



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
12/10/2024

Agency: Oregon Youth Authority

Facility/Operational Area: Central Office

New Revised

This position is (Service Type):

- Classified (C)
- Unclassified (U)
 - Executive Service (Z)
 - Supervisory
 - Non-Supervisory
- Management Service (X)
 - Mgmt Svc - Supervisory (MMS)
 - Mgmt Svc - Managerial (MMN)
 - Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Business Operations Administrator 1</u></p> <p>c. Effective (Established) Date: <u>07/01/1995</u></p> <p>e. Working Title: <u>Assistant Director, Business Services Division</u></p> <p>g. Section Title: <u>Business Services</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City/County): <u>Salem / Marion</u></p> <p>l. Supervisor Name: <u>Joe O'Leary</u></p> <p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p> <p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p>	<p>b. Classification No: <u>Z7012</u></p> <p>d. Position No: <u>0795.812</u></p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: <u>000614020</u></p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input type="checkbox"/> SEIU (OAI)</p> <p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>p. Eligible for PERS Police and Fire Designation per ORS 238.005: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.</p> <p style="text-align: center;">OR</p> <p>ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

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 Business Services Division, with over 90 staff, is part of Program Support to OYA, which provides both leadership and support to the agency. The Assistant Director for Business Services is a member of the OYA Executive Leadership Team and participates in overall agency strategic planning, goal setting, policy direction, and program management of the organization. The position has primary responsibility for all business services functions of the department. Business services have both a direct and an indirect relationship to the agency's mission. A few examples include; Physical Plant Operations oversees construction and maintenance of the close custody facilities, ensuring they are safe, secure and supportive of rehabilitation; Information Services is responsible for JJIS, the state's integrated Juvenile Justice Information System; Human Resources leads recruitment efforts and helps managers coach employees to excellence in line with Positive Human Development principles; and Financial Services is responsible for the development and execution of the agency budget, as well as payroll, accounting and contracting for the organization.

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 primary purpose of this position is to function as Chief Administrative Officer for OYA and serve as an member of the OYA Executive Leadership Team, both leading and managing diverse support services across the agency, while helping shape agency strategic priorities and policy direction and modeling best business practices.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency’s core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

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.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

% of Time	N/R/NC	E/NE	DUTIES
15%	R	E	Works with other agency leaders to analyze, assess and determine long-term and short-term strategic and tactical plans. Participates as active member of Executive Leadership Team. Regularly collaborates with other Assistant Directors to manage risk, resolve conflicting objectives and ensure strong cohesion among the agency's leaders.
55%	R	E	<p>Serves as de facto chief administrative officer for agency, integrating disparate business services functions into a cohesive entity to serve the agency and further its mission in most effective and efficient manner feasible.</p> <p>Leads Business Services Division (BSD), understanding each line of business and providing value-added consultation and direction to CIO, CFO, and other high-level managers within BSD. Brokers and resolves conflicting perspectives within BSD and within the agency as a whole, to best achieve agency mission while managing risk.</p> <p>Works closely with CFO and Financial Services to ensure agency budget is allotted and managed in alignment with agency priorities, with timely and reliable projections and reports, and that all financial transactions comply with law and regulation and are conducted quickly and responsively to program needs. Provides executive leadership and support to prepare and present as needed to legislature and/or stakeholders.</p> <p>Works closely with CIO and Information Services to ensure both BSD and direct service programs have the technology tools they need to work efficiently, accurately, and effectively.</p> <p>Works closely with Physical Plant Operations manager to actively manage multi million dollar projects in bonded capital construction projects throughout the state. Assist, support, and lead efforts to conserve energy and water on</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>the ~300 acres of public land OYA owns and manages; provide safe drinking water in compliance with federal and state law for those facilities for which we are drinking water operators; effectively manage 100+ fleet vehicles assigned to OYA; and maintain physical plant structures in accordance with national and state standards and OYA's PHD model.</p> <p>Works closely with Human Resources administrator to anticipate, troubleshoot, and resolve both policy and practical issues across the agency.</p>
25%	R	E	Directly supervises the managers of Financial Services, Human Resources, Physical Plant Operations and Information Services, as well as an administrative support. Develops developmental assignments and succession planning for BSD leadership positions.
5%	R	E	Actively build, strengthen, and manage strong working relationships across State government with DAS, other State agencies, LFO, and the legislature to leverage technical and policy knowledge and ensure smooth operations of OYA.
Ongoing			<p>Foster and promote the importance and value of a diverse, discrimination and harassment-free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity related to efforts in order to support a diverse and inclusive workforce.</p> <p>Understand EEO, AA, Diversity and Cultural Competency principles, and the agency's DEI goals and objectives; integrate and center DEI and Positive Human Development into safety, health, and wellness practices, systems, policies, and procedures.</p> <p>Promote and foster a positive work environment within Agency programs concerning EEO, AA, Diversity, and Cultural Competencies by ensuring employees are aware and follow agency policies and procedures, address work-related issues and/or concerns immediately and take appropriate action if necessary.</p> <p>Attend and actively participate in diversity-related training to provide leadership to staff by being aware of diversity and cultural issues. This also includes supporting employees to attend such programs for further professional development.</p>
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.

Frequent extended and irregular hours. Occasional overnight travel required. This position occasionally enters close custody facilities which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to assure the custody, control, and supervision of youth offenders. Common exposure to active construction sites and facility maintenance/repair sites, including old buildings containing mold, asbestos, lead, dust, and other materials.

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.

1. State and Federal Law
2. Oregon Administrative Rules
3. Oregon Accounting Manual
4. DAS Policy
5. OYA Policy
6. Collective Bargaining Agreements
7. Government Standards and Practices Commission Advisory Opinions
8. Employee Relations Board Opinions and Rulings
9. Case Law and Legal/Administrative Rulings

b. How are these guidelines used?

These guidelines provide the broad legal and policy framework within which the position exercises discretion, manages risk and leads progress within Business Services.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How On
OYA Managers	Phone, In Person and In Writing	Consultation/Decision	Daily
Other State Departments and Agencies	Phone, In Person and In Writing	Consultation/Decisions/Statewide Task Forces	Weekly
Department of Administrative Services	Phone, In Person and In Writing	Consultation/Decision	Weekly
Legislative Fiscal Office	Phone, In Person and In Writing	Consultation/Decision	Weekly
Attorney General's Office	Phone, In Person and In Writing	Consultation	Monthly
Secretary of State	Phone, In Person and In Writing	Compliance/Issue Resolution	Monthly
Auditor's Local Offices	Phone, In Person and In Writing	Consultation/Decision	Monthly
Federal Offices	Phone, In Person and In Writing	Consultation/Decision	Quarterly

SECTION 7. POSITION RELATED DECISION MAKING

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

Strategic as well as day-to-day decisions affecting the internal operations of Business Services.

Provide business services operational perspective in determining OYA policy.

Allocation of agency resources and management of them through the budget.

Determining the long-term strategy, direction and priorities for Business Services Division.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
OYA Director	0795811	Provides general review of work to assure effective agency administration.	Ongoing	To assure that OYA's mission, values, policies, procedures, and protocols are being effectively implemented.

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 5

How many employees are supervised through a subordinate supervisor? 86

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 checked="" 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 and 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:

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

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Across the Agency	\$314,297,631	General Funds
Across the Agency	\$63,982,253	Other Funds

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