



STATE OF OREGON
POSITION DESCRIPTION

Position Reviewed Date:
September 24, 2024

Agency: Oregon Department of Energy

Facility:

[] New [x] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Chief Information Manager 2
b. Classification No: X7444
c. Effective Date: July 1, 2009
d. Position No: 0512002
e. Working Title: CIO / IT Manager
f. Agency No: 33000
g. Section Title: Central Services Division
h. Budget Auth No: 001096880
i. Employee Name: Vacant
j. Repr. Code: MMS
k. Work Location (City – County): Salem – Marion
l. Supervisor Name (Optional):
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [x] Executive [] Professional [] Administrative
o. Eligible for Overtime: [] Yes [x] 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 Department of Energy's vision is to lead Oregon to a safe, equitable, clean, and sustainable future. ODOE helps Oregonians make informed decisions and maintain a resilient and affordable energy system. We advance solutions to shape an equitable clean energy transition, protect the environment and public health, and responsibly balance energy needs and impacts for current and future generations. ODOE helps Oregonians improve the energy efficiency of their homes, provides policy expertise to prepare for Oregon's future energy needs, staffs the Energy Facility Siting Council, provides technical and financial assistance to encourage investments in energy efficiency and renewable energy resources, represents Oregon's interests in the cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy-related emergencies. ODOE employs approximately 123 employees and is funded with revenue from more than 30 sources, including \$55.6 million in general funds, \$108.3 million in other funds, \$9.3 million in federal funds, \$1.4 million in lottery funds debt service, and \$29.4 million in non-limited loan program and debt service funds.

The Central Services Division provides shared services for budgeting, accounting, payroll, contracting, federal grants management, information technology management, database development and management, facilities, records management, risk management, employee safety, and office reception.

The Information Services section helps achieve the agency’s mission by building and maintaining a modern, reliable, and readily accessible technology infrastructure. The section provides network administration, system administration, application development, database solutions, data governance, information security, and technical support for the entire agency. The Information Services section also supports the agency’s educational mission by providing tools and capacity for gathering, sharing, and publishing data and information with citizens, partners, and stakeholders. In addition, the Information Services section provides internal services focusing on securing information and infrastructure, and coordinates enterprise technology efforts with Enterprise Information Services.

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 serve as the Chief Information Officer for the agency and is responsible to plan, organize, and achieve short-term and long-range information technology strategies and initiatives consistent with statewide direction. The position works collaboratively within the agency to advance objectives including efficiency, customer satisfaction, project delivery, and overall effectiveness of IT resources.

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
<p><i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i></p>			
40%	R	E	<p>Plan, direct, guide, monitor, and evaluate the work of the Information Services section.</p>
			<ul style="list-style-type: none"> • Develop and execute a strategic technology plan that provides clear goals, strategies, and tactics aligned with the overall mission of the agency and considers the latest trends in technology. • Effectively communicate the agency’s vision and ensure accountability of performance by establishing benchmarks to measure outcomes. • Lead the implementation of the technology vision for the agency through oversight and monitoring of IT projects and technology initiatives ensuring business objectives are met. • Assess the availability of human, fiscal, software, and hardware resources needed to implement IT systems and services effectively in alignment with State Enterprise guidance and standards. This includes an analysis of statewide guidance, available staffing, equipment, software purchase or lease options, and database operations. • Continually reinforce the section’s objective to provide a high level of customer service to answer customers’ questions, resolve technical problems, and provide problem-solving resources. • Maximize customer operational performance through effective help desk resources and technical advice. • Plan for IT staff development and succession planning, develop strategies and specific plans for training IT staff. • Provide effective access to data. • Evaluate the use of resources and make improvements to implement IT solutions effectively and efficiently. • Coordinate project planning and project communication methods to inform agency managers of the status and progress of information system projects. • Oversee vendor management to ensure outsourced services are being provided at contracted levels and rates and produce desired results. • Provide leadership in infrastructure security (network, system application) to ensure agency data is safeguarded.

