



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
11/17/2025

This position is:

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

Agency: Oregon Government Ethics Commission

Facility: N/A

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Program Analyst 1</u>	b. Classification No: <u>C0860</u>
c. Effective Date: _____	d. Position No: <u>35015</u>
e. Working Title: <u>Trainer</u>	f. Agency No: <u>19900</u>
g. Section Title: _____	h. Budget Auth No: <u>1438813</u>
i. Employee Name: _____	j. Repr. Code: <u>UA</u>
k. Work Location (City – County): <u>Salem - Marion</u>	
l. Supervisor Name (Optional): <u>Susan Myers</u>	
m. 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	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

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 Government Ethics Commission enforces the provisions of ORS Chapter 244, Government Ethics Law, ORS 171.725 to 171.785, Lobbying Regulation Law, and ORS 192.610-192.705, Public Meetings Law. In addition to the public at large, the laws within the agency's jurisdiction affect over 260,000 public officials, lobbyists and clients represented by those lobbyists.

The agency's mission statement provides that it will "emphasize education in achieving its mission." The agency seeks to achieve this by presenting training and instructional courses in all three areas of the law and by developing the educational tools necessary to accomplish training objectives.

The position of Program Analyst 1- Trainer is a key staff position of the Oregon Government Ethics Commission. It directly and specifically supports the agency's 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:

The purpose of this position is to comply with the provisions of ORS 244.340 and ORS 192.700 which require the Oregon Government Ethics Commission to prepare and deliver training on the laws in its jurisdiction. This position will assist in the development of the educational tools necessary to accomplish training objectives, and present training and instructional courses to public officials, State employees, lobbyists, lobbyist employers, legislative staff, and other audiences.

Responsibilities of this position include working independently, with training team members, other agency staff, and other partners to coordinate, facilitate, deliver, and support training courses, individual instruction, presentations, and workshops on the provisions of state law within the agency's jurisdiction; use agency databases and create and update educational resources, including presentations, course materials, agency newsletters, social media posts and website content.

This position will measure the effectiveness of educational tools and make recommendations for education program changes. This position will assist in the design of in-person, virtual, and eLearning classes based on state law, agency administrative rules and other clearly defined guidelines.

This position will clarify and provide written and verbal policy guidance and advice on real and hypothetical situations to assist public officials, lobbyists, lobbyist employers, and the general public in their understanding and compliance of the laws within the agency's jurisdiction.

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".			
Ongoing	N	E	General Duties
			<ul style="list-style-type: none">Perform duties in a manner that promotes quality customer service and encourages effective and productive working relationships, including treating everyone fairly, courteously, and respectfully. This includes clear and prompt responses to emails and chats as outlined in the OGECE Customer Service policy.
			<ul style="list-style-type: none">Recognize and value all individuals regardless of their cultures, identities, and backgrounds, and promote and foster a diverse and qualified work environment that is discrimination and harassment-free, and where individuals feel welcomed, appreciated, and valued for all that they bring to the organization.
			<ul style="list-style-type: none">Contribute to the mission and goals of OGECE by identifying and resolving problems in a constructive manner; improving processes and materials to benefit our customers; being responsive to our customers and co-workers; improving personal skills; and demonstrating openness to constructive feedback and suggestions.

			<ul style="list-style-type: none"> • Demonstrate regular and consistent attendance, as needed to meet the demands of the position; actively participate in agency meetings; exhibit team skills and team participation through willingness to help and support co-workers; participate in team projects and professional development opportunities.
50	R	E	Training, Presentations, and other Education
			<ul style="list-style-type: none"> • Deliver training presentations to elected and appointed public officials of state, county, and local governments as well as OGE staff, lobbyists and other interested persons.
			<ul style="list-style-type: none"> • Create, review, and update training materials and resources, including manuals, handouts, lesson plans, audio-visual presentation materials, and web-based training aids. Review materials for plain language and accessibility and make recommendations for improvements to the Curriculum & Training Coordinator.
			<ul style="list-style-type: none"> • Coordinate agency's communications schedule. Draft targeted written educational material. Distribute targeted written educational material, along with training manuals, handouts, and additional resources through newsletters, email, social media, and website.
			<ul style="list-style-type: none"> • Facilitate virtual access to the Commission meetings. Evaluate program activities and program outcomes and prepare written reports of monthly training program accomplishments. Make oral presentations on training program to commission members and other agency staff.
			<ul style="list-style-type: none"> • Facilitate virtual access to other agency meetings including stakeholder meetings and rules advisory meetings.
30	R	E	Advice & Customer Service
			<ul style="list-style-type: none"> • Answer telephones and assist customers.
			<ul style="list-style-type: none"> • Respond verbally and in writing to requests for information received by OGE relating to training materials, laws, rules and processes and procedures.
			<ul style="list-style-type: none"> • Draft advice and advisory opinions concerning the application of state law to actual or hypothetical situations.
			<ul style="list-style-type: none"> • Assist public officials, lobbyists, and client/employers with their statutory filing requirements and navigating databases.
20	R	E	Program Coordination
			<ul style="list-style-type: none"> • Coordinate with scheduler on logistics for training sessions and arrange for facilities, equipment, and travel.
			<ul style="list-style-type: none"> • Develop and implement community outreach plan. Promote OGE services by arranging attendance at conferences and distributing educational resources.

