



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
February 2, 2021
(only change if revisions are made)

Service Type
of this position is:
(Check one box only)

- Management Service (X):
Supervisory (MMS)
Managerial (MMN)
Confidential (MMC)

- Unclassified:
Executive Service (Z)

Agency: Dept of Transportation
Division: Policy, Data and Analysis Division

This position description is for:
A new position that is being established
An existing position that is being revised
No change - Annual review

SECTION 1. POSITION INFORMATION

a. Classification Title: Prin. Exec. Mgr. H
b. Classification No: Z7014
c. Establish Date: July 1, 2020
d. Position No: 7320002
e. Working Title: PDAD Administrator
f. Agency No: 73000
Policy, Data & Analysis
g. Section Title: Division
h. Budget Auth No: 000563130
i. Employee Name: Vacant
j. Union Repr Code: N/A
k. Work Location (City - County): Salem - Marion
l. Supervisor Name: Cooper Brown, ODOT Assistant Director for Operations

m. Position:
check the one/s that apply
Permanent Seasonal Limited Duration Double Fill

n. Position:
check only the one that applies
Full-Time Part-Time Intermittent Job Share
Academic Year

o. FLSA: Exempt Non-Exempt
If Exempt: Executive Professional Administrative
p. Eligible for Overtime: Yes No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Transportation exercises leadership and vision in promoting, developing and managing a statewide network of transportation systems and facilities. These systems and facilities provide access to Oregon for the State's citizens and visitors, provides efficient movement of commerce, goods and services, ensures the safety of transportation systems users, and enhances Oregon's competitive position in national and international markets. ODOT is a geographically-spread organization of approximately 4500 FTE with a \$3.8 billion biennial budget.

This position oversees the Policy, Data & Analysis Division which sits within the Operations Group of the agency. Program responsibilities of the Policy, Data and Analysis Division currently include approximately 157 positions totaling approximately 133 FTE's, a total budget of 180 million, of which \$77 million is dedicated to the Connect Oregon grant program. The position has budget responsibility for an additional 95 positions. These positions are included in the Transportation Program Development (TPD) Limitation, but are not PDAD employees, as they are managed by Delivery and Operations Division or are in the Revenue, Finance and Compliance Division.

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:

Plan, guide and manage the integrated activities of ODOT's multimodal transportation portfolio, primarily in the areas of policy, planning and program development. Chief responsibility is helping set the agency's strategic vision and integrating all modes of transportation into a coherent and safe system that addresses climate change and serves all Oregonians equitably.

A key responsibility of this position is developing and overseeing a framework for integrated decision making that weighs costs and benefits across all modes and lenses of considerations in order to define a future vision for Oregon's transportation system that the agency can build towards.

This position demands exceptional soundness in judgment and an ability to work with many partner agencies and stakeholders across topical areas, from transportation to land-use, economic development to climate change.

The position is a member of the Agency Leadership Team and regularly advises the ODOT Director's Office and the Oregon Transportation Commission on strategic issues and policy making. Additionally, this position regularly advises a range of external stakeholder groups on policy-related decisions.

A key responsibility of this position is the direct management of the Policy, Data and Analysis Division, providing visionary leadership and daily management of a team of 157.

This position is also responsible for overseeing and executing the work program for the planning, research and federal reporting responsibilities for ODOT.

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 – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

Be a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.

Be responsible for achieving the Department's Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.

% 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".

35%	N	E	<ul style="list-style-type: none"> • Support the Executive Leadership Team and the Oregon Transportation Commission in the development and implementation of the agency's Strategic Action Plan. • Support the Operations Group overseen by Assistant Director to help in setting direction and establish priorities for the transportation system so that individual divisions and business areas are working collaboratively and in alignment toward a common set of goals. • Direct and manage the PDAD in formulating specific goals and objectives for sections in the division and developing plans to achieve them. Review, modify and approve major program and operating plans and budgets to ensure they are consistent with department and legislative objectives. Manage and coordinate complex issues that cross divisions and program boundaries. • Plan and implement policy framework for the development of a state transportation system which encompasses economic efficiency, orderly economic growth, safety, environmental quality, transportation effectiveness and responds to growth management issues. • Provide leadership in the completion and implementation of work primarily around HB 2017 and other key legislation. • Co-Chair ODOT's Technology and Data Council and serve as a de facto interim Chief Data Officer providing vision and strategy for data management and transparency activities and provide methods for effective access and aggregation. <i>(Not anticipated to remain a duty of this position beyond mid-2021.)</i> • Lead activities and facilitate the inclusion of ODOT divisions, sections, and units in determining organization-wide strategic data governance, integration, management, and investment decisions and policy development, standards and guidance on complex issues related to data development, management, investment, integration, data governance, risk management, and related workforce development. <i>(Not anticipated to remain a duty of this position beyond mid-2021.)</i>
20%	R	E	<ul style="list-style-type: none"> • Assist in formulating agency positions on legislative matters including: developing legislative proposals, critiquing the legislative proposals of others and developing an ODOT position on legislation as it is introduced. • Prepare and present testimony a legislative hearings, meet with legislators and their aides to provide information and answer questions regarding ODOT policies, programs and proposed bills. • Chair or serve as a member or staff liaison to several ODOT executive level committees and decision making bodies such as: <ul style="list-style-type: none"> <u>Member</u> Agency Leadership Team Operations Management Team Policy and Planning Discipline Team Oregon's Geographic Information Council Technology and Data Council <p><u>Staff Member representing the agency on</u> Oregon Freight Advisory Committee</p>

