



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
August 2024

This position is:

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

Agency: Oregon Department of Emergency Management

Facility:

- New
Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Support Specialist 2
b. Classification No: X0119
c. Working Title: Executive Assistant
d. PPDB No/WD ID: 2200007/140259
e. Section Title: Bus Services & Compliance Division
f. Agency No: 25800
g. Employee Name:
h. Budget Auth No:
i. Supervisor Name:
j. Repr. Code:
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.

It is the mission of the Oregon Department of Emergency Management (OEM) to lead collaborative statewide efforts, inclusive of all partners, stakeholders, and the communities we serve, to ensure the capability to get help in an emergency and to protect, mitigate, prepare for, respond to, and recover from all emergencies or disasters.

The Oregon Department of Emergency Management (OEM) is committed to Inclusion, Diversity, Equity and Accessibility (IDEA) as the foundation for our agency's internal culture, and in our relations and service provisions to all communities we serve.

Oregon Department of Emergency Management Core Values:

1. Advocacy - We value the perspectives of our team, our partners and those we serve, and support their efforts to advance our shared interests.
2. Collaboration - We value sincere, communicative and supportive partnerships that encourage trust and make us better than we are on our own.
3. Innovation - We value ideas that challenge current practices while we seek out and leverage new opportunities to improve our ability to serve.
4. Leadership - We value opportunities to lead our emergency management and 9-1-1 communities with integrity, respect, courage and accountability, and to foster the development of leaders within our organization.
5. Service – We value our partners and others we serve and strive to deliver excellence in all that we do.

This position acts as the Executive Assistant for Oregon Department of Emergency Management Business Services & Compliance Division Director and provides administrative support in the ongoing direction of the division and all sections within to include Compliance, Information Technology & Logistics, Human Resources and Finance.

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 is responsible for but not limited to supporting the division director and sections with administrative research, analysis, evaluation of program operations, coordination with partners, report development, meeting facilitation, and records management.

This position will coordinate the division’s administrative support team to ensure comprehensive coverage of division section support needs, meetings and events for the Compliance, Information Technology & Logistics, Human Resources and Finance sections. This position acts as a primary support staff for each section manager in the division in matters that require management service support to include sensitive employee relations, executive meetings, and governors office support.

This position is responsible to communicate on a regular basis in person, by telephone, and in writing with all levels of agency staff, with all levels of staff in other State and local government agencies, private agencies, and/or the general public for the purpose of providing or requesting information, responding to questions and complaints, resolving and/or negotiating solutions to problems, and interpreting State and Federal laws, rules and regulations and agency policies and procedures.

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
35%	N		<p>Coordination and Planning:</p> <ul style="list-style-type: none"> - Responsible for tracking and maintaining the division procedures and other documents necessary in managing the division programs; Implements recommendations and updates to planing and procedure materials approved by management; - Assists the Division Director in developing long and short range operational or program goals; - Works with section managers and partners to resolve problems, gain compliance, reach a settlement or determine provision of services for division programs.

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

		<ul style="list-style-type: none"> - Provides back-up staff support to various committees and task forces, including preparation of meeting notices and agendas, recording minutes, and answering inquiries. - Reviews, recommends revisions to, and maintains updates for OEM Policies, division procedures manuals, and agency Administrative Rules. - Evaluates procedures and makes operational changes for support activities in coordination with Division Director. - Functions as the Division Administrative Rules Coordinator – ensure detailed procedures as outlined by the Secretary of State’s Office are followed when the Division modifies the administrative rules for OEM that includes involving internal and external contacts. - Coordinates as necessary the support staff activities or duties to accomplish special projects; ensure coverage during normal business hours and makes necessary staff scheduling changes in coordination with Division Directors.
25%	N	<p>Program Monitoring, Reporting, and Records Management:</p> <ul style="list-style-type: none"> - Monitors program activities for compliance with Federal and/or State laws, program eligibility, customer needs, contractor/vendors, and abuse or fraud within program scope; - Supports audits and monitoring efforts from state and federal organizations for all division programs. - Researches and collects financial and program related materials to articulate program trends, accountability, success, and challenges; - Participates and conducts studies related to division programs to evaluate information to be used in reports and thorough analysis of programs. - Assists in the development of program report and recommendations on a course of action or solution to issues; - Supports programs through the analysis and evaluation of financial and statistical data to articulate agency services and programs requiring agency action and interprets and applies laws, rules and regulations in recommending an appropriate course of action; - Participates in the evaluation of division program areas and prepares recommendations regarding changes to policies and procedures; - Provides support to Division Director with confidential information handling and dissemination. - Reviews reports, papers and other records prepared by personnel for clarity, completeness, accuracy and conformance with both agency policies/federal guidelines and requirements.
25%	N	<p>Communications:</p> <ul style="list-style-type: none"> - Consistently treats customers, partners, co-workers with dignity and respect and solicits and values diverse view points. - Represents Oregon Department of Emergency Management at both internal and external meetings in place of the Executive staff. - Researches information and responds to internal and external staff for the division; coordinates citizen representative responses ensuring timely completion and submission; - Maintains and updates relevant governor level council listings, point of contacts, and other related documents; - Drafts, reviews, and processes correspondence being submitted for executive signature throughout the division to ensure it meets proper format.

