



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
1/2018

This position is:

- ☐ Classified
☐ Unclassified
☒ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: The Office of the Governor

Division:

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Support Specialist 2 b. Classification No: Z0119
c. Effective Date: _____ d. Position No: _____
e. Working Title: Executive Assistant f. Agency No: 12100
g. Section Title: _____ h. Budget Auth No: _____
i. Employee Name: _____ j. Repr. Code: MENN
k. Work Location (City – County): Hybrid Salem – Marion
l. Supervisor Name: Operations Director

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
n. FLSA: ☐ Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative
☒ Non-Exempt o. 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.

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. She has the authority to appoint most department and agency heads within the executive branch, as well as members of nearly 300 policymaking, regulatory, and advisory boards, and commissions—including the Racial Justice Council, which was founded in 2020 and is now codified in state law.

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.

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:

Provides confidential executive level support to policy staff.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
100%	R	E	Provides confidential executive level support to Advisors. Duties could include: • Understand and uphold office’s mission, values and purpose and support advisors in policy development and commitments. • Improve the advisor’s workplace experience by adjusting to personal style, while creatively channeling priorities to achieve objectives. • Responsible for working as a contributing member of the administrative team within the operating framework necessary to successfully implement the advisor’s directives. • Manage multiple schedules and maintain calendars in Microsoft Outlook. • Schedule or moderate in-person and virtual meetings including webinars, and breakout rooms. • Attend meetings and coordinate activities as directed. • Anticipate needs to ensure that all required information is confirmed and at hand. • Provide extensive administrative support, including the management and coordination of special projects, with detail accuracy. • Offer acute sensitivity for the importance of time urgency, exceptional anticipation skills, and an enviable personal touch. • Demonstrate consistent follow-up to ensure task completion. • Develop a relationship that enables a response to the advisor’s needs and to work as a member of the team, jointly discerning common objectives and resolving issues. The pace of activities and the work itself will be highly challenging. Must

			have appropriate potential to provide service orientation and logistical management. • Ease decision-making. Serve as a liaison for matters of importance on behalf of the advisor. • Independently research, locate, assemble, edit, and summarizes materials. • Prepare, edit, and finalize correspondence to and from the Governor and leadership staff. • Arrange travel itinerary and accommodations and prepare reimbursement documents. • Track Boards and Commission vacancies and term expirations; works closely with Executive Appointments staff. • Performs legislative tracking activities. • Maintains correspondence following public records policy/archiving procedures. • Other duties as assigned.
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.

Fast paced hybrid office environment with multiple competing projects and tasks, deadlines to meet with frequent interruptions. Must be aware of correct political and social protocol and exercise precise judgment in these areas. Job might require some extra working hours to complete projects in a short time frame. The job requires coordination of programs, conferences, and meetings outside the office. Work is potentially controversial and open to public and stakeholder scrutiny, therefore must be thorough and well documented.

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, internal policies and procedures, Executive Assistant Procedural Manual and desk manual.

b. How are these guidelines used?

To provide the parameters within which the employee interprets and applies professional research, analysis, and judgment.

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?
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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".

Governor's Staff	In person, by phone, and email	Exchange and provide information	Daily
Agency Heads	In person, by phone, and email	Exchange and provide information	Daily
State Agency Personnel	In person, by phone, and email	Exchange and provide information	Daily
Legislators and Staff	In person, by phone, and email	Exchange and provide information	As needed
Business Leaders	In person, by phone, and email	Exchange and provide information	As needed
Stakeholders	In person, by phone, and email	Exchange and provide information	As needed
Public	In person, by phone, and email	Exchange and provide information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Exercises independent judgment and makes decisions concerning the course of action to be taken. Decisions could affect the public perception of the Governor's Office. Employees in this class have final authority for the procedural activities within the scope of assigned work. Decisions regularly relate to highly sensitive and/or confidential matters and are concerned with the appropriate application of policy to non-routine matters. Employees represent the Governor and often acts on behalf of the Governor's Office and deals with sensitive issues which require confidentiality and the individuals involved must be handled with tact and diplomacy.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Manager 1	1210004	In person, by phone and email	Daily	To review status of work, provide guidance, and strategize.

Note: If additional rows of the below table are needed, place curser 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? N/A
 How many employees are supervised through a subordinate supervisor? _____
- 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 & 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:

Desired Attributes:

- Experience working in state or local government.
- Preferred experience in education and/or diversity, equity, and inclusion.
- Strong scheduling skills using Microsoft Outlook.
- Impressive style, manner, communication, and collaboration skills to represent the Governor's Office.
- Experience in managing large or complex projects; comfort with ambiguity.
- Confidence to ask questions for clarification before taking action. Confirm priorities.
- Sense of humor.
- Vested interest in the integrity of the job. Appreciate the value of executive assistance.
- Good judgment, common sense, discretion, and confidential matter management.
- Essential traits: decisiveness, sensitivity, credibility, political/current events-savvy, meticulous, energetic.
- Ability to organize, coordinate and manage complex details. Own and acknowledge errors without blame.
- Creative in managing priorities, handling more than one task at a time, exercising distraction control with judgment and common sense.

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

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