			<p>Transportation Growth Management Advisory Committee</p> <p>Serve as AASHTO's member for the Committee on Planning</p>
10%	R	E	<ul style="list-style-type: none"> • Oversee the management of the agency's transportation policy efforts, including strategic planning and long-range multi-modal planning process, including The Oregon Transportation Plan (OTP) which sets the vision for the state's transportation system and the Oregon Highway Plan (OHP) which guides agency system management practice, investment priorities and performance standards for the highway system. • Oversee the Climate Office charged with implementing the Statewide Transportation Strategy and Governor's Order 20-04 to address climate change and mitigate greenhouse gas emissions from agency activities and the state's transportation sector. • Advise on the formulation, development and presentation of policy proposals and administrative rules to the Oregon Transportation Commission. • Provide agency leadership and oversee the management of the planning activities and implementation actions for the agency and working with regional offices in support of the long-range strategic plans. These activities include corridor planning, local government periodic review, transportation system plans, state agency coordination agreements, transportation planning analysis, provision of planning information for project development, and long-range modal plans. • Oversee joint work efforts with the Oregon Department of Land Conservation and Development, including jointly directing the Transportation and Growth Management program that provides transportation planning support and funding to local communities. • Coordinate with representatives from the Association of Oregon Cities and League of Oregon Counties to support the development of administrative rules.
10%	N	E	<ul style="list-style-type: none"> • Oversee the management of the information-based system upon which the Department's planning, policy and decisions depend. Coordinate responses to the needs of internal and external users of the data. Provide oversight and management of the data and research function which is essential to the long-range, strategic and system planning efforts of the Division in support of the mission of the Department. This work is used to develop and administer programs affecting USDOT, ODOT and local government funding. It also impacts eligibility for federal and state funding. • Submit Oregon's Certified Mileage Submittal to the Federal Highway Administration. Provide leadership and manage the development and integration of the Oregon Transportation Management Systems used to select ODOT's modernization, preservation and maintenance projects including Crash, Road Inventory, Highway Performance Monitoring System, Traffic Counting, Geographic Information Systems, and Congestion Management System. These are essential in determining ODOT's funding needs, proper allocation of resources and

			<p>decisions about programmatic funding levels.</p> <ul style="list-style-type: none"> • Oversee responsibility for Oregon's role in national research coordination and liaison activity which includes the Federal Highway Administration Research and Technology Program, the Transportation Research Board, the AASHTO Research Advisory Committee, the National Cooperative Research Programs, transportation pooled fund studies and other national transportation research, development and technology transfer efforts. • Direct the management of the transportation modeling program that supports the advanced technical analysis for multimodal transportation systems, traffic engineering impact forecast services and special studies that have occurred through the Planning Section's Transportation Planning Analysis Unit (TPAU) such as the Bridge Options Report. The integrated Statewide Land Use, Transportation and Economic Development model is a "state of the art" transportation model recognized at both the national and international level. Provide leadership for project development activities in TPAU. • Support the development of the asset management program for the agency. This work is essential in desire for transportation performance metrics as part of a statewide Performance Management program.
10%	R	E	<ul style="list-style-type: none"> • Provide leadership and direction for the program management responsibilities associated with the <i>ConnectOregon</i> a grant program that include the selection and oversight of numerous projects to local governments and private entities. • Assist in staffing the Freight Advisory Committee in its role of advising the transportation commission on statewide and multi-modal freight issues. This effort is designed to ensure that all ODOT divisions integrate freight mobility considerations into their day-to-day business practices. • Advise in the development of the Statewide Transportation Improvement Plan (STIP). Oversee improvements in the design, support, and execution of the STIP. This includes improving the public understanding, transparency, accessibility and effectiveness of the STIP process. This work is to improve the understandability, consistency, and quality of the decision making structure for the STIP and stakeholders' understanding of the phases of decision-making and improving public accountability for the process. Assist in formulating the overall approach to the agency budget. This includes helping prepare the agency's approach to developing STIP targets which in turn establishes the direction for the overall approach to the budget
10%	NC	E	<ul style="list-style-type: none"> • Establish and direct the development of department policy guidance documents including Development Review Guidelines, Transportation System Plans Guidelines, Interchange Area Management Plan Guidelines, Local Truck Route Guidelines, Facility Plan Adoption Guidelines, and the Jurisdictional Transfer Handbook. These documents guide decisions and practices within the Department to ensure compliance with the law, consistency with methods and practices, and stability in agency decisions.

