



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
10-20-25

This position is:

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

Agency: Oregon Housing and Community Services

Facility: Director's Office

☐ New ☒ Revised Workday ID: 000000039841

SECTION 1. POSITION INFORMATION

a. Classification Title:	Research, Analysis, and Statistics Manager 1	b. Classification No:	7725
c. Effective Date:	7/1/1997	d. Position No:	0000959
e. Working Title:	Research, Analysis, and Statistics Manager	f. Agency No:	91400
g. Section Title:	Research	h. Budget Auth No:	786230
i. Employee Name:	Vacant	j. Repr. Code:	MMS
k. Work Location (City – County):	Portland – Multnomah PSOB		
l. Supervisor Name:	Megan Bolton		
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 checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input 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 to pursue prosperity and live free from poverty.

This position is within the Research Section of OHCS. The purpose of the Research Section is to ensure OHCS staff, Oregon legislators, and the public have a clear understanding of how the work of OHCS helps Oregonians pursue prosperity and live free from poverty, and the decisions and policies of the agency are grounded in sound data and research that is conducted with an equity lens. The Research Section is a part of the Director's Office Division.

The Research Section supports the entire agency and has team members focused and embedded within specific program areas. The team consists of Research Analysts, Operations and Policy

Analysts, and an Economist. The outcome of the quantitative and qualitative analysis performed by the Research Section serves as the basis for how a significant portion of OHCS's resources are allocated and/or awarded. Additionally, the Research Section leads efforts to share data across state agencies, with local governments, and with partner organizations, to enable better outcomes for vulnerable Oregonians.

The Research Section leads meaningful research projects that ensure OHCS policy and resource allocation decisions are evidence-based and informed by best practices. The Research Section works to clearly demonstrate the impact the agency's programs have on Oregonians through accessible, interactive tools. We are embedded within sections to increase cross-section collaboration and improve data solutions through regular outreach, early involvement, and integration.

Generally, the Research Section has four main areas of focus:

1. analysis of internal program data
2. analysis of external data on housing and economic issues
3. increase data sharing within OHCS and with a variety of external partners including research institutions, local governments, and other organizations involved in housing and homelessness work
4. providing equity-centered and research-based recommendations to agency leadership on policy and program design, implementation and evaluation

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 primary purpose of this position is to supervise the Research Analysts within the Research and Analysis section who are embedded within the programmatic divisions of the Agency. The position provides overall leadership and management direction to the Research Analysts who work directly with program and leadership staff within the Homeownership, Affordable Rental Housing, and Housing Stabilization Divisions to support the research, analysis, and reporting needs of those Divisions.. The primary purpose of the Research Analyst positions they will be managing includes: ensuring effective and equitable program design, implementation, and delivery through research and data analysis; helping collect, clean, and analyze qualitative and quantitative information on issues in Oregon related to agency programs to monitor program outcomes; and evaluating and reporting out program information in accessible ways.

The position oversees the reporting of divisional program data at OHCS, including dashboards and other tools and reports related to the needs for our programs, and the outputs and outcomes of our programs. This includes a leadership role in all quantitative data included in a variety of planning documents and reports completed by the department.

The position also provides leadership to special projects, such as participating in agency and statewide committees and task forces, implementing new programs and technologies, and developing special analyses of major topics affecting Oregon's housing and homelessness issues. This involvement ensures that OHCS is working closely with researches at other state agencies to align research efforts and that the Research and Analysis section within OHCS provides data-informed perspectives to our internal strategic planning work.

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”.			
50%	N	E	Research Analyst Oversight and Supervision <ul style="list-style-type: none">• Manages the Research Analysts (RAs) who are embedded within the Affordable Rental Housing, Homeownership, and Housing Stabilization Divisions. These RAs are responsible for collecting, cleaning, analyzing, and reporting out internal data for OHCS programs across Divisions, for conducting various housing and economic needs analyses to help inform program design and implementation, for helping teams improve their data quality, and for supporting other research projects deemed necessary to better understand and improve OHCS programs.• Organizes and assigns work activities and projects, monitors work flows, and reviews and evaluates work products, methods, and procedures of their team using tools such as Jira, Workday, Smartsheet, and SharePoint.• Directs OHCS’s information dissemination efforts, ensuring that a wide range of customers receive accurate, timely, and reliable housing information, by way of reports, dashboards, customer requests, and presentations.• Leads all recruitment, hiring, performance, termination, and other personnel-related issues. Prepares and/or approves staff training requests and provides career development opportunities. Prepares and gives performance appraisals in a timely manner.• Processes all routine HR-related paperwork (time sheets, leave requests, etc.) in a timely manner.• Develops, monitors, and adjusts the section’s overall staffing and section project plans including staff allocations, budget, training, computer and equipment needs, and implementation of Section/Agency operational goals.• Develops professional development plans for their team members.• Incorporates diversity strategies into all hiring, retention, training and management decisions in order to increase cultural awareness and diversity within the section.

