



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Review Date:
11/04/25**

This position is:

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

Agency: Oregon Housing and Community Services

Facility: Affordable Rental Housing

☐ New ☒ Revised Workday ID: 000000022993

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Operations & Policy Analyst 4</u>	b. Classification No:	<u>X0873</u>
c. Pos Estab Date:	<u>07/01/91</u>	d. Position No:	<u>0000874</u>
e. Working Title:	<u>Affordable Rental Housing Operations & Policy Analyst</u>	f. Agency No:	<u>91400</u>
g. Section Title:	<u>Planning & Policy</u>	h. Budget Auth No:	<u>000508990</u>
i. Employee Name:	<u>Vacant</u>	j. Repr. Code:	<u>MMN</u>
k. Work Location (City – County):	<u>Salem - Marion</u>		
l. Supervisor Name (Optional):	<u>Ricky Ruzicka</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 checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative
		o. Eligible for Overtime:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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.**

Oregon Housing and Community Services (OHCS) provides stable and affordable housing, and engages leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians. OHCS's vision for the state is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

OHCS's Affordable Rental Housing division provides financial support to create and preserve quality, affordable rental housing for Oregonians of lower and moderate incomes. The Affordable Rental Housing division administers a host of high-profile state programs with a high level of visibility to state elected officials. The Division administers federal and state funded multifamily rental housing resources to facilitate the increased availability of safe, decent, affordable housing for Oregonians with low incomes. This

includes the financial underwriting to develop of new multifamily rental units and to acquisition and rehabilitation of multifamily rental units; the preservation of existing subsidized multifamily rental housing and the long term maintenance of affordable rental housing through asset management and compliance, as well as managing HUD Section 8 Contract to ensure effective provision of thousands of affordable rental homes for the state of Oregon. The division oversees complex real estate transactions, manages risk, and facilitates financing to reach a diverse array of communities and stakeholders to best meet Oregon's affordable housing needs.

Affordable Rental Housing Division: Planning and Policy Section

The Planning and Policy section of the Affordable Rental Housing division is responsible for the implementation, oversight, and coordination of the division's activities. This includes coordinating and branding division communication; facilitating program development stakeholder outreach; leading training and capacity building efforts; and ensuring opportunities for consistent, transparent engagement opportunities for the division's stakeholders, which will include the planning and coordination of a statewide housing conference. This group is responsible for participating in Agency planning efforts including reporting and metric tracking, as well as leading the federal 5-year Consolidated Planning efforts; planning and programming the use of Agency development resources, developing concepts for legislative agendas, and maintaining agency contracts with the Fair Housing Council of Oregon. This Planning and Policy section collaborates with program and compliance staff on new program development, and leads the operationalization and implementation efforts, as well as facilitating efforts to innovate and streamline existing programs. They lead key efforts and initiatives such as the development of a comprehensive Preservation Strategy, developing a Permanent Supportive Housing programmatic initiative, and providing key expertise and feedback to support the legislative agenda. This section's staff act as the liaison and coordinators on cross-divisional planning efforts as well as connecting with Agency Integrators to ensure programmatic connections with external planning efforts.

- 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:**

Provide the programmatic and system assessment and evaluation of the Affordable Rental Housing Division functions (multi-family finance, asset management and compliance) and its strategic operational effectiveness. Formulates changes to policy and programs by effectively recommending to management on the condition in which the programs should operate from a divisional perspective and in alignment with the vision and mission of the agency. In addition, this position will be the project manager on the implementation of approved policy recommendations and strategies.

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
30%	N	E	Policy Advice <ul style="list-style-type: none"> Develops policy that requires the development of new strategies and analytical methods and approaches that my impact the short and long terms strategies and delivery by statewide stakeholders and partners.

