



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
December 3, 2024

This position is:

- Classified
Unclassified
Executive Service
Mgmt. Svc – Supervisory
Mgmt. Svc – Managerial
Mgmt. Svc - Confidential

Agency: Employment Department

Facility:

- New
Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Information Systems Specialist 5
b. Classification No: C1485
c. Working Title: Software Development Specialist
d. PPDB No/WD ID: 0003949 / 000000033223
e. Section Title: Workforce and Economic Research
f. Agency No: 471000
g. Employee Name: Vacant
h. Budget Auth No: 1027920
i. Supervisor Name: Nick Beleiciks
j. Repr. Code: OAH
k. Work Location (City – County): Salem - Marion

l. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, 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.

Employment Department is a large state agency with a mission to Support Business and Promote Employment. We accomplish this by accurately administering the unemployment insurance (UI) program for Oregon workers and business (Unemployment Insurance and Contributions and Recovery divisions); recruiting and referring applicants to job openings and assisting job seekers in their employment searches (Workforce Operations division); developing and distributing workforce and economic information (Workforce and Economic Research); administering a paid family and medical leave insurance program for Oregon workers and businesses (Paid Leave Oregon and Contributions and Recovery divisions); and providing administrative services to the Office of Administrative Hearings, which adjudicates citizen and business disputes with agencies.

The Oregon Employment Department fosters fairness, equity, and inclusion to maintain a workplace environment where everyone is treated with respect and dignity regardless of race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking. This policy applies to every aspect of our employment practices, including recruitment, hiring, retention, promotion, and training. A goal of the Oregon Employment Department is to become an employer of choice for individuals of all backgrounds and promote an inclusive workplace culture that encourages diversity and allows employees to excel.

The Research Division provides reliable, accurate and timely labor market information relating to Oregon Employment Departments economy and workforce. The phrase “Quality Information—Informed Choices” summarizes the goals of the research Division, whose staff collect information from tax records and numerous surveys; analyze the available information; and disseminate the information in a variety of means, including presentations, publications, and via the Internet. Primary customer groups include legislators and policy-makers; employers and businesses; workforce boards, partners and customers; educators and students, and the news media.

The Division is organized into three groups that provide reliable, accurate, and timely labor market information relating to Oregon’s economy and workforce: Surveys, Systems and Economic Analysis, and Regional Analysis.

This position is in the Systems and Economic Analysis group, which consists of the Systems team and the Economic Analysis team. As part of the Systems team, this position helps develop and maintain applications to deliver labor market information to the main customer groups of the Employment Department. The Systems team is responsible for the website www.QualityInfo.org, internal Research data centers, and development and maintenance of other electronic labor market information analysis tools.

The Oregon Employment Department strives to create an inclusive environment that welcomes and values diversity of the people we serve. The Department fosters fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.

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 Software Development Specialist works in conjunction with the team lead and other team members to maintain and grow the Research division’s labor market information systems. This done by implementing front-end and back-end applications of Liferay Portal Java Portlets, under guidance of the team’s Senior Systems Architect and Lead Systems Architect. This requires working with team members to understand customer requirements, documenting code according to standards, deploying applications using standard proceeds, and troubleshooting technical issues and implement solutions.

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

<p style="text-align: center;">45% Construction</p>	<p>R</p>	<p>E</p>	<p>Software</p> <p>Modifies and adapts existing QualityInfo.org pages in the Liferay portal platform to reflect changes in business and customer needs. Assists in developing new and unique labor market information software and applications that do not exist in other state agencies or in other state governments.</p> <p>Utilize HTML and JavaScript UI frameworks such as jQuery and Bootstrap to develop and implement user interfaces.</p> <p>Apply experience using Linux development virtual machines and platforms such as Java for effective team development.</p> <p>Documents all software modifications and development using industry standard techniques, and standards agreed to in the Systems Development Unit.</p> <p>Design and create responsive web layouts to ensure optimal display across various devices and screen sizes.</p> <p>Leverage knowledge of multiple programming languages to build and enhance application functionality.</p> <p>Assist in developing web applications that must be supported by a wider variety of systems with differing hardware, operating systems, and browser configurations, including mobile devices.</p> <p>Assist in designing user interfaces to ensure the highest possible level of user centered design, usability, and accessibility by a wide range of customers.</p> <p>Using tools such as Highcharts, designs and implements new ways of displaying Labor Market Information in graphical format for QualityInfo.org, articles, reports, and other Research products.</p>
<p style="text-align: center;">35% Operations</p>	<p>R</p>	<p>E</p>	<p>Software</p> <p>Deploy Java Servlets, Java Server Pages, Javascript, and Highcharts templates.</p> <p>Use GitHub for version control and collaboration on development projects.</p> <p>Data</p> <p>Work with Oracle and MySQL for database management and integration.</p> <p>Loads data into databases using scripts or other tools.</p> <p>Documents new database schema additions to the data dictionary.</p> <p>Assists with maintaining the Workforce Information Database.</p> <p>Loads articles to QualityInfo.org as needed.</p>
<p style="text-align: center;">10% Customer Assistance</p>	<p>R</p>	<p>E</p>	<p>Software</p> <p>Provides usability input and advice during the web and application development life cycle.</p>

