



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
N/A

This position is:

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

Agency: Department of Education

Facility: Public Service Building

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Information Systems Specialist 6 b. Classification No: C1486
2581117 /
c. Working Title: Data & Systems Analyst d. PPDB No/WD ID: 000000170037
e. Section Title: Enterprise Services f. Agency No: 58100
g. Employee Name: Vacant h. Budget Auth No: -
i. Supervisor Name: Randy James j. Repr. Code: OAS
k. Work Location (City – County): Salem - Marion

l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
m. FLSA: ☒ Exempt If Exempt: ☐ Executive/Supervisory n. Eligible for ☐ Yes
☐ Non-Exempt ☐ Administrative ☒ No
☐ Professional
☒ 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.

This position is located in the Office of Finance, Administration & Information Technology (OFIT) Unit of the Oregon Department of Education (ODE). This unit's primary functions are the support of technology to

deliver on initiatives and meet ODE's technology needs in support of the ODE mission to foster excellence for every learner through innovation, collaboration, leadership, and service to our education partners. The technical expertise of staff in this unit are available to districts to support business and financial functions. The work of OIT affects all internal staff and every school, program, school district and education service district in the state. Nearly all students in the State of Oregon public school system are affected by the work in this unit. Data is collected from nearly every educational administrative unit.

- 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 Database & Systems Analyst plays a critical role in supporting the mission of the State's education information system by ensuring the reliability, performance, and security of enterprise databases and by analyzing and optimizing information systems that support student data, academic performance, and administrative operations. This role bridges technical database administration with strategic systems analysis to enhance data-driven decision-making across the education information ecosystem.

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".			
50%	N	E	Database Administration & Analysis <ul style="list-style-type: none"> Support, monitor, and maintenance relational database systems supporting the education information ecosystem. Monitor and optimize database performance, storage, and availability to meet the needs of service level metrics and enterprise solution reliability. Collaborate with and support application developers, business analysts, and data teams to optimize solutions, support data integration, and research potential solutions. Identify and execute needed corrections to systems and solutions to maintain availability and improve performance in collaboration with development and architectural teams. Document system architecture and security structures, system configurations, and procedures in collaboration with enterprise architects, business analysts, and application developers. Create and maintain system models and diagrams for solutions in the application portfolio and support the enterprise architecture team's collaboration with the state's strategy and design program. – Perform permission management and respond to request for access to database systems and audit for justifiable use and compliance to policy. Collaborate with enterprise architects to assist in the architecture of solutions, and ensure that architecture meets scalability, security, and performance standards of the SDLC Support the replication, discovery, and correction of reported issues to solutions to ensure a timely restoration of service. Manage database storage, backup & recovery, and disaster recovery procedures. Ensure database security and FERPA compliance through access controls, encryption, and audit logging.

40%	N	E	System Analysis & Design <ul style="list-style-type: none"> • Monitor and evaluate existing solutions for performance against defined metrics and business program goals. • Analyze existing solutions to identify and prioritize areas for improvement and needed maintenance activity. • Manage documentation lifecycle for system specifications, design and implementation documentation in collaboration with enterprise architects, business analysts, and developers for new and significantly changed solutions in the application portfolio. • Collaborate with business analysts to review and refine functional requirements and make recommendations for system design to meet customer needs. • Coordinate with developers to provide technical guidance and support of the functional requirements and system specifications, support testing and deployment efforts, and assist in completion of solution documentation.
5%	N	NE	Professional Development <ul style="list-style-type: none"> • Maintain knowledge of technologies, innovations, and trends in the industry and marketplace through training, consumption of published materials, contact with professional networks, and self-initiated study. • Report and recommend technology advancement and industry trends to management and other technical staff. Provide analysis and summaries on appropriate use to maximize future organizational benefits.
5%	N	NE	Other Duties as Assigned

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 office environment working at a computer terminal for long periods of time. Business needs may require working irregular hours or shift work (24x7, weekends, evenings, holidays, and travel for job related purposes) in order to do work, make changes, or maintenance that are not approved to be done during the hours of 6am – 6pm. Workload and priorities fluctuate and can involve highly complex, sensitive, and/or political issues. This position relies upon collaborative, productive, professional and respectful engagement with staff, colleagues, leadership, and subject matter experts within the Agency, across other state agencies, representatives of local government and/or governor's office, with key investment members, partners, and providers within Oregon communities, and others.

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.

- Vendor Supplied Manuals
- Operating Procedure Manuals
- ODE Policies, Procedures, and Processes
- Oregon Revised Statutes
- Oregon Administrative Rules
- Statewide Policies and Processes
- Information Technology Infrastructure Library (ITIL)
- ODE Enterprise IT Strategy and IT Standards documents
- System Development Methodology
- Systems Development Policies and Procedures

b. How are these guidelines used?

They provide general guidance and policy directions, and a framework to the incumbent who must interpret and apply them as necessary for each application.

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".			
Customers – agency application users	In person, telephone/video conference, and writing	Discuss support services, problem resolution or other IT support issues.	Daily
ODE Office and Program Management	In person, telephone/video conference, and writing	Discuss support services and other IT support issues	As needed
Section and Unit staff	In person, telephone/video conference, and writing	Triaging, problem escalation, section-wide process management, and identifying service management.	Daily
Vendors	In person, telephone/video conference, and writing	Identify and discuss technology needs and implementation	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The decisions made by this position are critical to the daily operational environment as they relate to security, reliability, and scalability of information systems. Faulty decision-making could result in unnecessary project costs, failure of critical business systems, customer dissatisfaction, and failure to meet agency service requirements. Decisions made by the person in this position affect testing, installation, and operation of hardware, operating, database, and application systems.

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".

Information Systems Specialist 7	0025554	Meeting	Regularly as Needed	To ensure alignment with Security Standards/Procedures and Maintenance Routines
Information Systems Specialist 8 Lead Worker	0011825	Meeting	Weekly	To ensure work/task assignment and team workload balance
Information Technology Customer Engagement and Support Manager 2	0000214	Meeting	Monthly	Supervisory one-on-one
Information Technology Customer Engagement and Support Manager 2	0000214	Meeting	Quarterly	Performance review / Quarterly check-in

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:

Desired skills, abilities, and requirements

- Demonstrated knowledge of developing, deploying, and maintaining complex transactional application projects.
- Demonstrated ability to write and communicate system specifications, models, and diagrams.
- Strong understanding of relational databases with advanced working knowledge of writing SQL queries and experience with SQL Server.
- Strong ability to analyze and QA solutions, identify solution integrity issues and make recommendations.
- Demonstrated skill in data reporting, design, configuration, testing, implementation, and customer support.

This position requires successfully passing a pre-employment background 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.

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

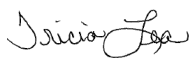
Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

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
	10/21/2022		
Appointing Authority Signature	5		
	Date		