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

			<ul style="list-style-type: none"> • Coordinate, facilitate, and manage specific agency strategic initiatives including but not limited to the identification, organization and implementation of work plans necessary in completing strategic initiatives. • Work closely with the OPA, Initiative, Program, Production & Portfolio staff to ensure continuity and overall alignment of policy with the strategic direction of the agency and the programmatic direction of the specific directive. • Integrate federal initiatives with State policy goals, looking for way to collaborate, align and to secure additional resources. • Drive comprehensive implementation across all housing development programs and initiatives. • Own high profile or complicated policy implementation work in coordination with appropriate staff at the agency including OPA and Initiative team members to implement. •
20%	N	E	Internal/External Agency Liaison <ul style="list-style-type: none"> • Serve as liaison between the Affordable Rental Housing Division and the Legislative and Public Affairs Section in the development of policy recommendations to ensure agency wide consistency. • Serve as a liaison between the P&P team members and Leadership. Provide information to Leadership and help guide the work of P&P Team members and their Managers to ensure alignment with leadership priorities. • Analyze policy issues that cross or affect other state agencies, stakeholders or partners and work to develop and implement proposals, strategies and policy proposals to address issues.
30%	N	E	Outreach <ul style="list-style-type: none"> • Engage partners and stakeholders in the planning and implementation & implementation of workgroups, committees, task groups and other collaborative or informative spaces for policy development. • Work with Partners, Legislators, the Governor's Office and other Division's and outside agencies when appropriate to educate and inform about housing policy to allow for alignment of housing initiatives and goals. • Establish and maintain strong relationships with diverse community and state agency partners, including culturally-specific housing providers. • Act as facilitator to local and regional groups as requested to improve housing access, supply, quality, stability. • Help communities navigate complexities of state agency systems, programs and rules. • Seek and propose avenues to further social and geographic equity. • Serve as a resource to local communities about issues of housing development, finance, and access, including but not limited to OHCS tools and programs.

15%	N	E	Operational and Systems Improvements <ul style="list-style-type: none"> • Serve as a catalyst for operational or system change within the division. This includes evaluating the divisional structure, processes and systems to determine where there are areas for improvement; develop plans which effectively define steps in making changes; provide coaching and mentoring to staff through the change process; develop appropriate documentation for new processes and decisions made; and analyzing impacts of change and take corrective actions where necessary. • Identify opportunities for state and local collaboration and recommend system improvements by researching best practices. • Provide regular written and oral information to OHCS executive leadership. • Plan operational or system improvements; identify project scope; recommend timelines and identify risks and mitigation strategies. •
5%	N	E	Other duties as assigned including but limited to: <ul style="list-style-type: none"> • Develop performance measures for key activities and monitors actual results against these performance measures • Represent OHCS at select regional and local forums, committees, and workgroups.
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.

Regular office working conditions. Special assignments and time sensitive projects often require working extended hours and occasional weekend work. This position may involve occasional travel on official State business. Should you choose to drive a motor vehicle you must have a valid driver license and an acceptable driving record. If not, you must have an alternate method of transportation.

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.

Various Federal Rules and Regulations
Federal Housing Laws and Regulations
Oregon Revised Statutes and Chapter Laws
DAS Administrative Rules
DAS Policies and Procedures
OHCS Administrative Rules
OHCS Policies and Procedures

b. How are these guidelines used?

These guidelines provide the broad policy framework within which the position exercises discretion.

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".			
Local/State/Federal Government Officials; Housing Industry Individuals & Groups; Private Lenders; General Public	Phone/ Letter/ In Person	Assess community need; provide housing industry individuals & groups with technical assistance on policies & procedures	Daily, as needed
State/Federal Legislators	Phone/In Person	Exchange information	As needed
Staff	Phone/In Person	Exchange information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes effective policy recommendations for the appropriate effectively and efficiently delivery of division programs.

This position must have an extensive knowledge of the state and federal guidelines, laws and rules pertaining to grant and loan programs and the ability to use them to find answers to many questions that arise daily. Judgment is required to decide the correct response for a specific situation, including a decision when to seek guidance from others. This position is responsible for interpreting these guidelines for program recipients and by implementing the guidelines through contractual agreements, reviewing periodic reports and on-site monitoring for compliance.

This position must initiate issues or determine strategy to work with the issues. How the Department deals with these issues as a result will affect our relationships with community-based organizations, housing advocacy groups and housing sponsors, and affect our ability to stimulate and increase the supply of housing for lower income Oregonians.

Decisions directly affect local economic and community development efforts and strategies of the Department, including the effective utilization of Housing Finance Division programs and resources.

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".				
BOM 3	0001632	In person /Phone/Email	As needed	Daily discussions of issues and problems; scheduled meetings; annual performance appraisal.

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? _____

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Plans work | <input type="checkbox"/> Assigns work | <input type="checkbox"/> Approves work |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Disciplines
and rewards | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Hires and discharges | <input type="checkbox"/> Recommends hiring | <input type="checkbox"/> Gives input for performance evaluations |
| <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:

This position must pass a criminal records check.

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