day, or a work schedule in which the starting and stopping times vary on a daily basis, but not necessarily each day, and does not exceed forty (40) hours in a workweek. Work exceeding 40 hours per week requires prior approval by the supervisor.

Some weekend and after-hours work is required, as is occasional travel to field offices.

Extended periods of time using a computer screen.

This position may occasionally interact with hostile or upset customer

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.

Oregon Revised Statutes; Oregon Administrative Rules; Oregon / EIS / CSS standards, values, policies and established procedures; ODA and ODA-IT standards, values, policies, and established procedures.

Additional guidelines provided by PMI's PMBOK Guide and The Standard for Project Management.

b. How are these guidelines used?

These guidelines direct the way work is performed, expected behavior when performing work, how regulatory requirements are met, and quality standards are achieved.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
ODA Staff	Person/Phone/email	Analyze needs, track tasks, manage projects, manage risk, troubleshoot problems, etc.	Daily
ODA-IT Staff	Person/Phone/email	Coordinate delivery of IT services (systems, development, etc.)	Daily
Vendors	Person/Phone/email	Coordinate support issues and needs	As Needed
EIS / P3 / CSS / DCS / Other Agencies & Workgroups	Person/Phone/email	Technical Support, Project Oversight, Data sharing, coordination of statewide projects or initiatives, statewide alignment	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Establish procedures that ensure supported business systems operate properly; Recommend new vendors and choose vendors from existing contracts to help with the implement of new and support of existing business systems.

Typical decisions of this position.

This position fills a critical role in enhancing the level of service our customers receive. It requires working closely with customers to determine their needs/plans. One of the critical aspects of this job is to act as a liaison between technical staff, IT contractors, and business customers, to balance the needs of the customer and IT staff within the constraints of the resources available to perform the needed work.

As a project manager, the type of decisions that may be made by this position are:

- planning and organizing projects;
- requirements and scope of projects;
- feasibility of projects;
- costs and timeframes for projects;
- quality assurance of projects;
- staffing levels for projects;
- allocation of Programmers and Systems Analysts to particular projects;
- project work schedules;
- project work assignments;
- quality of project work;
- approval of project work;
- training needs of project team members;
- hiring of contractor personnel.
- contract awards, contractor selection and contract administration.

As a technical consultant, the type of decisions that may be made by this position are:

- automation planning and strategies;
- requirements and scope of projects;
- feasibility of projects;
- costs and timeframes for projects;
- quality assurance of projects;
- on-going support needs of customers;
- training needs of customers.

a) Direct effect of these decisions.

The effect of these decisions directly impacts the ability of IT to deliver business systems to the agency and for the agency to provide service to its customers. These decisions also impact how well the agency ensures compliance with statutes, policies, agency mission, goals and objectives. Failure to use good judgment and make correct and timely decisions affect the efficiency and effectiveness of the agency.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Chief Information Manager 2	0021189	1. Impromptu and scheduled meetings, both in person and via phone/video.	1. Daily, Weekly, Monthly, and Quarterly	1. Review of problems, project status, performance, and professional development goals.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position?

N/A

How many employees are supervised through a subordinate supervisor?

N/A

b. Which of the following activities does this position do?

☐ Plan work

☐ Coordinates schedules

☐ Assigns work

☐ Hires and discharges

☐ Approves work

☐ Recommends hiring

- ☐ Responds to grievances
☐ Disciplines and rewards

- ☐ Gives input for performance evaluations
☐ 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:

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.

This person in this position must possess:

- Expert skill in IT project management, planning and implementing projects.
- Skill in systems analysis, design and user requirement definition.
- Strong communication skills: listening, interpersonal, written and verbal, presentation skills.
- 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
- Skill in organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods.
- Ability to work with a high level of initiative to manage multiple tasks under deadline pressure.
- Ability to learn and work within specific agency operations, policies and procedures affecting assigned work
- Skilled in current technologies, system and process development methods.
- Skilled in establishing and maintaining effective working relationships with superiors, subordinates, peers and other agencies and the public.
- The ability to explain complex technical issues to non-technical customers.

Behavioral Expectations:

- Operate with notable levels of Humility, Empathy, Responsiveness, Optimism and Synergy when working with others.
- Be Relentless in pursuit of task completion, thoroughness, and timeliness of service delivery.
- Establish measurements of work product and actively solicit feedback on how to Continuously Improve.
- Espouse Agency and Enterprise behavioral values.
- Adhere to all established policies, processes, and procedures (i.e. Stage Gate, Security, Change, Incident, Asset, Problem, and Request Management).

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".

N/A		
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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