



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
12/10/2025

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: Business Operations Administrator 2

b. Classification No: Z7081

c. Effective (Established) Date: 07/01/1995

d. Position No: 0795812

e. Working Title: Deputy Director of Administration

f. Agency No: 41500

g. Section Title: Business Services

h. Budget Auth No: 000614020

i. Employee Name: Vacant

j. Union Repr. Code: ☐ AFSCME (ACC)
☐ SEIU (OXNI)
☐ SEIU (OAI)

k. Work Location (City/County): Salem / Marion

l. Supervisor Name: Mike Tessean

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

n. FLSA: ☒ Exempt ☐ Non-Exempt If Exempt: ☒ Executive ☐ Professional ☐ Administrative
o. Eligible for Overtime: ☐ Yes ☒ 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

☐ Yes ☒ No

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.

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 1016 staff and operate with a biennial budget of approximately \$560 million Total Funds, of which approximately \$475 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 Services Division, with over 100 staff, is part of Program Support to OYA, which provides both leadership and support to the agency. The Deputy Director of Administration is a member of the OYA Executive Leadership Team and participates in overall agency strategic planning, goal setting, policy direction, and program management of the organization. The position has primary responsibility for all business services functions of the agency. Business Services have both a direct and an indirect relationship to the agency's mission. A few examples include; Physical Plant Operations oversees construction and maintenance of the close custody facilities, ensuring they are safe, secure and supportive of rehabilitation; Information Services is responsible for JJIS, the state's integrated Juvenile Justice Information System; Human Resources leads recruitment efforts and helps managers coach employees to excellence in line with Positive Human Development principles; and Financial Services is responsible for the development and execution of the agency budget, accounting and contracting for the organization. The Governance and Public Affairs team facilitates research, public records requests, communications with external partners, and advances legislative priorities. The Office of Internal Audit ensures operations are administered appropriately, effectively, and provides advice on corrective actions.

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 function as the primary Operating and Strategy Officer for OYA and to serve as a member of the OYA Executive Leadership Team, both leading and managing diverse business services across the agency, while shaping agency strategic priorities and policy direction and modeling best business practices.

This position oversees and administers business operations including Human Resources for over 1,000 employees, agency-wide Information Services and a 36-county \$30m information system modernization project, Physical Plant Operations for nine 24-hour/7-days-a-week locations state-wide, and Finance Services for the agency’s \$500m biennial budget. Additionally, this position oversees the internal auditing function for the agency and public affairs and government relations functions which include communications, torts and litigation, legislative relations, and public records

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	Agency Leadership Provides strategic leadership and oversight for all agency business operations and assures agency and statewide consistency and operational excellence. Oversee the agency budget development, execution, and legislatively required reporting. Develops risk mitigation strategies. Directs the preparation, proposal, and revision of legislation, rules, policies, and procedures in alignment with DAS COO, Governor’s Office and OYA Director expectations and vision.. Sets agency policy and utilization of agency resources, at times on the behalf of the agency Director. Serves as Lead Operating Officer to implement the OYA Director and Governor’s Office vision, to ensure strategic execution, and to meet the Governor’s expectations.

% of Time	N/R/NC	E/NE	DUTIES
			Member of agency leadership team; works alongside agency Director making decisions affecting OYA business and program functions. Leads with the Director and division Assistant Directors to determine long-term and short-term strategic and tactical plans. Works with the OYA Director, Governor's Office, Legislative Fiscal Office, the DAS (CFO, CHRO, COO), and Enterprise Information Services Office to advise and later implement agency protocols. Regularly confers and collaborates with agency leadership team members to manage risk, resolve conflicting objectives and ensure strong cohesion among the agency's leaders. Brokers and resolves conflicting perspectives within the agency as a whole, and with external oversight entities and partners, to best achieve agency mission while managing agency risk. Provides executive leadership and support to prepare and present as needed to legislature and the Governor's Office. Creates and maintains a work environment that is respectful and accepting of diversity. Sets clear guidelines for expected behaviors and clear methods for reporting inappropriate behaviors.
40	R	E	Business Services Division Administration and Leadership Sets the direction, goals, and objectives for the Business Services Division. Plans and directs the business services operations for the agency's Internal Audit function, Public Affairs and Government Relations functions (Torts and Litigation, Legislation, Communication, Public Records), Information Services and JJIS modernization functions, Human Resource functions, Physical Plant Operation functions, and Financial Services functions such as budget, procurement, and accounting. Leads Business Services strategy, understanding each line of business and providing value-added consultation and direction to CIO, CFO, HR Director, and other high-level managers within BSD. Brokers and resolves conflicting perspectives within BSD, within the agency as a whole, and with external oversight and partners, to best achieve agency mission while managing risk. Ensures division and agency budgets are allotted and managed in alignment with agency priorities, with timely and reliable projections and reports, and that all transactions comply with law and regulations and are conducted quickly and responsively to program needs. Sets the direction, goals, and objectives of the Business Services functions for the Agency; operationalizes business service policies for the division and the agency. Through upper-level managers, ensures the various and diverse Business Services functions are managed in alignment with the Governor's Office, DAS, agency, and divisional direction, goals, and performance objectives. Utilizes the diversity within the workforce by incorporating the diverse perspectives into business or service delivery decisions.

