



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: The Department of Administrative Services

Division: Enterprise Information Services

[X] New [] Revised

This position is:

- [] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[X] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: OPA3
b. Classification No: C0872
c. Effective Date:
d. Position No: 2300122
e. Working Title: Statewide Interop Op & Policy Analyst
f. Agency No: 10700
g. Section Title: Enterprise Shared Services
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: MMN
k. Work Location (City - County): Salem
l. Supervisor Name: Oscar Parsons
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [X] Exempt [] Non-Exempt
If Exempt: [] Executive [] Professional [X] Administrative
o. Eligible for Overtime: [] Yes [X] 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 Agency

The Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

Enterprise Information Services

Enterprise Information Services is a state government-wide information technology (IT) program led by an administrator who also serves as Oregon's Chief Information Officer (CIO). The CIO is a statutory position appointed by the Governor. The division has 254 FTE and is funded by assessment and rates charged for the services provided, although no assessments are charged for Interoperability.

The EIS team is built on collaboration and support. We work together to ensure our customer agencies receive the highest quality of service. We take pride in our work and look for ways to innovate. EIS is committed to hiring highly-skilled, diverse and dedicated employees who will bring a unique skill set to the team.

Enterprise Shared Services

Shared Services is composed of six areas: Statewide Interoperability, E-government, Quality Assurance, Project Management Office, State Telecommunications Management, and Vendor Management. These program areas combine to provide Coordinated IT acquisition, Enterprise-level risk management, Development of a vendor management office (VMO) and increased focus and investment in enterprise programs. Overall, these areas are responsible for aligning enterprise programs and partnering through shared services.

The Oregon Statewide Interoperability Program works to implement various interoperable communications initiatives across all levels of government throughout the state. The program primarily focusses on public safety broadband, land mobile radio, 9-1-1/NG-911, and alerts and warning. The Program has most recently been tasked with standing up and operating the OR-Alert Program, a statewide emergency alerts and warnings system. Program work includes developing and implementing statewide policy and guidance around alerts, warnings, and notifications; implementing and maintaining OR Alerts technology; and coordinating efforts with various partners, including state and local government personnel across the state, federal counterparts and others.

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:

Provide project management, research, and policy development leadership to support the Statewide Interoperability Coordinator (SWIC), who manages interoperability efforts across the state of Oregon. Works with the SWIC and intragovernmental partners to develop and update the emergency response and support plans and procedures (ESF-2) for the Statewide Interoperability Program. Provide expertise in policy and operational aspects of interoperability to statewide partners and stakeholders who will be implementing interoperability plans and policies at agency and local levels. Provide expertise and assistance to partners and stakeholders with the development of agency/internal policies and procedures related to interoperability and emergency communications. Monitor the progress of plan and policy implementation and make adjustments as necessary to ensure proper implementation of project; gauge effectiveness of plans and policies and draft changes.

Position will provide support to the State Interoperability Executive Council; implementing aspects of the State Communications Interoperability Plan; analyzing and evaluating current and emerging emergency communications programs. Specifically, it will: serve as the primary staff support for the SIEC Strategic Planning and Partnership Committees; assist with assessing and identifying training needs for the development and implementation of a Training and Exercise program to certify communications unit leaders and technicians for field operations; assist with annually updating the operational logistics and policy aspects of two or three of the six regional Tactical Interoperable Communications Plans; foster relationships with and between public safety and emergency communications organizations; foster and support the development of regional interoperability groups; support the OR-Alert Governance Committee and its associated working groups.

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 – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

