



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
December 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:	Project Manager 3 (0856)			b. Classification No:	C1487		
c. Effective Date:	9/15/2025			d. Position No:			
e. Working Title:	OneODA Internal Project Manager			f. Agency No:	60300		
g. Section Title:	Information Technology (IT)			h. Budget Auth No:			
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.

This position is located within the Oregon Department of Agriculture's Information Technology Program (ODA-IT) and is assigned to provide dedicated business analysis and project management leadership for the OneODA Program, a legislatively authorized, enterprise-wide business transformation initiative supported by a \$9.35 million appropriation.

The OneODA Program is designed to modernize and replace multiple fragmented, high-risk legacy systems with a unified, agency-wide platform aligned to the State of Oregon's strategic Microsoft technology standards. The program directly impacts all ODA divisions and programs and affects both internal agency operations and external constituents who rely on ODA licensing, inspection, and compliance services.

ODA-IT is responsible for providing agency-wide information technology services in support of ODA's mission to safeguard Oregon's agriculture, natural resources, working lands, economies, and communities. ODA-IT supports approximately 500 users across central office and field locations statewide and consists of multiple functional areas, including operations, business systems, and data services. This position does not perform or supervise operational IT functions.

Within the OneODA governance structure, this position supports a program consisting of three high-risk, interdependent projects: Windows Computers (Foundation), CRM & Licensing (Core), and Inspection & Compliance (Expansion). These projects span multiple fiscal years, involve overlapping schedules and shared dependencies, and require coordination across 38 agency programs, external partner groups, and statewide oversight entities including Enterprise Information Services (EIS), the Department of Administrative Services (DAS), and the Legislative Fiscal Office (LFO).

The scope of the OneODA Program extends beyond technical system implementation and includes agency-wide business process redesign, organizational change management, and compliance with statutory and regulatory requirements.

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 a Project Manager and Business Analyst for Phase 1 of the OneODA Program (CRM & Licensing), with responsibility for planning, directing, and controlling the integrated scope, schedule, budget, and risk management activities for a complex, enterprise-level implementation.

This position exercises independent professional judgment to coordinate multiple interdependent workstreams involving diverse internal partners, contracted vendors, and oversight bodies, where project goals and methods are progressively refined over the project lifecycle.

The position is responsible for facilitating established governance structures, including the Executive Steering Committee, to support timely decision-making and resolution of complex tradeoffs related to business requirements, legislative constraints, funding limitations, and technical dependencies.

This position oversees vendor and contract performance to ensure project deliverables meet defined acceptance criteria, contractual obligations, and applicable state standards, and initiates corrective action when performance risks threaten project outcomes.

The position is accountable for identifying, analyzing, and mitigating enterprise-level project risks that may affect schedule integrity, budget control, system adoption, or the realization of intended program benefits. Technical design, configuration, development, and testing activities are performed by internal subject matter experts and contracted technical resources. This position is not responsible for hands-on technical execution and instead focuses on integrated project leadership, vendor accountability, partner coordination, and organizational readiness to ensure successful implementation and retirement of legacy systems.

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
-----------	--------	------	--------

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

30%	N	E	Project Leadership & Integrated Planning <ul style="list-style-type: none">Plans, directs, and controls the progressive elaboration of the OneODA Phase 1 (CRM & Licensing) project schedule and integrated management plans, ensuring alignment with the overall OneODA program critical path.
-----	---	---	--

			<ul style="list-style-type: none"> Manages complex, interdependent schedules and shared dependencies between the CRM & Licensing project and concurrent OneODA initiatives, including Windows Computers and Inspection & Compliance, to ensure coordinated delivery across multiple workstreams. Establishes and maintains project governance artifacts, including the Project Charter, integrated project management plans, milestone schedules, and benefits realization documentation. Directs milestone readiness and deployment reviews to ensure project deliverables are implemented within fixed legislative, regulatory, and licensing renewal timeframes.
20%	N	E	<p>Governance, Partner Alignment & Decision Enablement</p> <ul style="list-style-type: none"> Plans and facilitates executive-level governance structures, including the Executive Steering Committee, to support timely decision-making on project scope, schedule, budget, and risk. Defines and enforces decision rights, escalation protocols, and operating agreements across multiple partner groups with competing priorities and interests. Synthesizes complex business, policy, and technical considerations into decision options and recommendations for executive leadership when project goals, methods, or outcomes are not fully defined. Facilitates resolution of high-impact issues to maintain alignment with legislative intent, agency strategic objectives, and approved governance direction.
20%	N	E	<p>Vendor, Contract & Procurement Management</p> <ul style="list-style-type: none"> Partners with ODA's Procurement Officer, the Department of Administrative Services and the Department of Justice to support procurement activities, including development of Requests for Proposals (RFPs), Statements of Work (SOWs), and performance standards aligned with defined business outcomes. Administers contracts and oversees vendor performance to ensure compliance with service level agreements, contractual obligations, and defined acceptance criteria. Exercises authority to accept or reject vendor deliverables based on compliance with contractual requirements and initiates corrective action when vendor performance presents risk to project outcomes. Leads formal change control processes to evaluate vendor-initiated scope changes, assess impacts to cost, schedule, and risk, and present recommendations for approval through established governance channels.