			<ul style="list-style-type: none"> Identify and resolve conflicts between reporting staff and business partners while maintaining positive working relationships Communicate status of work in progress through regular meetings with the division administrator. Participate in statewide IT initiatives by representing ODOE's interests and ensuring the agency is informed of statewide IT initiatives including information security. Work collaboratively with the State CIO and other agency CIOs on ideas, proposals, and approved initiatives.
30%	NC	E	Project Leadership <ul style="list-style-type: none"> Evaluate the feasibility of IT projects by understanding the business requirements, alignment with State enterprise guidance and standards, and successful business user testing. Identify security issues. Analyze the net employee impact, the benefits, required resources, projected timeframes, and system lifecycles. Develop and execute communication plans and user adoption methods. Coordinate project team members and develop schedules and individual responsibilities. Track project performance and schedule adherence. Gather data to present project performance measures and project status to facilitate prioritization and decision-making by the governance team. Compile, prepare, and deliver executive-level presentations on major projects and/or portfolio status. Identify technical solutions to achieve the goals of identified projects; planning, and budgeting for software/hardware/professional services, determining pilot parameters and participants, and communicating status updates and implementation details to all stakeholders. Recommend section policy and priorities related to information technology to best support the agency's information management needs using the analysis of all pertinent agency-wide issues, goals, and objectives along with information management principles and technologies. Participate in section operational planning and project oversight through the lens of continuous process improvement. Ensure the efficient utilization of IT operational resources - including personnel and equipment – across the section. Provide leadership in the development and oversight of the project management portfolio, project reviews, and forecasting of ODOE IT projects.
25%	NC	E	Data Management and Governance <ul style="list-style-type: none"> Provide oversight of agency-wide data management and governance in alignment with State Enterprise guidance and standards. Develop, maintain, and implement sound and integrated IT architecture. Ensure effective and efficient design and operation of all system processes for the agency. Provide leadership in the evaluation and implementation of new technologies to support business initiatives.
			<ul style="list-style-type: none"> Review and understand statewide IT initiatives and statewide IT policies and their impact on agency policies, processes, or services. Ensure the protection of sensitive data to ensure continual operations and minimize data loss risk. Develop long-term and short-term information technology goals, and system lifecycle for the agency. Ensure IT system decisions are effective and provide the best solution to meet the agency goals. Partner with internal agency business partners to implement IT solutions to further the business' strategic goals.

			<ul style="list-style-type: none"> Analyze ODOE's current technology infrastructure and align it with the agency's strategic plans. Ensure that the agency's IT operations adhere to best practices and applicable statewide guidelines and policies. Ensure the security of the agency's IT assets. Responsible for developing and managing agency data policies, standards, and processes. Establish and manage an agency-wide data governance model to ensure data quality.
5%	NC	E	Managing IT Expenditures
			<ul style="list-style-type: none"> Assess agency-wide IT needs and follow statewide procurement policies. Monitor performance against the section budget, meeting quarterly with Division Administrator for budget review and management. Provide for daily and long-term inventory and management of technology-related hardware and software to include planning, monitoring, recording, and tracking hardware assets and software licenses through the entire lifecycle. Assist the Division Administrator with the planning necessary to prepare budgetary requests for the section's activities as well as the information systems technology needs of the agency. Prepare, review, and manage IT consultant contracts, personnel services contracts, and flexible service contracts.
On-Going	NC	E	<ul style="list-style-type: none"> Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in team participation and collaboration through the willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with agency staff and supervisors through active participation in accomplishing group projects and in identifying and collaborating to resolve problems in a constructive manner. Demonstrate openness to constructive criticism and suggestions to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere. Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace. Respect diversity of opinions, ideas, and cultural differences. Other duties as assigned. Regular attendance is required to meet the demands of this job and to provide necessary services.

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.

The office environment is an open landscape with cubicles and audible distractions. This position requires long periods of sitting, standing, using a keyboard and other computer operations, and the use of a cell phone. Work requires lifting and carrying objects of up to 50 pounds, bending, crouching, use of arms above the shoulders, and transporting oneself throughout the office and to remote work locations. The position requires substantial reading, writing, and development of documents that require focus, reading comprehension, and writing skills. The work environment includes the use of electronic, audio-visual, and computer equipment. These working conditions are experienced daily. The employee must be able to complete work tasks under these types of conditions in this type of environment. An employee in this position must be available to work Monday through Friday with a regular 40-hour work schedule. The position may experience

exposure to volatile or stressful situations and critical/hostile people. Work may require extended hours during the legislative session, during an emergency, and as needed to accommodate short project timelines.

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
- Oregon Administrative Rules
- DAS Policies
- ODOE policies and procedures
- Information Security best practices and standards
- Federal law
- Federal rules & regulations
- Bonneville Power Administration regulations
- GAAP and internal controls,

b. How are these guidelines used?

To determine requirements and best practices, and to determine the allowable use of information assets,

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>			
ODOE Personnel	In person/phone/E-mail	Consult/advise/resolve issues	Daily
Oregon State CIO	In person/phone/E-mail	Consult on policy issues and decision-support	Regularly
Other state gov't agencies	In person/phone/E-mail	Consult/advise/coordinate	As needed
Contractors	In person/phone/E-mail	Consult/resolve issues	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The incumbent is required to make decisions related to planning, organizing, analyzing, evaluating, directing, and reviewing work to ensure continued effective acquisition and use of information/computer technology to meet agency goals. Project management decisions will be made involving the development of agency data systems, which are essential to the operations of the agency and provide management information used in planning and providing information in support of agency operations. Decisions will affect data and system availability, integrity, security, and access data, which can impact the agency's responsiveness to internal and external stakeholders and ability to meet its mission.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Business Operations Manager 3	0032002	Through formal and informal conversations and meetings and through quarterly performance evaluations	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate effectiveness
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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? 10

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 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:

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

- Must successfully pass criminal background check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: **Note:** additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Central Services	\$2,986,246	Fed & Other

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