% of Time	N/R/NC	E/NE	DUTIES
25%	N	E	<p><u>Program Management & Strategic Planning - Critical</u></p> <p>Collaborate and lead in development of program objectives and align with state and federal direction to enhance public safety emergency interoperable communication.</p> <p>Attend and actively participate in state and national interoperability conferences and workshops and serve as member of organizations like NPSTC, APCO, NENA, OEMA, etc...</p> <p>Participate in the NCSWIC and committee(s) of interest</p> <p>Centrally maintain all program related documentation including policies, procedures, guides, forms, reports, etc...</p> <p>Collaborates with SWIC on Interoperability development and vision, and leads in the operational implementation, and annual revision of a strategic plan with detailed objectives and key performance measures to support the overarching mission of the program. The strategic plan shall include centralized governance of LMR interoperability, an NG911 roadmap, FirstNet adoption/advocacy, and public safety alerts & warnings governance and shall incorporate goals and objectives outlined in the State Communications Interoperability Plan (SCIP) and the National Emergency Communications Plan (NECP).</p> <p>Ensure that the strategic plan is shared with key stakeholders in the State's regions, localities and tribal governments and incrementally implemented.</p> <p>Assist the SWIC with administering the annual State Interoperability Markers Assessment by providing project management, convening stakeholders, reviewing data and performance metrics, and providing input on the State Interoperability Programs efforts.</p>
15%	N	E	<p><u>Outreach & Education - Critical</u></p> <p>Develop and implement annual outreach plans for all aspects of the program including planning presentations and engagements for the annual Radio Activities and Discussions on Interoperability in Oregon (RADIO) conference, Association of Public Safety Communications Officials/National Emergency Number Association conferences and meetings, and the Oregon Emergency Management Association meetings.</p> <p>Provide outreach and training support for the state's public safety and emergency management responders and public safety communications practitioners in the areas of plan operations, procedures, and policy.</p> <p>Monitor and assess progress of execution of the plans and make adjustments as necessary. Work with SWIC to set priorities for plan implementation and</p>

			<p>ensure quarterly progress reports are submitted to leadership.</p> <p>Leads efforts to plan and organize the annual Oregon Public Safety Radio Conference, and other outreach events.</p> <p>Manages the Program's newsletter and other correspondence.</p> <p>Socialize OR-Alert Program across the state through presentations, meetings, and public outreach initiatives.</p> <p>Provide expertise and support to major radio systems including the state radio system with identifying partnership and interoperable opportunities.</p> <p>Provide guidance to coordinate local public safety agencies to promote conformity to the SCIP and TICPs; marketing, education and outreach of the SCIP, TICP, SIEC policies and standard operating procedures</p>
15%	N	E	<p><u>SCIP Development - Critical</u></p> <p>Collaborates with SWIC on the management, maintenance and implementation of the Statewide Communications Interoperability Plan (SCIP); make recommendations to ensure the SCIP is aligned with the National Emergency Communications Plan (NECP)</p> <p>Ensure on annual basis that regular updates to the SCIP are completed on time and effectively adopted for use; Communicate regularly with stakeholders to ensure transparency and share knowledge.</p>
25%	N	E	<p><u>Governance and Policy Development</u></p> <p>Collaborates with SWIC in drafting and reviewing legislation and other Executive level documents pertaining to public safety communications.</p> <p>Coordinate with the FirstNet State Point-of-Contact (SPOC) in planning for and deploying the National Public Safety Broadband Network and related activities.</p> <p>Coordinate with the Statewide 9-1-1 Coordinator, or similar position(s), in planning for and implementing Next Generation 9-1-1 initiatives.</p> <p>Coordinate with ESF-2 planners for disaster planning</p> <p>Proposes policies, policy changes, projects and Standard Operating Procedures for implementing, improving and governing interoperability and interoperability exercises.</p> <p>Develop and regularly update the State of Oregon Alerts and Warnings Guidance documents with input and feedback from the OR-Alert Governance Committee.</p> <p>At the direction of the SWIC, serve as an active member or advisor on certain communications related governance bodies and work with public safety answering points and emergency managers in the state to ensure coordination, help identify synergies, and bridge communication gaps</p> <p>Coordinate closely with statewide governance bodies seeking guidance and recommendations from the joint efforts of governance members, state agencies, and regional entities.</p> <p>Provide support for governance bodies including the SIEC, Regional Interoperability Groups, and the OR-Alert Governance Committee.</p>