20%	N	E	Risk, Issue, Quality & Financial Management <ul style="list-style-type: none"> Identifies, analyzes, and mitigates high-impact project risks that may affect program funding, schedule integrity, system adoption, or continuity of public services. Maintains and actively manages project risk, issue, action, and decision (RAID) logs and facilitates resolution of barriers through structured triage and escalation processes. Controls project financial performance by forecasting expenditures, tracking budget variance, and verifying vendor invoices against completed and accepted work in accordance with agency fiscal controls and Legislative Fiscal Office requirements. Oversees quality management activities, including gating of user acceptance testing, cutover rehearsals, and deployment readiness, to ensure compliance with enterprise security, architecture, and operational standards.
10%	N	NE	Organizational Change, Communications & Project Closeout <ul style="list-style-type: none"> Directs organizational change management and communications activities to support adoption of new systems by internal staff and external constituents impacted by the OneODA program. Coordinates with agency leadership to align business process redesign, training, and communications strategies with system capabilities and implementation timelines. Defines transition-to-operations requirements, including support models, service intake processes, stabilization metrics, and documentation standards, to ensure sustained operational readiness following deployment. Leads formal project phase closeout activities, including lessons learned documentation and post-implementation evaluation, to inform continuous improvement and subsequent phases of the OneODA program.
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 customers.

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.

This position is guided by a broad set of statutory, policy, and professional frameworks that establish parameters for project execution but do not prescribe specific methods or outcomes.

Statutory and Legislative Authorities:

Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR); legislatively adopted budget notes and appropriations governing the OneODA program, including but not limited to HB 5006 and SB 5506; and Legislative Fiscal Office (LFO) reporting and accountability requirements.

Enterprise Oversight and Control Standards:

Enterprise Information Services (EIS) IT investment oversight policies, including the Stage Gate review process; Department of Administrative Services (DAS) and Department of Justice (DOJ) procurement and contracting requirements; and Oregon statewide information security standards.

Professional Frameworks and Best Practices:

Generally accepted project management standards, including the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK); organizational change management frameworks; vendor-specific implementation methodologies applicable to Microsoft Dynamics 365; and statewide Diversity, Equity, and Inclusion (DEI) policies.

b. How are these guidelines used?

These guidelines are applied as interpretive frameworks rather than prescriptive instructions. Unlike lower-level positions, this role does not follow established procedures to complete defined tasks, but instead exercises independent professional judgment to adapt and reconcile multiple, and at times competing, standards.

The incumbent evaluates and applies these guidelines to:

- Establish governance structures, decision rights, and escalation pathways in situations where project goals, methods, or sequencing are not fully defined.
- Translate legislative intent, fiscal constraints, enterprise oversight requirements, and technical standards into actionable project strategies and decision options for executive leadership.
- Define project guardrails to ensure compliance with statutory, fiscal, and oversight requirements while permitting sufficient flexibility to address evolving agency business needs and implementation risks.

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>			
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?

<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:

Standard State and Agency Expectations

The incumbent is expected to comply with all State of Oregon and Oregon Department of Agriculture policies and procedures, including requirements related to workplace conduct, safety, attendance, and performance. The position requires the ability to establish and maintain professional, respectful, and collaborative working relationships with internal and external partners; contribute to a productive and inclusive work environment; support participative decision-making in a team-oriented setting; and demonstrate awareness of and compliance with affirmative action, diversity, equity, and inclusion policies and objectives.

Position-Specific Knowledge and Skills Required at Time of Hire

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
<i>Note: If additional rows of the below table are needed, place cursor 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