



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
January 2025

This position is:

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

Agency: DAS (Office of the Governor / Housing)

Facility:

- New
Revised

SECTION 1. POSITION INFORMATION

Form fields for Section 1: a. Classification Title: Program Analyst 2; b. Classification No: 0861; c. Effective Date: 1/1/2025; d. Position No; e. Working Title: Resilience Plan Coordinator; f. Agency No: 12100; g. Section Title: Public Administration; h. Budget Auth No; i. Employee Name; j. Repr. Code: MENN; k. Work Location (City - County): Hybrid, Salem-Marion or Bend-Deschutes or Ashland-Jackson; l. Supervisor Name: Jonna Papaefthimiou; m. Position: Full-Time, Limited Duration; n. FLSA: Exempt; o. Eligible for Overtime: 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 Governor is elected to a four-year term and is limited to two consecutive terms in office during any 12-year period.

The Governor is vested with the executive power of the state, charged with faithful execution of the laws and responsible for providing leadership, planning, and direction for the Executive Branch of state government.

The Governor proposes a two-year budget to the Legislature, recommends a legislative program to each regular session and may also call special sessions. She reviews all bills passed by the Legislature and may veto measures she believes are not in the public interest.

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.

The State Resilience Plan will be a product of the Governor's Office and the plan through which the governor directs the executive branch's efforts to build a resilient Oregon.

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:

Support the development of a statewide Resilience Strategy (Strategy) by creating a process and procedure to recruit and onboard community partners; provide training and technical assistance to partners to participate as paid advisors; and track deliverables and invoices and problem-solve as needed. Further support the strategy by creating and monitoring internal process to track agency engagement in Strategy development. Resolve complaints/concerns from stakeholders, respond to requests for information about the work, and occasionally represent the Strategy work in public meetings and events.

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
40%	N	E	Develop outreach plans to identify potential partnerships with Tribes, local jurisdictions, and community organizations (Partners); coordinate, schedule, and document meetings and events with them; collect information about their efforts, facilitate their participation in planning process, provide input on engagement events, provide training and assistance on invoicing and reporting; generally understand, summarize, and address or elevate the interests and concerns of community partners.
25%	N	E	Create guidelines and procedures for use by Partners that agree to participate in resilience planning efforts as contractors; track and review requests for payment; provide technical assistance to correct issues and obtain compliance with funding requirements; coordinate other administrative processes to eliminate problems that may affect successful partnership efforts.
20%	N	E	Coordinate the internal resilience planning team including scheduling advisory committee meetings and team meetings; coordinate access to agency staff and information for resilience plan consultants; track status of deliverables.
15%	N	E	Attend community / virtual events to communicate the strategy to stakeholders and potential plan process participants

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

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.

Fast-paced hybrid office environment with multiple priorities and related sub-projects. Must be aware of political relationships and community attitudes and exercise judgment in these areas. Work is high-visibility, potentially controversial, and open to public and stakeholder scrutiny; must be consistently high-quality and well documented.

Most work can be completed virtually and candidates from rural and frontier communities in Oregon are encouraged to apply. The job requires participation in events around Oregon, including occasional travel to rural areas and 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, and Executive Orders related to emergency response, disaster resilience, climate change, and natural resources. Special attention to HUD rules related to the CDBG-DR program, including 2 CFR 200 federal procurement guidelines.

b. How are these guidelines used?

To provide the parameters within which DRP interprets and applies professional research, analysis, and judgment. The CDBG-DR grant guidelines / 2 CFR 200 must be applied strictly to ensure continued funding for this work.

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?
Agency executive teams, program managers	Email, phone, virtual and in-person meetings	Share information, track feedback and deliverables	Weekly
CBO, community, and business leaders	Email, phone, virtual and in-person meetings	Share information, elicit feedback	Weekly
Tribal, city and county officials	Email, phone, virtual and in-person meetings	Share information, elicit feedback	Weekly
Contractors / consultants	Email, phone, virtual meetings	Receive, track, and respond to resource and meeting requests, track deliverables	Weekly

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

SECTION 7. POSITION RELATED DECISION MAKING

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

Decide whether an invoice from a community partner should be paid. Approval will result in payment. Approving requests timely when they meet minimum requirements will earn trust from community partners, facilitate on-time completion of the Strategy, and ensure compliance with funding rules. Approval of non-compliant invoices could result in loss of federal funds, negative media, and embarrassment to the Governor's office. Denying payment when the invoice is adequate will frustrate partners and delay Strategy completion.

Approve plans for community events; approval will result in the event occurring. Successful and timely events are a key to positive community engagement and success of strategy development. Approving events that do not comply with funding rules or are ill-timed or poorly-planned will diminish the plan's credibility and potentially draw negative media coverage to the work and the Office of the Governor.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
State Resilience Officer	1210042	In person, by phone, by email	Weekly	Provide general direction and ensure alignment with other work of GO
			Quarterly	Performance Evaluation

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

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:

Required:

- Experience working with disaster survivors or in communities that experience disparate impacts of disasters; trauma-informed approach to work
- Demonstrated ability to advocate for and advance inclusion and equity
- Interest or knowledge of environmental justice, climate adaptation, and/or resilience planning
- Knowledge of business principles and practices like planning work, allocating time, paying for goods and services, and coordinating schedules
- Good listener, clear verbal communications
- Able to help people meet administrative requirements without shaming them for prior non-compliance; kind; a creative bureaucrat

Desired:

- Experience with community organizing and/or event organizing
- Sense of humor
- Tact and discretion
- Experience working with federal grants and procurement

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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
<i>Amber DANIELS</i>	1/31/2025		
Appointing Authority Signature	Date		