			<p>Tests new labor market information system software features that have a wide variety of internal and external customers. Works directly with Systems Team, Research staff, and external customers, vendors, and other IT sections to resolve problems.</p> <p>Data</p> <p>Provides analysis and customer assistance with Research and Employment Department data sets used throughout the state for planning and analysis purposes. Assists customers in locating data and running reports in an environment that uses both enterprise and desktop database systems.</p>
<p>10%</p> <p>Other Duties</p>	R	E	<p>Assists the section and/or agency, as needed, as a technology resource.</p> <p>Assists the Research Division and the department as needed by serving on committees and/or councils</p> <p>Other duties as may be assigned.</p>
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.

- High volume of quality work must be accomplished within tight time frames with a minimum of supervision.
- Requires concentration while working on highly technical information in an open office environment during which there are frequent interruptions.
- Requires ability to manage multiple, simultaneous tasks over extended periods of time.
- Overtime may be required during heavy workload or in meeting deliverable deadlines.
- Requires excellent oral and written communication skills.
- Requires ability to input and retrieve data from computer databases.
- Requires constant use of computer input/output devices.
- Daily telephone, computer and/or in person communication to provide or gather information.
- May require overnight travel any time of the year for presentations, meetings or training.

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.

Oregon Revised Statutes (O.R.S.) and Administrative Rules concerning ES and UI laws, including Confidentiality; Wagner-Peyser Act; Workforce Innovation and Opportunity Act (WIOA); Employment Department guidelines and policy manuals; policies and procedures specific to the Workforce and Economic Research Division and the Systems and Economic Analysis group.

b. How are these guidelines used?

It is incumbent upon the person in this position to take every precaution to ensure that the confidential nature of the raw data is protected at all times in accordance with state and federal law and the inter-agency letter of agreement. Failure to do so could result in dismissal and prohibition from potential future state service. The reference materials contain general guidelines, which are used to perform the office functions. The position requires use of independent judgment and innovative problem solving skills.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
System Analysts / Developers	Email / Video / Phone	Problem solving, data collection, information gathering and dissemination	Daily
OED Research staff	Email / Video / Phone / In-person	Problem solving, data collection, information gathering and dissemination	Weekly
Other OED staff	Email / Video / Phone / In-person	Respond to information requests; provide localized analyses and conduct special research/economic projects	Intermittent
Software Vendors	Email / Video / Phone	Problem solving, information gathering and dissemination	Intermittent

SECTION 7. POSITION RELATED DECISION MAKING

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

This position independently follows priorities set by the team lead and other team members based on known agency, division and unit priorities, number of affected users, and the type of work impacted. Decisions can result in improvements or obstructions to section or unit workload and thereby impact the sections ability to serve its customers.

Quality of decisions will significantly impact the success of projects within Systems team and the Research division, as well as significantly impact the section and department’s reputation with partner agencies on federal, state, and local levels, businesses and business organizations, and our customers.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Research, Analysis, and Statistics Manager 3	1723	Work is reviewed on an ongoing basis.	Ongoing and during a formal quarterly Performance Accountability	Performance is evaluated for thoroughness, accuracy of data, and timely completion of

			and Feedback check-ins.	individual and team projects.
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SECTION 9. OVERSIGHT FUNCTIONS **THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? _____
 How many employees are supervised through a subordinate supervisor? _____

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 and skills needed at time of hire that are not already required in the classification specification:

This position requires successfully passing a criminal record check, which may require a fingerprint based records check, as a condition of employment.

This position works collaboratively in a team setting. Good team skills are necessary - including the willingness to collaborate, share information, and contribute to the team's success as necessary. The position requires excellent customer service skills, for both internal and external customers, and the ability to solve customer service problems efficiently and independently on an on-going basis.

This position requires excellent communications skills, including good listening skills; effective communications to middle or senior management levels in specific customer and public situations.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor 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

Supervisor Signature

Date

Appointing Authority Signature

Date