			In coordination with various stakeholders and the SWIC, develops plans for long term sustainment of key interoperability initiatives, including OR-Alert
10%	N	E	<p><u>Other Interoperability Initiatives</u></p> <p>Provide expertise and guidance to agencies and jurisdictions with information related to communications grant programs.</p> <p>Support the SWIC in supervising consultants in matters relating to interoperability planning and development</p>
5%	N	E	<p><u>Strategic Analysis</u></p> <p>Perform return on investment analysis of various interoperability initiatives and prepare reports for various stakeholders on findings.</p> <p>Perform analysis of performance of the OR-Alert system including preparing reports on delivery throttling.</p> <p>Perform other analysis and reports as required.</p>
5%	N	E	<p><u>Emergency Response</u></p> <p>Under the direction of the SWIC, serve in Emergency Support Function #2 Communications emergency response role during statewide emergencies. May serve as on-call ESF-2 lead.</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.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. Team participation requires being prepared for all meetings, bringing issues and solutions for all the team to resolve, obtaining agreement through consensus when appropriate, giving and receiving feedback, committing to support and helping other team members, sharing in the leadership of the team and agreeing to buy-in and actively support decisions made by functional or problem-solving teams as required.

Occasional in state and out of state travel, and after-hours/weekend work will be required. Regular and consistent attendance is an essential function for this and all positions within this unit.

WORKING CONDITIONS: Office environment	FREQUENCY:
Normal office or home office environment. Work at computer terminal.	Daily
Active oral and written communications with team members, customers, other agencies.	Daily
Work environment includes managing tasks with conflicting requirements and tight deadlines.	Daily
Sometimes required to work late, on holidays/weekends, and/or on call.	Weekly
Deploy to areas impacted by natural and man-made disasters and incidents, typically to Incident Command Posts or Incident Communications Center.	As needed

Operate a state vehicle	As needed
Carry a cell phone and laptop or tablet	Daily

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 403.445-403.465; National Emergency Communications Plan; State Communications Interoperability Plan; federal and SAFECOM grant requirements; OEM grant requirements; federal rules for use of federal database assets such as HSN and CASM; qualifications of Communications Unit Leaders (COMLs), Communications Technicians (COMTs) and related positions in the ICS structure administered by FEMA; State Interoperability Executive Council charter, bylaws and standard operating procedures; Region 35 700MHz and 800MHz plans approved by the FCC; Department of Administrative Services (DAS) and EIS policies.

b. How are these guidelines used?

They provide general guidance, policy directions, and framework to the incumbent who must interpret and apply them as necessary for each application. Position may recommend revisions to the above policies and guidelines with justification, and apply these guidelines in the development of other related policies, plans and procedures. Guidelines are used to provide general and specific guidance for the administration and development of rules and policies, establish the basis and criteria for required standards, and to provide interpretation of laws and regulations.

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>			
SIEC members	Phone, In person Electronically, written	Implement programs and policies of the SIEC and its committees; maintain business processes, share information; prepare for SIEC quarterly meetings.	Daily
Oregon Emergency Management	Phone, In person Electronically, written	Coordination and scheduling of grants, funding, training and exercises.	Daily
Department of Transportation and Other Governmental Agencies	Phone, In person Electronically, written	Identify and implement partnerships and interoperability projects. Plan, support, and coordinate joint ventures.	Weekly
Vendors, Equipment Suppliers, Salesmen	Phone, In person Electronically, written	Coordinate Projects, updates on new and current technology. Seek sponsors for RADIO conference.	Daily
DHS ECD, FEMA, FirstNet and other Federal Government Personnel	Phone, In person Electronically, written	Regular communication on planning and implementation of national and state interoperability plans and initiatives. Coordinate Projects	Weekly
Local first responders and emergency	Phone, In person Electronically, written	Implement interoperability programs, projects and initiatives. Document and	Daily

managers		assess details of communications systems	
Communications personnel in adjacent states	Phone, In person Electronically, written	Coordinate and attend regional meetings and exercises. Share initiatives, best practices, and updates with partner agencies.	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

Some decisions at this level (such as policy and plan developments) are far-reaching, complex and affect multiple agencies and/or jurisdictions, though they will be reviewed by the SIEC and the SWIC at a minimum, and often DHS ECD as well. This position will regularly use independent discretion in matters of significance when providing expertise and interpretation to various jurisdictions on interoperability policies, plans and procedures. There are hundreds of public safety radio systems in Oregon with an estimated replacement value of over \$1 billion. The development and implementation of interoperable projects, policies and procedures can affect investments in these systems. The incumbent will be making decisions and recommendations based on independent analysis. Because of the uniqueness of subject matter and complexity of the subject, only general supervision can be given to this position. Most major adjustments or recommendations are independent but will be reviewed by a combination of the SWIC, SPOC, SIEC and DHS ECD. Project-level scope and timeline decisions will likely not be reviewed by the SWIC.