% of Time	N/R/NC	E/NE	DUTIES
			Ensures proper management of multi-million-dollar bonded capital construction projects state-wide and the JJIS modernization project.
20	R	E	Business Services Division Personnel Management Directly supervises the managers of Financial Services Human Resources, Physical Plant Operations, Information Services, and Public Affairs and Government Relations. Provides administrative supervision of the Internal Auditor position and serves on the OYA Internal Audit Committee. Provides supervision of the Business Services Executive Support Specialist-2
Ongoing	R	E	Use the Equity Lens: 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 I 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.

Frequent extended and irregular hours. Occasional overnight travel required.

Predominantly operates in an office environment and requires the ability to operate standard office equipment and keyboards.

This position occasionally enters close custody facilities which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to assure the custody, control, and supervision of youth in custody. Common exposure to active construction sites and facility maintenance/repair sites, including old buildings containing mold, asbestos, lead, dust, and other materials

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.

1. State and Federal Law
2. Oregon Administrative Rules
3. Oregon Accounting Manual
4. DAS Policy
5. OYA Policy
6. Collective Bargaining Agreements
7. Government Standards and Practices Commission Advisory Opinions
8. Employee Relations Board Opinions and Rulings
9. Case Law and Legal/Administrative Rulings
10. OR-OSHA Regulations and Guidance

b. How are these guidelines used?

These guidelines provide the broad legal and policy framework within which the position exercises discretion, manages risk and leads progress within operational support areas

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 Often
OYA Executive Team	In-person, virtual, email, phone, individually and in group meetings	Consult, inform, make decisions, complete required work tasks.	Daily
OYA Managers	In-person, virtual, email, phone, individually and in group meetings	Consult, inform, make decisions, complete required work tasks.	Weekly
DAS-CFO Budget Analyst Team	In-person, virtual, email, phone, individually and in group meetings	Consult, inform, make decisions, complete required work tasks.	Weekly
Legislative Fiscal Office	In-person, virtual, email, phone, individually and in group meetings	Consult, inform, make decisions, complete required work tasks.	Weekly
DAS-CHRO	In-person, virtual, email, phone, individually and in group meetings	Consult, inform, make decisions, complete required work tasks.	Weekly
Other State Agencies	In-person, virtual, email, phone, individually and in group meetings	Consult, inform, make decisions, complete required work tasks.	Weekly
Enterprise Information Services	In-person, virtual, email, phone, individually and in group meetings	Consult, inform, complete required work tasks.	Weekly
DAS- Procurement, Asset Management, COO Office	In-person, virtual, email, phone, individually and in group meetings	Consult, inform, complete required work tasks.	Quarterly
Governor's Office	In-person, virtual, email, phone, individually and in group meetings	Consult, inform, complete required work tasks.	Quarterly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position is accountable for long-term strategy, direction, and priorities for the agency and for the Business Services Division.

Agency Leadership- High level and highly visible decisions and priority setting for agency-wide budget execution, agency-wide Legislative Concepts, Governor's Office and DAS COO alignment, external communications, internal audit functions, organizational structure, and public policy and government relations functions which include communications, torts and litigation, legislative relations, and public records. Also, decisions are made on behalf of the agency director as needed and appropriate.

Business Services Division Leadership- Direction, and decisions affecting the day-to-day internal operations of Business Services. Services include Human Resources for over 1,000 employees, agency-wide Information Services and a 36-county \$30m information system modernization project, Physical Plant Operations for nine 24-hour/7-days-a-week locations state-wide, and Financial Services for the agency's \$560m biennial budget. Typical decisions of this position include personnel, budget, internal communications, employee engagement, Business Service performance, customer service and responsiveness, resource allocation, process improvements and conflict resolution within the Division and externally with agency or other partners, customers, vendors, and service providers.

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
Agency Head 4	0795811	General review and coaching in person, virtual, electronic, individually and in groups	As needed	To assure OYA's mission, vision, values, policies, procedures, and protocols are being effectively implemented, and performance goals are being met

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

- a. How many employees are directly supervised by this position? 7
- How many employees are supervised through a subordinate supervisor? 116
- b. Which of the following activities does this position do?
- | | |
|---|--|
| ☒ Plan work | ☒ Coordinates schedules |
| ☒ Assigns work | ☒ Hires and discharges |
| ☒ Approves work | ☒ Recommends hiring |
| ☒ Responds to grievances | ☒ Gives input for performance evaluations |
| ☒ Disciplines and rewards | ☒ 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:

Management skills with Oregon state government operations that includes budget and finance, procurement, IT, HR, government relations, internal audit functions, legislative processes, and communications.

- Skills with facilitating in the public realm, negotiating and balancing fairness with equity.
- Skills at mentoring and coaching future leaders and professionalizing teams.
- Skills and dedication to build authentic partnerships, work effectively beyond one's span of control, and champion agency-wide transparency.

- Skilled at convening and facilitating groups to reach shared goals and manage change.
- Skills and experience synthesizing voluminous information, opinions, and materials; make sense of complex information; and determine the impact of potential outcomes, and advise the Director, agency leadership, DAS-CFO, LFO, and Legislative offices.

Conditions of Employment Statement

Executive Service Principal Assistant (ORS 240.205 (4)): This position meets the executive service criteria in ORS 240.205 (4) and is a principal assistant that manages a major agency organizational component and 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, executive service (DAS CHRO Policy 30.000.01) and serves at the pleasure of the agency appointing authority (Director). This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

Executive Service Deputy (ORS 240.205 (4)): This position meets the executive service criteria in ORS 240.205 (4) and serves at the pleasure of the agency appointing authority. The incumbent in this position has the authority to exercise the Director's authority in the absence of that Director. 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:

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
Agency-Wide	\$560,000,000.00 (25-27 biennium)	Total Funds

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