		<ul style="list-style-type: none"> - Accepts inquiries, researches available support materials and acts as a liaison between agency and other State, Tribal, Federal agencies and or the public in communicating program goals and objectives. - Reviews and interprets rules and regulations related to division programs and provides information, advice and direction to staff, the public, other State, local, or Federal agencies. - Composes correspondence in answer to inquiries about agency programs for Division Director and executive staff signatures.
10%	N	<p>Administrative Support:</p> <ul style="list-style-type: none"> - Assists in travel details by preparing travel expense detail sheets for reimbursement, makes travel arrangements including transportation, lodging, registration, out-of-state requests, etc. and completes any other necessary travel forms/documents; coordinates the completion and approval of out-of-state requests for the Division Director and employees within the Division. - Maintains Division Director's appointment schedule including scheduling items in her absence with final confirmation after consultation with Division Director. - Accurate (supplier) point of contact for installation or movement of Systems furniture. - Monitors Division supply requests, orders and inventory for variety of office-related supplies, equipment, and paper products (i.e. letterhead, envelopes, business cards). - Acts as a primary POC for the division to issue and track keys, i.d. badges, etc. - Prepare, maintain, and distribute various internal staff rosters and lists relating to employee information. - Researches and answers a variety of personnel-related questions from staff and managers - New Employee Orientation – conduct detailed orientation; ensure timely completion and submission of personnel and payroll documents, review of policies, etc.; coordinate with others regarding specific Section information and to issue office credentials while supporting equipment and supplies (i.e. supply orders, key card, etc.). - Employee out-processing – conduct with separating employee ensuring equipment is returned, exit interview conducted (if desired), final time card submission, and completion of other related documents. - Manages the maintenance of Division files by overseeing set-up and filing in the Division's administrative files.
5%	N	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.

During an emergency, this position may be required to work long hours without normal days off within the State Emergency Coordination Center (ECC), Recovery Coordination Center (RCC) or in the field supporting emergency response activities. This position will be expected to perform the following functions:

- Serves as administrative support for ECC when the Department is activated.

During an emergency, long work hours may be required under stressful conditions in the ECC. Work environments during an emergency may be varied and hectic.

Oregon Department of Emergency Management staff must have a solid base of emergency management concepts by continually increasing their knowledge through training and exercises. Employees are required to complete all mandatory training as outlined in the Staff and Program Training Plan and participate in assigned exercises or real events. Training and exercises may occur outside normal working hours and may require in-person attendance.

The Oregon Department of Emergency Management is designated as a “Hybrid” Agency. Although there may be no set cadence to time in the office, in accordance with DAS policy 50.050.01, the Agency currently expects employees will need to be in-person a minimum of eight occurrences per year. Staff may be required to come into the office for business operational needs specific to their position as determined by the section manager.

Primary working environment is a professionally configured workspace and desk area within the OEM office located in Salem, OR.

Normal working hours are Monday through Friday for a 40-hour work week.

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 (especially 401 & 469)
- Oregon Administrative Rules
- Department of Administrative Services Rules and Policies
- OEM Policies and Procedures
- Oregon Emergency Management Plan and all annexes and support materials
- Federal Public Laws 99-145 and 93-288
- Statements of Work for PPA
- Depart. of Homeland Security Rules and Policies

b. How are these guidelines used?

The Statements of Work in the PPA list specific tasks and assignments which must be accomplished by the Division and its' specific programs. The Statements of Work also list timeframes for completion of the various tasks. Also, federal guidelines are fairly explicit and have been incorporated into OEM's Internal Operating Procedures. Department of Administrative Services, Oregon Military Department Personnel Rules are referred to frequently on personnel matters.

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>			
State Agency and Governor's staff, general public	Person, fax, email, phone, writing	Information exchange / assistance	Daily
Other Oregon agencies, FEMA	Person, fax, email, phone, writing	Information exchange / assistance	Daily

Vendors	Person, fax, email, phone, writing	Billing information	Weekly	
City and county officials, private consultants, Legislator, DAS	Person, fax, email, phone, writing	Information exchange / assistance	Weekly	
State and Federal officials	Person, fax, email, phone, writing	Information exchange / assistance	Monthly	
Industry representatives, media personnel	Person, fax, email, phone, writing	Information exchange / assistance	Monthly	

SECTION 7. POSITION RELATED DECISION MAKING

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

- Employees in the class work with a high degree of independence and receive minimal supervision from the Division Director, Program Manager, Program Coordinator our other administrative staff who assign and review work.
- This position is responsible for the administrative oversight for their assigned Division within the Oregon Department of Emergency Management and assists the Division Director in the development of critical documents, scheduling of meetings, logistical management of Governor’s Councils/Committees related to emergency management and will function as the administrative support for Oregon’s Emergency Coordination Center/Recovery Coordination Center when the Department is activated. Each one of these activities will require independent decision making with limited supervision to ensure that the activities and missions are executed without interruption.

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 Administrator 1	0021072	Formally and informally and through regularly scheduled meetings and verbal conversations	As necessary	Conformance with Federal policies, clarification of tasks, and general information purposes and during performance feedback
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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 |

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:

Core capabilities, attributes, and foundational knowledge:

- Effective verbal and written communication skills
- Time management, attention to detail and organization skills.
- Ongoing determination to continually improve and enhance internal and external relationships while maintaining confidentiality.
- Ability to work in a team-oriented environment with participative decision making and cooperative interactions among staff and management.

Requires a valid driver’s license with a good driving record.

Requires successful completion of a criminal background check prior to employment.

Contributes to and promotes a positive work environment that enables all employees to contribute to their fullest potential free from intimidation, harassment and/or discrimination and are treated with dignity and respect. Recognizes the value of individual and cultural differences and creates a work environment where individual differences are valued. Promotes and supports IDEA through individual actions and dealings with employees, applicants, members of the public, stakeholders, and community partners.

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

Appointing Authority Signature

Date