



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
03/01/2025

Agency: Oregon Youth Authority

Facility/Operational Area: Central Office

☐ New ☒ Revised

This position is (Service Type):

- ☒ Classified (C)
☐ Unclassified (U)
☐ Executive Service (Z)
☐ Supervisory
☐ Non-Supervisory
☐ Management Service (X)
☐ Mgmt Svc - Supervisory (MMS)
☐ Mgmt Svc - Managerial (MMN)
☐ Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

a. Classification Title: ISS7		b. Classification No: C1487	
c. Effective (Established) Date: 04/01/2025		d. Position No: LD	
e. Working Title: Business Intelligence Developer		f. Agency No: 41500	
g. Section Title: Information Systems		h. Budget Auth No:	
i. Employee Name:		j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input checked="" type="checkbox"/> SEIU (OAI)	
k. Work Location (City/County): Salem / Marion			
l. Supervisor Name: Sachin Prajapati			
m. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" 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 If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Non-Exempt			
o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**: ☐ Yes ☒ No

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. ☐ Yes ☒ No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

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 Business Intelligence Group provides critical information on youth populations, program performance and policy impact necessary to plan, evaluate, and direct the operations of OYA. The information and evaluation provided by the group impacts the decision making in the operation of the state's juvenile justice facilities, the probation and parole supervision within OYA, and the parole and probation functions in 36 counties. The team also provides data and information to other state and local agencies for their planning and research purposes. In addition, the team plans implementation strategies and will manage the OYA data warehouse.

The largest automated database feeding the agency's computing infrastructure is the Juvenile Justice Information System (JJIS). JJIS tracks thousands of youth in closed custody, residential treatment, foster care, and in the community; in addition, historical data on offenders is retained for research and reporting purposes. JJS includes the data on offenses, commitments, demographics, important dates, program involvement, disciplinary issues, education, and other descriptive data. Additional databases may feed into JJIS or the OYA data warehouse.

- 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 purpose of this position is to design, implement, and maintain reporting systems for the purpose of data mining, research, program evaluation, and dissemination of information. This position works with managers, information systems staff, researchers, and planners in institutions, community offices, administrative offices, and other information systems professionals to create optimal reporting methods for the JJIS Reporting database and OYA's data warehouse.

The position provides analysis, planning and coordination, design, development, and maintenance of the JJIS reporting system and the Department's data warehouse reporting system. The work involves evaluation of complex computer applications to determine the optimal operating efficiency and maximum utilization of computer data resources. This position provides technical assistance to Business Intelligence users.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency's core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

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.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

% of Time	N/R/NC	E/NE	DUTIES
40%	R	E	Construction <ul style="list-style-type: none">Work with community groups, management, and user groups to recommend improvements to data warehouse structures. Design and develop reporting middle-ware (Business Intelligence universes) allowing users easy access to data warehouse information. Develop appropriate universe documentation defining the design and proper use.Work with technical teams and various user groups to convert legacy data structures in the old Reporting system to the new Business Intelligence warehouse. Work with user groups to convert and migrate legacy Crystal reports to the new reporting format used by the Business Intelligence system.Design and maintain web reporting interfaces, dashboards, reports and other programs using sophisticated programming languages. Design and implement various diagnostic programs to monitor performance of the reporting systems and recommend modifications as needed to maintain efficient and accurate operation.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> Identify and recommend security functions in the agency's data warehouse database; the primary function of security is to determine how much of the data warehouse is accessible to user groups. Updates the data warehouse data dictionaries, document the data warehouse database architecture and supporting documentation that defines data elements, file structures, and how they interface with application programs and databases being run on the source systems. Educates and monitors other technical users in guidelines and standards ensuring consistency in naming conventions, file structures, and programming standards. Work independently to plan, develop, and implement projects of various sizes. Requires working the project stakeholders clarifying requirements, approving designs, test plans, and creating implementation plans.
30%	R	E	Customer Assistance <ul style="list-style-type: none"> Analyzes data warehouse and data integrity issues and validates data for statewide offender tracking and management of the database. Troubleshoots problems identified through this analysis and referred problems. Coordinates with other IS staff and multiple vendors to identify solutions and work to implement fixes. Monitors data usage and proposes recommendations, and implements necessary changes on resource, tuning and maintenance requirements. Trains and makes recommendations to managers, executive assistants, staff, other researchers, and planners in institutions, county offices and administrative offices on how to retrieve information and graphically present data from the data warehouse. Responds to user inquiries about query / reporting tools, statistical packages, the SQL Server and Oracle databases, and data analysis concepts and methods. Provides ad hoc and informal training as required. Manage requests for new data warehouse users, enhancements, and ad hoc query reports from internal and external customers.
20%	NC	E	Planning <ul style="list-style-type: none"> Analyze user needs and system requirements through discussion with individual users or small groups of users. Record requirements for use in future development phases. Assist in designing data models that represents the logical groupings of data. Develop detailed features from the business requirements. Develop detailed specifications that will fulfill the defined requirements. Review plans with users via Joint Application Development sessions or work groups. Conduct walkthroughs with peers to review requirements specs and other planning documentation.
10%	NC	E	Operational JJIS Report Environment – Business Objects Administration until Data Warehouse can be fully utilized

