



The Governor chairs the State Land Board, which manages state-owned lands. The Governor acts as Superintendent of Public Instruction, directs state government’s coordination with local and federal governments and is Commander-in-Chief of the state’s military forces.

The Governor appoints judges to fill vacancies in judicial office, has extradition authority and may grant reprieves, commutations, and pardons of criminal sentences.

**Regional Solutions:**

Regional Solutions is a uniquely Oregon approach to community and economic development that brings together the public, private and civic sectors to advance projects, solve problems, seize opportunities, and respond to emerging local needs. Established in statute in 2014 ([ORS 284.752](#)), the Regional Solutions Program is organized into eleven regions that align with Oregon’s federally designated Economic Development Districts. Each Region has a Governor-appointed Advisory Committee that identifies regional priorities and a cross-functional Team of state agency staff that works together to move projects forward.

Regional Solutions Coordinators, Teams and Advisory Committees integrate state agency work and funding to improve cross-agency collaboration, provide effective state government support to local partners, and serve as a conduit between the Governor and local communities.

**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:**

This position serves as the Central & South Central Oregon Regional Solutions Coordinator in the Governor’s Office. Embedded in their communities, Regional Solutions Coordinators represent the Governor in the field, work with Regional Advisory Committees and teams to ensure effective state government support to local partners, and serve as a conduit between the Governor and local communities.

**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.

*Note:* The percentages given here are estimates; actual duties will vary over time and by region in response to current needs and the characteristics of the region and customers being served.

% of Time	N/R/NC	E/NE	DUTIES
100%	R	E	<ul style="list-style-type: none"> <li>• Regional Solutions Coordinators work to ensure effective state government support to local partners, lead problem-solving on complex inter-agency initiatives and manage state responses to challenges and opportunities brought forth by local governments, tribal nations, businesses, and other partners.</li> <li>• Coordinators report to the Regional Solutions Director and work closely with the Governor’s Senior Staff, agency</li> </ul>

			<p>directors, Regional Solutions Advisory Committees, and the interagency staff who comprise a Regional Solutions Team in each region.</p> <ul style="list-style-type: none"> <li>• The position coordinates agency activities on regional and community issues by working with counties, cities, and other partners to identify priority issues and challenges and convene multi-sector community-based teams to take action in addressing them.</li> <li>• Based on proactive engagement with elected, business, and other community leaders, coordinators bring economic and community development issues and recommendations to the attention of Executive Branch leadership.</li> <li>• The coordinators also deliver information about and build support for the Governor’s agenda and initiatives as well as support advancement of state agency initiatives.</li> <li>• Coordinators provide a connection to local, state and federal resources and key leaders, plan and conduct outreach meetings with local communities, and provide a key link to assistance through disaster recovery challenges.</li> <li>• Actual duties vary over time in response to current needs and the characteristics of the region and customers served.</li> </ul>
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**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 in field office environment with multiple competing projects, tasks, and deadlines to meet with frequent interruptions. Position requires a willingness to occasionally work irregular hours in relation to work-related travel, after-hours meetings, and related demands. Frequent travel within field territory and monthly travel to Salem.

**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.**

Federal and State Laws, Oregon Revised Statutes, Oregon Administrative Rules, gubernatorial policies, and internal procedures.

**b. How are these guidelines used?**

These guidelines are used daily to determine operating parameters. Regulatory and policy/program guidelines are especially critical to finding solutions to economic and community development issues/problems.

## 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?
Governor's Office Staff	Meetings, phone, email	Strategize, share information, seek guidance	Daily – Weekly
RST Agency Directors	Meetings, phone, email	Strategize, share information, seek guidance	Weekly – Monthly
RST Agency Managers & Field Staff	Meetings, phone, email	Provide leadership, share information, problem solve	Daily
Local Government Staff & Officials	Meetings, phone, email	Provide leadership, share information, problem solve, address needs	Daily
Federal & Tribal Agency Staff	Meetings, phone, email	Share information, encourage government-to-government coordination	As Needed
Legislators & Staff	Meetings, phone, email	Share information, address needs	As Needed
Business & Philanthropic Representatives	Meetings, phone, email	Share information, address needs	As Needed
Citizens/ Interest Groups Etc.	Meetings, phone, email	Share information	As Needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

These guidelines are used daily to determine operating parameters. Regulatory and policy/program guidelines are especially critical to finding solutions to economic and community development issues/problems.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Gov't Affairs	1219008	Meetings and reports	As Needed	To review status of

Administrator 1				work, provide guidance, strategize
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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? 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 & 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:

- Experience working with state/local government and/or legislators
- Understanding of economic and community development policies and practices
- Creative thinking and effective problem solving
- Experience leading multi-stakeholder planning and operations
- Team leadership and commitment to collaboration, inclusion, transparency and efficiency

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

N/A	N/A	N/A
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## 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

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Employee Signature

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Date

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Supervisor Signature

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Date

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Appointing Authority Signature

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Date