			<ul style="list-style-type: none"> Leads recruitment and hiring efforts in alignment with racial justice goals and advocates for racial justice hiring techniques with the HR team to encourage a diverse team that mirrors the people the program serves.
30%	N	E	<p>Directs OHCS Internal Reporting Strategies:</p> <ul style="list-style-type: none"> In coordination with the AD of Research, the Director's Office and Agency leadership, develops and implements reporting policies and strategies; ensures compliance with established goals, standards, and guidelines. Responsible for ensuring all Divisional dashboards and mapping tools are updated on the appropriate basis and are done in a way consistent with team guidelines, methodologies, and meet accessibility requirements Responsible for coordinating the RAs work in data collection, cleaning, and analysis necessary for all legislatively mandated metrics and reports, such as the Key Performance Metrics (KPMs), for any regular programmatic reporting to the Governor's Office, and for internal reports such as the Annual Report and Statewide Housing Plan. Sets long-term goals, as well as short-term priorities. Participates as a management team member of OHCS Provides direction on projects which may be program-wide, agency-wide, or involving multiple agencies with time pressure deadlines. Monitors project performance measures; identifies/makes workload assignments; determines priorities; provides work statements with budget schedules; assures accomplishment of objectives and presents projects to upper management. Works collaboratively with other section managers in the assignment of line staff support for projects and the coordination of projects with other program activities. Establishes and maintains effective lines of communications upward, downward, and laterally. Communicates all relevant data as recommendations or information within the Section or to other pertinent personnel through the agency. Makes strategic decisions regarding highly technical housing, economic and statistical issues, after due consideration of the input from staff and a variety of stakeholders. In collaboration with the AD pf Research, prepares biennial and interim budget requests for the Research Section; determines priorities, evaluates resources, requests resources necessary to implement programs.

			<ul style="list-style-type: none"> • Supports the continued education of the Research Analysts and promotes their effective research and reporting by providing subject matter expertise on research and data analysis best practices, requirements, and methodologies. • Initiate, coordinate and implement changes to the Research Team's internal policies and procedures to improve customer service. • Collaborate with managers to assess agency research study and reporting needs and evaluate impact of programs. • Oversee publication and availability of descriptive statistics, research results, and other information related to agency programs. • Oversee responses to information requests, such as from the media, legislature, leadership, and other interest groups.
10%	N	NE	<p>Represents OHCS at the state, regional, and national levels</p> <ul style="list-style-type: none"> • Makes presentations on housing and homelessness information and programs to policy makers and customer groups, including the Housing Stability Council, the Legislature, the Governor's Office, the Department of Administrative Services, and the news media. • Acts as an agency management representative to various commissions, committees, or councils established to formulate policies and oversee programs while integrating housing and human resource information into the decision-making process. Examples of these assignments are: National Council of State Housing Agencies, Community Action Partnership of Oregon, Continuums of Care and Housing Authorities. • Works directly with Executive level staff from state and federal agencies, and from private companies and associations to ensure OHCS is staying up to date on best practices on housing and economic needs analyses, data sharing, program evaluation, and effective software and tools. This will help ensure is using the right tools and methods for understanding the need for Agency programs, and the effectiveness of Agency programs.
10%			<p>Provides leadership and direction to cross-program projects and activities that are of broad importance to the agencies priorities.</p> <ul style="list-style-type: none"> • Provides direction to projects which may be program-wide, agency-wide, or involving multiple agencies with time pressure deadlines. Examples include working closely with leadership on the creation of the Statewide

			<p>Housing Plan and leading the creation of metrics for the plan; leading the work of OHCS RAs involved in any inter-agency data sharing initiatives which aim to answer critical research questions regarding the intersection of housing and other services.</p> <ul style="list-style-type: none"> • Assures the accomplishment of objectives of the Research Team and the Department's goals as they relate to upper management, Governor's Office, state and regional housing partners and housing legislation. • Negotiates contracts with federal, state, and local agencies, and private companies. • Writes complex analyses for the Director, Governor's Housing Policy Advisor, and the Housing Stability Council. Often leads cross-functional teams. • Works with Communications Section to develop news releases, or multi-media delivery products for getting housing issues before the public. • Participates on agency legislative teams to address agency-wide issues.
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.

Workdays will typically be spent in cubicle office setting, with the majority of workday spent at a desk, and on computer and phone. 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. Compliance with ORS 807.020 (1) is required. It is required that drivers of state-owned vehicles complete a defensive driving safety class every two years.

Evening and weekend work as necessary. Position will experience frequent interruptions while working on technical information.

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.

Principles of economics and statistics, state and federal rules and laws, Department policy and procedures, computer software manuals.

b. How are these guidelines used?

Used as guidelines for crafting economic and statistical studies, drafting reports and recommendations and for linking internal Department operations and activities with outside partners

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".			
Housing and homeless services providers	In person, on phone, via mail, and e-mail.	To distribute, gather and disseminate information on housing programs and on persons with special service needs.	Weekly
Department staff	In person, on phone, via mail, and e-mail.	Respond to information requests.	Daily
IS Staff	In person, on phone, via mail, and e-mail.	Develop and implement new and enhanced data applications.	Weekly
Legislators; Other State Agencies;	In person, on phone, via mail, and e-mail.	Respond to information requests.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The Research Manager is uniquely positioned to participate in decision-making processes which have major program implications for the State of Oregon. Through the sharing of housing and homeless services reporting across the state, the Research Manager participates in major policy issues, long range plans, strategies for achieving goals, evaluation of program performance, and other statewide management issues which cut across agency and program boundaries. The Research Manager provides leadership to a key component of the OHCS this designated role as the Housing Finance Agency for Oregon.

In addition, the Research Manager makes decisions regarding resource and staff allocations, makes hiring and human resource decisions, approves contract proposals, and approves purchase requisitions and data processing requests.

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".				
GLPM 2	0001641	Through reports, dashboards, and in person	As needed	To ensure publicly provided information is accurate and of high quality

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 4
- How many employees are supervised through a subordinate supervisor? 0

- 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:

Must must pass a criminal records check at hire.

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

Denise Kraxberger

Supervisor Signature

8/14/2025

Date