			<ul style="list-style-type: none"> • Provide primary agency policy interpretation for policy documents such as the Oregon Transportation Plan, Oregon Highway Plan and other major policy documents for the agency. The uses for these policies range from defining and guiding performance to determining when and whether to bring litigation against the actions of local government on local land use decisions. • Provide agency leadership in the ongoing working relationships with the Metropolitan Planning Organizations (MPOs) including framing the MPO issues and oversight of the federal planning funds that are passed through to the MPOs. Establish the funding agreements for MPOs by preparing recommendations to the OTC for funding agreements, executing and having signature authority for such agreements, conducting a review and approval process for the Unified Planning Work Program, and having statewide responsibility for signing off on the self certification process that MPOs conduct. These combined efforts provide the content, structure and planning work programs for all MPOs.
5%	NC	E	<ul style="list-style-type: none"> • Direct and oversee the development of the TPD budget limitation. Ensure statewide consistency and appropriate prioritization process which includes 243 employees. The budget responsibility for this position includes not just the 157 employees of PS&D but also the 105 positions spread throughout the Statewide Project Delivery Branch and Region offices and Revenue, Finance and Compliance. Responsibilities include: developing rationale, editing and directing the form of the agency request budget, the presentation of this portion of the agency budget before the Ways and Means Subcommittee of the Legislature and presentations before the Emergency Board. In preparing for the Legislature’s consideration of the budget, detailed knowledge about all aspects of the TPD budget limitation is required. • Oversee the development of the division budget. Responsible for the Statewide Planning and Research (SPR) Program, Transportation Growth Management (TGM) Program and other programs. This work includes streamlining the SPR program and TGM grant procedures, assuring appropriate financial oversight and systems to achieve fiscal accountability. • Oversee the management of Administrative Support Services staff. Provide direction to ensure administrative functions are standardized throughout the division and are carried out in the most productive and efficient manner possible with limited staff and resources. In addition to clerical responsibilities, this group handles payroll, personnel, legislative, building, and safety issues. • Perform special assignments on behalf of the Director or Assistant Directors.

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 represents the Department at various meetings with the Governor, legislative staff, Oregon Department of Administrative Services staff, legislative committees, the Oregon Transportation Commission, public meetings, hearings, and many constituency groups under sometimes trying and intense conditions. The incumbent will be expected to work the hours necessary to perform the duties of the position. Occasional travel inside and outside of the state is necessary.

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.

- Federal and state laws (such as transportation planning, finance, environmental and land use)
- Employment Relations Board decisions
- State administrative rules both within ODOT and other state agency rules (including procedures, laws, practices to revise administrative rules)
- Court decisions
- Dept. of Administrative Services policies and procedures
- Union contracts
- ODOT Policies and Procedures
- Modal and topical plans
- Highway Design Manual and other similar documents
- ODOT Budget Rules and Guidelines

b. How are these guidelines used?

These guidelines and documents help to frame the decision making process for the ongoing work in the division. In addition to using these guidelines, PD and A is responsible for developing several guidelines for use by both internal and external individuals such as Transportation System Plan (TSP) Guidelines, Development Review Guidelines, Jurisdictional Transfer Guidelines, Interchange Area Management Plan Guidelines, Local Truck Route Guidelines, Facility Plan Adoption Guidelines, and similar guidelines that help make decisions and ensure compliance with the law.

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?
ODOT Director	Phone/Letter/In Person	Policy/program issues	As needed
ODOT Assistant Directors	Phone/Letter/In Person	Discuss related issues	Daily/Weekly
Federal Agencies	Phone/Letter/In Person	Transportation related issues	Daily/Weekly
Region/Division Managers	Phone/Letter/In Person	Coordinate Programs	Daily/Weekly
State Administrators	Phone/Letter/In Person	Consult/coordinate related programs	Weekly
County/City/Other Elected Officials	Phone/Letter/In Person	Transportation related issues and finance	As Needed
Private/Public Organizations	Phone/Letter/In Person	Transportation related issues and finance	As Needed
Special Task Forces	Phone/Letter/In Person	Transportation related issues	As Needed

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

SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position.

