



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
11/20/2025

Agency: Department of Education

Facility: Public Service Building

☐ 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:	Budget and Fiscal Administrator 3 Assistant Superintendent, Office of Finance	b. Classification No:	X7070
c. Working Title:		d. PPDB No/WD ID:	000000011483
e. Section Title:	Office of Finance	f. Agency No:	58100
g. Employee Name:	Vacant as of 12/05/2025	h. Budget Auth No:	374990
i. Supervisor Name:	Tenneal Wetherell	j. Repr. Code:	MESN
k. Work Location (City – County):	Salem - Marion		

I. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

m. FLSA:	<input checked="" type="checkbox"/> Exempt	If Exempt:	<input checked="" type="checkbox"/> Executive/Supervisory	n. Eligible for Overtime:	<input type="checkbox"/> Yes
	<input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Administrative		<input checked="" type="checkbox"/> No
			<input type="checkbox"/> Professional		
			<input type="checkbox"/> Computer		

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 Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

The Office of Finance provides timely and reliable fiscal and administrative services. This work ensures that all agency services adhere to applicable laws and regulations while seeking solutions focused on the

needs of Oregon’s children. The office consists of the Financial Services, Business Services, Budget Services, Procurement Services, School Finance, and School Facilities units. Collectively, the office supports agency and statewide education operations through bill payment, grant processing, contract development, budget development and management, fund distribution to school districts, facilities oversight, agency space management, mail services, and reception services. The office acts as a reliable customer-service partner for the rest of the agency to meet business needs and objectives of our mission.

**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:**

Oversee and represent the Office of Finance internally and externally and serve on the agency’s Executive Leadership Team. The Assistant Superintendent manages and directs all activities of the office through six managers and has the ultimate responsibility for ensuring programs are functioning as intended, services are reliable and timely, and information is accurate, complete, and timely. This position is a key strategic advisor and counsel to ODE’s executive management team and establishes short- and long-term strategic goals, budgets, and staffing decisions in support of the agency’s mission. The position also provides policy and budget analysis to the Director, State Board of Education, and other members of the Executive Leadership Team.

### 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
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
70%	R	E	<b>Leadership of Office of Finance</b> <ul style="list-style-type: none"> <li>Oversee and direct the activities of the office through the Leadership Team made up of six Principal/Executive Manager positions. Establish short- and long-term strategic goals, budgets, and staffing decisions using an equity, diversity and inclusion lens and anti-racist stance in support of the agency’s mission.</li> <li>Oversee through a subordinate manager the Financial Services Unit. The unit includes the Fiscal Grants Team, which supports the processes that enable funds to flow to grant recipients in accordance with federal and state laws. The unit also includes the Accounting Team, who ensure the authorization of all payments and receipt transactions for accuracy and compliance and provide oversight to the agency SPOTS and Travel programs.</li> <li>Oversee through a subordinate manager the Budget Services Unit. This unit develops and executes the agency’s budget and oversees the administration and management of a more than \$16 billion agency budget consisting of state general fund, other funds, and federal funds. Forecast additional funds needed for staffing, equipment, materials, and supplies and oversee debt management for the Agency.</li> <li>Oversee through a subordinate manager the Procurement Services Unit. This unit manages complex contract and grant agreements affecting educational programs statewide, ensuring contract specifications, procurement methodology, and terms and conditions result in cost-effective purchasing, ordering, delivery, and payment that meet agency needs.</li> <li>Oversee through a subordinate manager the School Finance and</li> </ul>

			<p>School Facilities Unit. This unit includes the administration of the State School Fund, Federal School Safety and Emergency Management program, Summer Learning Grant program, and the Office of School Facilities.</p> <ul style="list-style-type: none"> <li>• Oversee through a subordinate manager the Business Services Unit, which provides facilities management, project management, mail room services, and reception services.</li> <li>• Direct the Agency's budget development and authorize redistribution of available resources to meet changing program and Agency needs.</li> </ul>
25%	R	E	<p><b>Agency Leadership/Management</b></p> <ul style="list-style-type: none"> <li>• Serve on and contribute to the Executive Leadership Team on all issues regarding ODE, schools, and districts.</li> <li>• Lead the implementation of the Equity Strategic Plan goals for the office.</li> <li>• Provide analysis and recommendations for policy action to the Superintendent of Public Instruction, Director, and State Board of Education.</li> <li>• Coordinate with and provide information to the Chief Financial Office at DAS, Legislative Fiscal Office, and the Governor's Office.</li> <li>• Prepare and present the Agency's Request Budget and the Governor's Recommended Budget.</li> <li>• Establish and maintain effective relationships with agency peers, other state agencies, and partners such as tribes, statewide education associations, and community organizations.</li> <li>• Present at state and national conferences and meetings as needed.</li> <li>• Ensure equal employment opportunities for all applicants and employees.</li> <li>• Embed equity and culturally responsive practices across programs.</li> <li>• Evaluate performance of assigned staff; support, develop, and retain staff; resolve concerns or grievances; and ensure alignment to agency policy.</li> <li>• Provide leadership through prioritization, allocation, and development of assigned resources.</li> <li>• Initiate disciplinary actions as necessary.</li> <li>• Review and approve employee timesheets and leave requests.</li> </ul>
5%	NC	NE	<p><b>Other Duties as Assigned</b></p>

## 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 a professional Monday–Friday schedule, with evening or weekend work as needed. As an FLSA-exempt role, the workload frequently exceeds 40 hours per week, and priorities may fluctuate, often involving highly complex, sensitive, or politically significant issues. The position requires consistent, collaborative, and respectful engagement with agency staff, colleagues, leadership, other state agencies, local governments, the Governor's Office, partners, providers, and community representatives.