			<ul style="list-style-type: none"> • Maintain the OGE website. Review content for relevance, accuracy, plain language, and accessibility, including compliance of federal, state, and WGAG requirements and guidelines.
			<ul style="list-style-type: none"> • Monitor, maintain & update training offerings in Learning Management Systems.
			<ul style="list-style-type: none"> • Maintain training program data. Track, record, compile records of training program activity, results, and feedback.
			<ul style="list-style-type: none"> • Evaluate training program results and outcomes against program expectations. Report the data and make recommendations for changes to the Curriculum & Training Coordinator.
			<ul style="list-style-type: none"> • Review and update training team procedure manual.
			<ul style="list-style-type: none"> • Learn new technology and other ways to enhance the effectiveness of the training program.
			<ul style="list-style-type: none"> • Participate in other agency priority projects.

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.

The office environment is open with cubicles and audible distractions. This position requires long periods of sitting, standing, using a keyboard and other computer operations, and the use of a cell phone. The position requires substantial reading, writing, and development of documents that require focus, reading, comprehension, and writing skills.

Work requires training in classroom setting, hybrid learning environment, virtual classroom, and eLearning spaces. This position must learn new software platforms on a regular basis. Online and virtual training may be recorded; trainer will be on video, and photographs may be used. This position requires regular in-state and occasional out-of-state travel. May have overnight travel, sometimes in inclement weather. This position is expected to work some evenings (averages once or twice a week) and a rare weekend depending on business needs. Must have a valid driver's license and acceptable driving record.

This position requires the transportation and setup of mobile training lab equipment (laptops, keyboards, mice, data cords, power strips, projector, etc.). The work requires lifting and carrying objects; and may need to lift and move equipment, weighing up to 50 pounds using established safety procedures and moving equipment with use of appropriate lift devices as available.

The size of the Commission's staff is such that the trainer must give assistance in all aspects of the office operation. The number of customer service requests can at times be high and are often varied. This may contribute to a hectic atmosphere with frequent interruptions and distractions. The position may experience exposure to stressful situations and critical/hostile people.

Actively seeks to provide culturally appropriate services where individuals are treated respectfully, compassionately, and effectively in a manner that recognizes, affirms, and values their worth and dignity. This includes culture, language, national origin, class, race, age ethnic background, disability, stage of development, religion, gender, sexual orientation, and other differences/diversity factors.

These working conditions are experienced daily. The employee must be able to complete work tasks under these types of conditions in this type of environment.

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.

State statutes, specifically ORS Chapter 244, ORS 171.725 to 171.785, ORS 192.610-192.705 and OAR Chapter 199. Agency manuals, pamphlets and other published guidelines are also used.

- b. How are these guidelines used?

These sources establish the basis for the agency's training effort.

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".			
General public	In person, telephone, e-mail, video (MS Teams, Zoom, etc.) and mail	Provide training and answer questions regarding training procedures, jurisdiction and potential violations. Provide information and handouts.	Daily
Public officials and organizations representing public officials	In person, telephone, e-mail, video (MS Teams, Zoom, etc.) and mail	A Provide training and answer questions regarding training procedures, jurisdiction and potential violations. Provide information and handouts.	Daily
Lobbyists and organizations representing lobbyists	In person, telephone, e-mail, video (MS Teams, Zoom, etc.) and mail	Provide training and answer questions regarding training procedures, jurisdiction and potential violations. Provide information and handouts.	Frequent
Respondents, complainants and	In person, telephone, e-mail, video (MS Teams, Zoom, etc.) and mail	Provide training and answer questions regarding training procedures, jurisdiction and potential	Monthly

representing attorneys		violations. Provide information and handouts. Assist with access to Commission Meetings.	
General Counsel, Oregon Department of Justice	In person, telephone, e-mail, video (MS Teams, Zoom, etc.) and mail	Discuss legal issues related to advice and opinion requests.	Frequent

SECTION 7. POSITION RELATED DECISION MAKING

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

This employee will answer questions relating to compliance with ORS Chapter 244, ORS 171.725 to 171.785, ORS 192.610-192.705, and OAR Chapter 199. The effect of those answers could mean the difference in causing someone to violate the law or comply with the law.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
----------------------	-----------------	-----	-----------	-------------------

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

Agency Head 7	35001	Through ongoing dialogue, collaborative check-ins, and structured performance evaluations. Feedback may be provided during team meetings or one-on-one discussions.	Routinely/periodically	To provide guidance, support professional development, ensure that work is aligned with agency mission, program goals, and assess job performance and effectiveness.
---------------	-------	---	------------------------	--

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? 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 |

☐ Disciplines and rewards

☐ 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 for promoting and fostering 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 agency's Diversity strategies and goals.

Additional skills, abilities and requirements:

- Experience in creating and providing classroom and virtual training in various formats to adult learners.
- Experience in creation of interactive training videos, materials, handouts, and lesson plans based on principles of adult learning theory.
- Experience in communicating, in writing and verbally, detailed technical information to diverse audiences.
- Experience developing interactive online training using a variety of software platforms and implementing training through appropriate Learning Management Systems.
- Experience maintaining and publishing website content.
- Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides or provide an acceptable alternate mode of transportation.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place cursor 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

Appointing Authority Signature

Date