This position carries broad authority and freedom to act as a representative of the Department to the public and legislature. In addition, this position represents the Oregon Department of Transportation in negotiations, discussions, and makes decisions affecting the Oregon Department of Transportation's budget and direction.

This position works independently and in collaboration with ODOT's Director and Assistant Directors and other agency leaders to develop strategies, policies and plans, as well as goals and measures to gauge success. This position has broad and significant responsibility for forming the policy used and relied upon by sections of the department for their decision-making and the implementation of their work. The position provides critical counsel for others in the department when they are facing complex and serious decisions.

This position requires both visionary leadership and an ability to work collaboratively with others to develop and accomplish a variety of tasks, from strategic to mundane, on a daily basis. Success requires creative thinking, independence of mind, knowledge of policy areas, political savviness and well-honed interpersonal skills.

b) Explain the direct effect of these decisions.

Because this position has such a high level of independence to speak on behalf of the agency and make independent decisions on behalf of the organization, poor judgment can create long-term damage to the credibility of the department with its stakeholders and the legislature and, more importantly, have significant deleterious effect on the Oregonians the department serves. On the other hand, and for the same reasons, this position affords its incumbent a tremendous opportunity to define the future of the state's transportation system and ensure it meets and balances the needs of all Oregonians.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
PE/M I (ODOT Asst. Director for Operations)	1161007	Informal discussions and observation of results achieved	Periodically	Provide general direction; annual performance appraisal

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

SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

a. How many employees are directly supervised by this position? 9

How many employees are supervised through a subordinate supervisor? 280.75

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:

- The person in this position must have excellent communication skills with diverse groups and strong business experience that provides knowledge of business operational practices.
- Good understanding of the broad costs and benefits of various strategies and impact to the agency.
- Skill in using collaborative approaches to finding solutions and building partnerships.
- Knowledge of group dynamic and meeting management.
- Skill in seeking creative solutions and in exercising good judgment in difficult or sensitive situations.
- Must be able to work well in a crisis environment and work on multiple projects under stressful and time sensitive situations.
- Strong research and analytical skills.
- Must have excellent written and verbal communication skills.
- Astute political sense and experience managing extremely diverse and dynamic programs through subordinate managers.
- Possess a demonstrated ability to turn strategies and goals into results through subordinate managers.
- Maintain a valid driver's license and the ability to drive.
- Structure activities in the division to promote and foster a diverse workforce and discrimination/harassment-free workplace.

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

Operating Area <i>(Personal Services; Services & Supplies; Capital Outlay)</i>	Biennial Amount (\$00000.00)	Fund Type <i>(General; Other; Federal; Lottery)</i>
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
TPD - Personal Services, Services & Supplies, Capital Outlay	Approximately \$110,000,000 with additional responsibility as directed by the OTC.	Federal, Other

DESIGNATION OF NAME-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:

Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, a CBC is required prior to filling the position.

The employee in this position...

1. Provides information technology (IT) services and has control over access to Department information technology systems that could allow the individual to harm these systems or the information contained within the systems. This relates to having responsibilities that involve development, programming, installation, maintenance or other technical aspects related to Department hardware and software. It is not intended to include positions with responsibilities that only utilize IT systems, such as entering and retrieving data. Yes No
2. Has responsibility for receiving, receipting, or depositing money or negotiable instruments. Yes No
3. Has responsibility for payroll functions. Yes No
4. Has responsibility for purchasing or selling property, or has access to private property in the Department's custody (such as Right of Way and Facilities). It is not intended to include positions with responsibilities that may involve simply being on private property to perform certain duties. Yes No
5. Has access to personal identification information about employees or members of the public, including Social Security numbers, date of birth, driver license numbers, medical information, personal financial information or criminal background information. Yes No

DESIGNATION OF NAME-BASED AND FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:

Review the criteria below . Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, both a name-based and a fingerprint-based CBC are required prior to filling the position.

The employee in this position...

- 1. Has tasks associated with the verification, data entry, or modification of driver identity information..... Yes No
- 2. Has access to driver or customer systems that would permit the entry or modification of driver identity information... Yes No
- 3. Has tasks associated with taking, reviewing, or accepting photos for driver licenses and identification cards..... Yes No
- 4. Is a supervisory or management position that can affect the work of employees who perform any of these tasks..... Yes No

CJIS

- 5. Has unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas. Yes No

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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date

Cooper Brown

Printed Name of Appointing Authority