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> Assign, manage, and monitor security for the JJIS Report environment. Develop and manage electronic report distribution structures to organize data statewide, for OYA and for each county juvenile department. Monitor Business Objects server configuration for optimal operational efficiencies. Analyze new releases of the vendor products and make recommendations as to when to upgrade to a new product version.
Ongoing			Use the Equity Lens: <ul style="list-style-type: none"> Demonstrate commitment to understanding, identifying, and eliminating systemic barriers and processes that harm individuals and particularly marginalized people in actions and communications. Utilize OYA's equity lens process for analyzing the impact of the design and implementation of projects, practices, and decision-making authority on under-served and marginalized people and groups of people. Upon determining who is impacted, include representatives from affected peoples in decision making.
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.

Extensive work performed on video display terminals. Exposure to inmates in the workplace. Occasional travel may be required. Employee may work a variety of irregular hours in order to maintain operational systems at our facilities.

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.

Rules and Procedures
OAR and Statutes
IS Procedures and Standards Manual
Criminal Code of Oregon
JJIS Standards

b. How are these guidelines used?

Thorough knowledge and applications of guidelines is necessary and provide limitations, directions, and operating instructions

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How On
Staff and Management from Central office, Institutions, counties, other maintenance, installation and agencies, and vendors.	Telephone, written form and in person.	Advise on planning, development, implementation, coordination for the operations construction of information systems.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position will make decisions on database design, database security and integrity, and appropriate data standards within the data warehouse and JJIS for research and planning.

Good decisions about training and technical assistance will enable users of the data warehouse databases and Business Intelligence system to meet their research and analysis needs. In making good decisions regarding database design, security and integrity and appropriate data standards for decision support, this position enables research analysts, management, and other end-users both intra-agency and inter-agency to generate their own analyses and reports and make accurate and thoughtful data-based management and operational decisions. These decisions affect how the data entered into the agency's transactions systems (JJIS) is viewed by the users as data input is transformed within the OYA's data warehouse into usable and understandable information.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
Development Manager	0798.002	Verbal and visual review of work products at project control points and upon completion. Periodic status reports.	At project control points such as design and upon completion of an assignment.	Review is for timeliness, quality, judgment, resource use, and problem discussion and resolution.

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 and 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 requires good verbal and written skills, and the ability to effectively communicate difficult technical automation concepts to end-users and managers who may have little or no automation experience. Have knowledge of databases and automated systems, including PC-based and server-based systems and networks. It requires the ability to comprehend complex details of OYA's automated systems, JJIS, and Windows server operations.

Experience using SQL, Oracle, SQL Server DBMS, structured programming techniques, SAP business intelligence and analytical tools, data transformation software and techniques, and data warehousing techniques and theories.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A	N/A	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