- Determine projects, policy and plan requests, and grant applications to recommend
- Makes independent decisions on the scope and timelines of several projects supported by ECD and/or the SIEC.
- Edit and update the SIEC website with relevant information in conformance with SIEC general direction and DAS policies
- Prepare for SIEC meetings in conformance with Oregon Public Meetings and Records laws.
- Independently analyze and recommend public safety communications investments to the SWIC and SIEC for inclusion in the Governor's budget.
- Analyze, recommend, develop and adjust policies and procedures related to operability and interoperability of land mobile radio, public safety broadband, FirstNet, and Next Generation 911, affecting many agencies.
- Time and personal resource allocation for assigned projects and stakeholders.
- Schedule resources necessary for assigned projects and activities.
- Develop and implement state communications exercise program.

b) Explain the direct effect of these decisions.

The effects of these decisions result in improved, measurable operability and interoperability state-wide in relation to knowledge and application of policy, plan and procedure. The effects of not making these decisions could result in communications and operations gaps in policy, plan and procedure, which could have life safety or property damage consequences for the general public and public safety employees.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
PEM-F		Feedback from others who interact with the incumbent.	Weekly, Monthly. Interim reviews may be conducted when	To ensure quality, quantity of work timelines, adherence to strategic direction and

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

			projects are large or extend over long periods of time to ensure that projects will be completed on time and within resource limitations.	customer needs
ISS-8 (SWIC)		Physical review of work, conference calls, staff meeting updates, customer input and personal meetings. Feedback from others who interact with the incumbent.	Daily, Weekly, Monthly. Interim reviews may be conducted when projects are large or extend over long periods of time to ensure that projects will be completed on time and within resource limitations.	To ensure quality, quantity of work timelines, adherence to strategic direction and customer needs

SECTION 9. OVERSIGHT FUNCTIONS FOR *MANAGEMENT SERVICE SUPERVISORY (MMS)* POSITIONS ONLY

NOT APPLICABLE FOR THIS SERVICE TYPE

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:

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff, management, and stakeholders. Provide support of Affirmative action and the department's diversity strategies and goals.

- General understanding of the components and life cycle of major elements of a public safety communications system
- Understanding of operability and interoperability of public safety communications systems
- Knowledge of developing and reviewing public safety mission critical policies, plans, and procedures
- Knowledge of developing and implementing strategic plans and project management
- Experience working in a team environment
- Experience presenting projects and solutions for technical and operational communications issues to a non-technical audience.
- General knowledge of the principles, practice, concepts, methods, techniques, operational requirements, standards, tools, materials, and equipment used in the development, design, operation, and maintenance of voice and data communication systems.
- Proficient in Microsoft Office suite and web site management.
- Experience in the Incident Command System and the National Incident Management System (NIMS)

SPECIAL REQUIREMENTS: Mandatory recruiting requirements for this position:

Require valid Oregon Driver's License.

ICS 100, 200, 700, and 800.

Public safety/emergency communications experience

DESIRED ATTRIBUTES:

Advanced public speaking skills. Ability to give effective presentations in front of large audiences, agency executives and staff. Works well independently and in teams

Completion of ICS 300 and ICS 400

Leadership/project management experience in alerts and warnings, public safety radio, public safety broadband, and/or 911.

Project Management Professional (PMP) Certification

Working knowledge of the federal, state, and local rules, regulations and guidelines pertaining to the operability and interoperability of public safety voice and data communications systems.

Experience working with statewide or regional Interoperability groups, public safety associations, or other similar groups.

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

Operating Area <i>(Personal Services; Services & Supplies; Capital Outlay)</i>	Biennial Amount (\$00000.00)	Fund Type <i>(General; Other; Federal; Lottery)</i>
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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".

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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date

Printed Name of Appointing Authority