Duties may require in-state or out-of-state travel, and the work must often be completed within tight timeframes. A valid driver's license or acceptable alternate transportation is required. The position is

expected to be on site in the Public Service Building at least three days per week when the building is open to the public.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements. The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

## 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
- Federal laws and regulations
- ODE policies and procedures
- State Board policies
- Governor and Director priorities
- Management theory and practices
- DAS policies and rules

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

Guidelines are used as reference materials to answer questions, guide implementation of laws and rules, set boundaries and expectations, and manage large-scale assessment and accountability systems.

## 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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Education Service Districts (ESDs)	In Person, by mail, email or telephone	To provide/request assistance and/or information	Daily
General Public	In Person, by mail, email or telephone	To provide assistance and/or information	Daily
Legislators and Legislative employees	In Person, by mail, email or telephone	To provide assistance and/or information	As Needed
Local Education Agencies (districts and schools)	In Person, by mail, email or telephone	To provide/request assistance and/or information	Daily
Other state agencies	In Person, by mail, email or telephone	To provide/request assistance and/or information	Daily
Other states' education agencies	Phone	To provide/request assistance and/or information	As Needed
State Board Members	In Person, by mail, email or telephone	To provide assistance and/or information	Monthly
USDE contacts	In Person	To request assistance and/or information	As Needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions relating to policy, rules and process impacts more than 580,000 school children. Impacts the education programs provided by all 197 school districts and 19 education service districts. These decisions require a high level of independence, resulting in highly visible outcomes and response statewide from school districts, education partners, tribes and the public. Additional expectations include collaboration across ODE offices, leadership and modeling of equity among ODE staff and with tribes, external partners, community engagement, navigating internal and external issues, challenges, and support/resourcing needs, and finding positive solutions. These decisions also have a direct impact on some of Oregon's most vulnerable students who have been historically underserved.

Decisions affect agency ability to achieve strategic plan, may impact agency budget. May have long-term and immediate implications for agency and P-20 education system. May mitigate or create legal liability. This position develops and recommends policy to the Director, State Board of Education, to the legislature, and to numerous education organizations and stakeholder groups. These decisions affect the credibility of the information provided to policy decision makers as well as the public. These decisions require a high level of independence, resulting in highly visible outcomes and response statewide from school districts and the public. Additional expectations include stakeholder engagement, navigating issues and finding positive solutions.

Supervision of personnel, employment decisions, work performance evaluations, project assignments:  
Affect ability of agency and team to achieve objectives.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>				
Deputy/Chief 4	0000842	In Person, by mail, email or telephone	Regularly	Analyze overall results, provide input. Strategic goal setting.
Deputy/Chief 4	0000003	In Person, by mail, email or telephone	Regularly	Ensure alignment with strategic goals of Governor, agency and State Board of Education

## SECTION 9. OVERSIGHT FUNCTIONS

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 6  
How many employees are supervised through a subordinate supervisor? 168

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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 has been designated as sensitive because the incumbent has access to confidential financial information protected by state and federal laws and regulations. The role includes responsibility for financial transactions such as receiving, receipting, depositing, and distributing funds; managing or overseeing payroll-related processes; administering or monitoring grant and contract funds; and accessing confidential financial data about individuals, districts, or other entities. The position may also work with sensitive personnel or budget information that requires discretion and compliance with all applicable confidentiality requirements.

This is a highly visible and politically sensitive leadership role that requires significant energy, professional judgment, and commitment. The position must have:

- Executive-level administrative experience, preferably in an education or government setting; preference may be given for experience as a Chief Financial Officer or Chief Operating Officer.
- A Bachelor's Degree or higher in education, administration, business, law, leadership, or a closely related field.
- Excellent oral and written communication skills.
- Experience with state budget policies and processes, including legislative processes and fund-type limitations.
- Experience working with culturally and individually diverse groups.
- Ability to solicit and value diverse viewpoints.
- Preference may be given for experience administering grant programs, contracts, or fiscal management programs.

This position requires successfully passing a pre-employment background check and credit check.. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

This position meets the unclassified service criteria in ORS 240.205 (#11) as the associate superintendent who oversees the Office of Finance and serves at the pleasure of the Superintendent and Deputy Superintendent.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		
Office of Finance	11,024,053,930	General Fund, Federal Funds, Other Funds

## 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

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Appointing Authority Signature

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Date