STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/21/26

This position is:
- ☐ Classified
- ☒ Unclassified
- ☐ Exempt Service
- ☐ Mgmt. Svc – Supervisory
- ☐ Mgmt. Svc – Managerial
- ☐ Mgmt. Svc - Confidential

Agency: Oregon Parks and Recreation Department

Facility: Director's Office

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Business Operations Administrator 1	**b.** Classification No:	Z7082
c. Working Title:	Strategic Transformation & Partnership Manager	**d.** PPDB No/WD ID:	4701022
e. Section Title:	Director's Office	**f.** Agency No:	63400
g. Employee Name:	Vacant	**h.** Budget Auth No:	472870
i. Supervisor Name:	Lisa Sumption	**j.** Repr. Code:	
k. Work Location (City – County):	Salem Central Office		

l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☐ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

m. FLSA: ☒ Exempt ☐ Non-Exempt

If Exempt: ☒ Executive/Supervisory ☐ Administrative ☐ Professional ☐ Computer

n. Eligible for Overtime: ☐ Yes ☒ 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.

The Oregon Parks and Recreation Department (OPRD) manages, protects, and enhances Oregon's statewide system of parks, natural areas, cultural and heritage resources, and recreational assets. The department operates in a decentralized environment with diverse programs, geographic regions, operational functions, and public-facing services. OPRD ensures responsible stewardship of public resources while providing safe, accessible, and meaningful experiences for residents and visitors.

The agency's Strategic Transformation and Partnerships office drives organizational change, fosters innovation, and builds strategic business partnerships that align with OPRD's mission and vision. It

aims to develop and implement transformation strategies and cultivate collaborations that enhance operational effectiveness, accountability and expand partnership opportunities.

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 Strategic Transformation and Partnership Manager provides enterprise-level leadership for strategic planning, organizational transformation, process improvement, innovation, business partnership development and change management. The position serves as a senior advisor to executive leadership and a shared resource to divisions and programs. This role is the primary owner of OPRD's strategic plan leading its development, implementation, integration, and ongoing performance management across the agency. The Manager ensures strong alignment between agency priorities and operational execution, strengthens organizational capability and development of data-driven accountability measures, and leads initiatives that improve effectiveness, efficiency, service delivery, and accountability throughout OPRD.

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%			**Strategic Leadership, Performance & Strategy Execution** Provides enterprise strategic leadership by aligning agency priorities with operational execution. Leads strategic planning, develops performance measures, maintains executive dashboards, and facilitates regular performance reviews to support informed decision-making. Establishes governance structures for strategic, improvement, and innovation initiatives. Prepares executive-level briefings,
30%			**Transformational Process Improvement & Operational Accountability** Leads agency-wide continuous improvement efforts to increase efficiency effectiveness and accountability.. Develops standards and tools for data-driven decision making. Identifies improvement opportunities, facilitates complex process redesign, establishes standard tools and practices, and builds internal capability through cross-agency collaboration and coaching.
20%			**Innovation, Organizational Change & Culture Development** Drives cultural development and organizational change initiatives. Assesses readiness for change, coaches leaders, promotes innovation, and creates structures for employees to test and scale new ideas that enhance services and operations and create sustainable funding. Develops tools and resources that strengthen organizational capability and support strategic priorities

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

20%			**Commercial Partnership Development** Manages commercial partnerships to enhance revenue opportunities in alignment with agency mission and vision. Develops standards, tools and resources to facilitate commercial activities across the agency.
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.

Work is primarily performed.in a hybrid/remote (alternate work location). Requires extensive collaboration with staff across multiple locations. Sits or stands for long periods of time. T Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other parks, states, headquarters, or other agencies for training and meetings. Overnight travel may be required. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation.

The role requires sustained attention, judgment, and the ability to navigate complex organizational issues, competing priorities, and resistance to change.

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.

Applicable Oregon Revised Statutes and Oregon Administrative Rules; statewide administrative policies; OPRD policies, procedures, strategic priorities, and delegated authorities; public-sector management, procurement, records, accessibility, privacy, and labor requirements; and recognized professional standards for strategic planning, process improvement, organizational change, facilitation, innovation, and project management.

b. How are these guidelines used?

Guidelines are used to ensure recommendations and decisions are lawful, practical, sustainable, and aligned with agency priorities. The position exercises professional judgment in selecting, adapting, and applying methods appropriate to the scale, complexity, and risk of each initiative.

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 curser at end of a row (outside table) and hit "Enter".*

Executive, Strategy, Leadership Teams, and OPRD managers	In person, virtual, by phone, email	Provide or gather information, guidance	Daily
OPRD staff	In person, virtual, by phone, email	Provide or gather information, guidance	Daily
Businesses	In person, virtual, by phone, email	Provide or gather information, guidance	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

The position exercises independent judgment within established policy and delegated authority. Decisions include selecting improvement approaches, recommending priorities, identifying risks, advising leadership, and determining appropriate methods for strategy execution and organizational change. The position does not independently establish policy but provides well-supported options and leads implementation within approved direction.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Agency Head 4	000000016641	To review response to the agency's operational needs, discuss policy decisions and strategies.	Regularly	Regular briefings are held to advise of topics that may require an strategic response.
			Quarterly	Performance Accountability and Feedback Check-ins

Note: *If additional rows of the below table are needed, place curser 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? 2

How many employees are supervised through a subordinate supervisor? 0

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

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

Seven or more years of progressively responsible experience in strategy, organizational change, process improvement, innovation, or related fields. Demonstrated experience leading complex initiatives, advising senior leaders, facilitating groups, managing staff, and applying structured improvement and change-management methods.

This position meets the unclassified service criteria in ORS 240.205 (4) and is a principal assistant that manages a major agency organizational component. The position reports directly to an executive or administrative officer. As such, pursuant to ORS 240.205(4), this position has the approval of the Director of Department of Administrative Services to be placed in unclassified service (DAS CHRO Policy 30.000.01) and serves at the pleasure of the agency appointing authority. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

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".*
