



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
10/01/2026**

This position is:

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

Agency: Oregon Government Ethics Commission

Facility:

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Administrative Specialist 2</u>	b. Classification No: <u>C0108</u>
c. Effective Date: <u>10/01/2026</u>	d. Position No: <u>35025</u>
e. Working Title: _____	f. Agency No: <u>199000</u>
g. Section Title: _____	h. Budget Auth No: <u>1137680</u>
i. Employee Name: _____	j. Repr. Code: <u>OAS</u>
k. Work Location (City – County): <u>Salem - Marion</u>	
l. Supervisor Name (Optional): _____	
m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share	
n. FLSA: ☐ Exempt ☒ Non-Exempt	o. Eligible for Overtime: ☒ Yes ☐ No
If Exempt: ☐ Executive ☐ Professional ☐ 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 (OGE) enforces the provisions of ORS Chapter 244, Government Ethics Law, ORS 171.725 to 171.785, Lobbying Regulation Law, and ORS 192.610 to 192.690, Public Meetings Law. The laws within the agency's jurisdiction affect over 260,000 public officials, lobbyists and clients represented by those lobbyists.

In addition to enforcing these laws, OGE focuses on emphasizing education in achieving its mission. The agency does this by presenting training and instructional courses in all three areas of law, and by providing verbal and written advice on request. All members of the agency staff – administrative staff, trainers, and investigators – contribute to 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:

This position provides training program administrative support and business process improvement coordination. The primary purpose of this position is to provide administrative support to the training program, including but not limited to scheduling and coordinating travel arrangements. The position also provides administrative support for business process improvements, including review and evaluation of agency practices and procedures.

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
Ongoing	NC	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.
			<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 OGEC 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.

65	N	E	Training Program & Operational Support
			<ul style="list-style-type: none"> • Establish and maintain procedures for training program monitoring and evaluation. Track and analyze training program data. Compile reports on training programs effectiveness. Research alternatives for tracking program effectiveness. Recommend procedural changes to Curriculum & Training Coordinator, to improve program results. • Assist the Curriculum & Training Coordinator, Senior Operations Manager, and Executive Director in developing long and short-range operation goals for the training program. • Respond to requests for training, explain program guidelines and offerings, answer questions about statutory training requirements, prepare interagency memos of understanding, schedule training, and book travel for program staff. • Research current and potential training partners, review training data, and training schedule to identify statewide training needs and develop a recommendation for a training schedule to increase efficiency of program and travel budget. • Evaluate and maintain processes for training assessments. Recommend process changes to the Curriculum & Training Coordinator and the Executive Director. Monitor where requests are in the approval process and expirations. Correspond with entities before trainings are expired. • Review and maintain training team policies and procedures in the training manual and make recommendations for updates to the Curriculum & Training Coordinator. • Research, compile, and summarize accessible training best practices and tools. • Ensure training program follows Public Records Law and retention policies.
20	R	E	Rules Operational Support
			<ul style="list-style-type: none"> • Serve as the agency Rules Coordinator. Establish and maintain agency rules adoption process to ensure agency is in compliance with state requirements. Research best practices for partner engagement. Track agency progress. Make recommendations on procedural changes to the Compliance & Enforcement Coordinator and the Curriculum & Training Coordinator. • Provide administrative and logistical support for the rules process.

15	R	E	Agency Business Process Improvement Support <ul style="list-style-type: none"> • Process agency travel requests; review employee and commissioner travel documentation following the State Travel Policy; submit all documentation needed for reimbursements to Senior Operations Manager and Accounting. • Coordinate with Senior Operations Manager to process and complete required reporting for Key Performance Measures, including investigatory data, timeline data, training data, and Best Practices data. Methodically review process and make recommendations to improve process annually. • Establish agency call schedule procedures for high volume call times. Coordinate with the Administrative Specialist 1 to forecast agency needs and coordinate agency staff call schedule. • Review and evaluate agency business practices and procedures and draft recommendations for process improvements and implementation plans.
Other	R	E	Agency Operational Support & Service Delivery <ul style="list-style-type: none"> • Participate as a member of the communications team, taking the lead on agency social media communications. Assists in developing communications goals and creates process for monitoring and evaluating the agency's progress on those goals. • Monitor agency lines of communication, including phone, email, and electronic requests. Provide timely responses in accordance with the agency customer service policy. • Assist with Statement of Economic Interest and Lobby reporting filing questions. Explains laws, rules and procedures regarding state requirements. • Provide backup for other administrative positions in the agency. Duties may include monitoring the front desk, answering telephones, assisting with filing and database questions, handling public records requests, assisting with payments, drafting correspondence, and assisting with Commission meeting preparation and logistics.

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.

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 administrative specialist 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.

This position is expected 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.

Oregon Government Ethics law (ORS Chapter 244), Oregon Lobby Regulation law (ORS 171.725 to 171.785, 171.992), Oregon Public Meetings law (ORS 192.610 to 192.690), OGEA Administrative Rules (OAR Chapter 199), Department of Administrative Services Administrative Rules and Policies relating to accounting

b. How are these guidelines used?

These statutes and administrative rules are used to provide guidance in fulfilling job duties, such as navigating OGEC's case and filing systems and addressing public records.

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>			
General public	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Inquiries regarding Government Ethics, Public Meetings, and Lobby Laws.	Daily
Public officials and organizations representing public officials	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Inquiries regarding Government Ethics, Public Meetings, and Lobby Laws.	Daily
Lobbyists and organizations representing lobbyists	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Inquiries regarding Government Ethics, Public Meetings, and Lobby Laws.	Frequent
Community partners and interested parties	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Inquiries regarding the rule-making process for Government Ethics, Public Meetings, and Lobby Laws.	As needed
Management	Telephone, video (MS Teams, Zoom, etc.) e-mail, writing, and in person	Updates on filing statistics, collections, workflows, and other duties.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Makes decisions that affect training program and training staff, including scheduling. Make recommendations on training policies and best practices. Review recommendations with Training and Curriculum Development Coordinator and, as appropriate, with the Executive Director.

Make decisions for reviewing and evaluating agency business process improvements. Make recommendations to Executive Director, Senior Operations Manager, and relevant staff.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Agency Head	35001	Staff meetings/conversations	Weekly/routinely	To continue mutual understanding of agency projects and issues and to resolve problems.

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

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?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ 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:

- Experience in Public Records and Public Meetings Law
- Experience with the administrative rule making process
- Experience with establishing and maintaining working relationships with stakeholders
- Experience in evaluating trends and making recommendations
- Experience working with new technology solutions and policy changes

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 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

Appointing Authority Signature

Date