



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
08/11/2025

This position is:

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

Agency: Oregon Housing and Community Services

Division: Operations Division

☒ New ☐ Revised Workday ID: 000000007881

SECTION 1. POSITION INFORMATION

a. Classification Title:	Exec Support Spec 2	b. Classification No:	C0119
c. Effective Date:	7/1/1991	d. Position No:	0010028
e. Working Title:	Executive Support	f. Agency No:	91400
g. Section Title:	COO Office	h. Budget Auth No:	516200
i. Employee Name:	Janell Saavedra	j. Repr. Code:	OAS
k. Work Location (City – County):	Salem - Marion (NMOB)/Hybrid		
l. Supervisor Name (Optional):			
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	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input 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 an integrated statewide policy that addresses poverty and provides opportunities for Oregonians. OHCS's vision for the state is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

OHCS focuses on housing stabilization through a variety of angles – from preventing and ending homelessness, assisting with utilities to keeping someone stable, to financing multifamily affordable housing, to encouraging homeownership. OHCS serves as the state's affordable housing finance agency and community services program administrator. OHCS provides financial and program support to create and preserve quality, affordable housing for Oregonians of lower and moderate incomes. The agency administers federal and state programs that support housing stabilization, including preventing and ending homelessness, energy assistance, weatherization, among other critical antipoverty services.

OHCS' Operations Division is comprised of sections that support the agency to achieve its mission. This includes accounting, finance, fiscal compliance, procurement and grants, budget, human resources, information systems, project management, strategic planning, and operations services. Work performed in this division ensures equity, accountability, transparency, stewardship, and security of State resources.

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 executive support to the Chief Operating Officer (COO) of the Operations Division, as well as other division leaders.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
50%	R	E	<u>Executive Support</u> <ul style="list-style-type: none"> Provides research, information and preparation for Agency or Division's meetings. Assists the COO in the research, report and email writing, and special project management. Provides secretarial support to the Operations Division, and division leadership by answering and monitoring messages; scheduling meetings; routing documents in need of approval and signature; making necessary travel arrangements and completing reimbursement forms. Establishes and maintains electronic filing systems for the Division's reports, correspondence, and reference materials; creates files, establishes and maintains system for future follow-up on projects and deadlines; recalls materials based on established system and new follow-up dates. Composes letters, memos, reports and other projects through independent research on behalf of the Agency or Division. Actively participates in management meetings. Receives assignments from management team discussions. Prepares and responds to meeting assignments and projects, typically of a sensitive and confidential nature. Participates in work planning meetings, coordinates meetings with work teams; researches availability of and recommends team facilitators. Places, monitors, and delivers office supply orders for the Division Maintains the daily schedule for the COO and arranges meetings with Agency Director, Deputy Director, division leadership, division staff, other state personnel, the public, media and other external partners.
35%	NC	E	<u>Project Coordination/Management and Support</u> <ul style="list-style-type: none"> Serves as the facilitator or administrative support on assigned projects based on need. May also serve on various committees in these capacities to help support agency initiatives. Provides coordination and assistance to the project teams within the division.

5%	NC	E	<u>Administrative Support</u> <ul style="list-style-type: none"> Serves as secondary backup for the Director's and/or Deputy Director's Office or other divisions. Responds to or determines appropriate routing of the public's request for general information or explanation of Agency policy by mail, telephone or email. In the absence of assigned administrative support, provide assistance with schedules and coordinate logistics for Director's Office and State Housing Council meetings and events by arranging for meeting rooms, scheduling conference calls, greeting and escorting attendees as they arrive and ensuring meeting materials are prepared in advance and distributed and processes travel/expense reimbursement forms. Provides assistance to transcribe meeting minutes, and prepare and distribute approved meeting minutes in accordance with Oregon State Archives Retention Schedule. Processes requests for meeting logistics and catering arrangements, processes purchasing and travel authorizations.
5%	N		<u>Agency Operational and Strategic Support</u> <ul style="list-style-type: none"> Coordinates meeting or conference logistics by scheduling calendar events, setting up conference calls, and facilitating use of State vehicles. Creates agendas and prepares materials for meetings as needed. Drafts, edits, and proofs documents for grammar, spelling and punctuation. Establishes and maintains system for follow-up on projects and deadlines, recalls materials.
5%	NC	NE	<ul style="list-style-type: none"> Assists with other special projects and administrative functions as assigned.
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. Working conditions for this position are a hybrid work environment, with in-person work being based on Agency need. May require overtime during deadlines. Must frequently work within short and inflexible timelines. Requires occasional lifting and exertion for short periods of time and sitting for extended lengths of time. Must be able to be flexible with quickly changing priorities in a stressful environment. Must be able to take quick action, while understanding the details and impacts of decisions.

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.

Agency Strategic Plan
Oregon Revised Statutes and Oregon Administrative Rules
ORS and OARs specific to Oregon Housing and Community Services
Federal rules and regulations
State Senate and House Rules
Legislative Counsel Guidelines

b. How are these guidelines used?

The above guidelines are reviewed and researched as necessary to ensure compliance and consistency with relevant standards, regulations, policies, and laws. This position routinely uses the above referenced guidelines to accomplish the essential duties and responsibilities of this position.

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".			
Legislators/Legislative Staff	In person/phone/writing	To provide information, discuss interpretation of policy, determine issues, and develop recommendations.	Weekly/Daily
Interest Groups	In person/phone/writing	To provide information and determine issues options	Weekly
Partners and Stakeholders	In person/phone/writing	To provide information.	Weekly/Daily
OHCS management and staff	In person/phone/writing	To clarify, resolve and negotiate issues impacting OHCS operations or program.	Weekly/Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position interprets and explains State and Federal laws, rules and regulations related to the Operations Division. Regularly makes decisions related to highly sensitive and/or non-routine matters. Sets work priorities, prioritizes engagements and obligations of the COO and Division leadership, manages budget within budgetary guidelines, prioritizes and coordinates activities involving other division leadership. Communicates with legislators, stakeholders, members of the media, and general partners. The inability to provide accurate and appropriate information can be harmful to the Agency's credibility and reputation, which ultimately could harm the Agency's ability to receive the resources it needs to operate programs. Poor decisions and/or untimely completion of assignments could result in damaged working relationships with the Governor's Office, the legislature, OHCS partners, State agencies, and the public.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Reviewer	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".				
BOA 1	0001725	In person, email, phone	As needed	To provide feedback and direct work. 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? 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, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

The individual in this position must perform position duties in a manner which maintains confidentiality, promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engages in and promotes a positive work environment; develops good working relationships with agency personnel and with appropriate external partners; identifies and resolves problems in a constructive manner; demonstrate openness to constructive feedback and suggestions; and contributes to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

Must possess skills in communicating effectively in writing and in oral expression. Must possess skills in conflict resolution and prioritization.

Must be skilled in utilizing all Microsoft 365 applications and work efficiently and effectively with diverse IT tools.

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 cursor at end of a row (outside table) and hit "Enter".		
N/A		

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