

ANALYSIS

Item 82: Department of Administrative Services Position Reclassifications

Analyst: Kim To

Request: Increase Other Funds expenditure limitation by \$790,513 for the reclassification of 37 positions as part of an agency reorganization and to ensure the accurate placement of management positions within the Oregon Management Project classification series.

Analysis: New executive branch leadership reorganized and restructured portions of the Department of Administrative Services (DAS). In addition, a review of the recently completed Oregon Management Project, which replaced the Principal Executive/Manager Series with new job classifications, found that several management positions were moved into incorrect classifications based on the work performed and level of other management positions across the agency. To address these issues, the DAS Chief Human Resources Office identified several positions for reclassification across the agency. The positions and total 2023-25 biennium incremental costs by division are listed below:

Chief Financial Office - \$26,639

Current classification		Proposed	
<u>Classification</u>	<u>Classification Title</u>	<u>Classification</u>	<u>Classification Title</u>
MMN X7083 AP	Business Operations Manager 3	MMN X7598 AP	Consultant Advisor 1
MESN Z7082 AP	Business Operations Administrator 1	MMS X7081 AP	Business Operations Administrator 2
MMS X7033 AP	Accounting Manager 3	MMS x7032 AP	Accounting Administrator 1
MESN Z7080 AP	Business Operations Administrator 3	MMS X7081 AP	Business Operations Administrator 2
MMS X7087 AP	Business Operations Supervisor 1	MENN Z0871 AP	Operations & Policy Analyst 2

Office of the State Chief Information Officer: Policy - \$43,284

Current classification		Proposed	
<u>Classification</u>	<u>Classification Title</u>	<u>Classification</u>	<u>Classification Title</u>
UA C0872 AP	Operations & Policy Analyst 3	MMN X0873 AP	Operations & Policy Analyst 4

Chief Human Resources Office - \$75,666

Current classification		Proposed	
<u>Classification</u>	<u>Classification Title</u>	<u>Classification</u>	<u>Classification Title</u>
MMC X0118 AP	Executive Support Specialist 1	MMC X0119 AP	Executive Support Specialist 2
MMN X1327 AP	Hr Consultant 2	MMN X7598 AP	Consultant Advisor 1
MMN X1327 AP	Hr Consultant 2	MMN X7598 AP	Consultant Advisor 1
MMN X7354 AP	Manager 2	MMN X7362 AP	Human Services Administrator 1

Office of the State Chief Information Officer: Operations - \$12,843

Current classification		Proposed	
<u>Classification</u>	<u>Classification Title</u>	<u>Classification</u>	<u>Classification Title</u>
OAS C1487 IP	Information Systems Specialist 7	OAS C1488 IP	Information Systems Specialist 8

Enterprise Asset Management - \$191,921

Current classification		Proposed	
<u>Classification</u>	<u>Classification Title</u>	<u>Classification</u>	<u>Classification Title</u>
MMS X7082 AP	Business Operations Administrator 1	MMS X7081 AP	Business Operations Administrator 2
MESN Z7081 AP	Business Operations Administrator 2	MESN Z7080 AP	Business Operations Administrator 3
MMS X7086 AP	Business Operations Supervisor 2	MESN Z7084 AP	Business Operations Manager 2
MMN X0873 AP	Operations & Policy Analyst 4	MMN X7598 AP	Consultant Advisor 1
MMS X4439 AP	Auto/Heavy Equipment Repair Supervisor	MMS X7285 AP	Fleet Manager 1
MMS X7283 AP	Fleet Manager 3	MMS X7082 AP	Business Operations Administrator 1
MMS X7286 AP	Fleet Supervisor 2	MESN Y7085 AP	Business Operations Manager 1
OAS C0871 AP	Operations & Policy Analyst 2	MMS Z7155 AP	Construction And Facility Maintenance Manager 1

Enterprise Goods and Services - \$440,159

Current classification		Proposed	
<u>Classification</u>	<u>Classification Title</u>	<u>Classification</u>	<u>Classification Title</u>
MMS X7324 AP	Grants Loans And Programs Manager 2	MMS X7323 AP	Grants Loans And Programs Manager 3
MMS X7632 AP	Procurement Administrator 1	MMS X7631 AP	Procurement Administrator 2
MMS X7634 AP	Procurement Manager 2	MMS X7633 AP	Procurement Manager 3
MMS X7634 AP	Procurement Manager 2	MMS X7633 AP	Procurement Manager 3
MMS X7634 AP	Procurement Manager 2	MMS X7633 AP	Procurement Manager 3
MMS X7633 AP	Procurement Manager 3	MMS X7632 AP	Procurement Administrator 1
MMS X7083 AP	Business Operations Manager 3	MMS X7082 AP	Business Operations Administrator 1
MMS X7087 AP	Business Operations Supervisor 1	MMS X7086 AP	Business Operations Supervisor 2
MMS X7087 AP	Business Operations Supervisor 1	MMS X7086 AP	Business Operations Supervisor 2
MMS X7086 AP	Business Operations Supervisor 2	MESN Y7085 AP	Business Operations Manager 1
OAS C4404 AP	Mail Delivery Driver	OAS C0759 AP	Supply Specialist 2
MMS X7084 AP	Business Operations Manager 2	MMS X7083 AP	Business Operations Manager 3
MMS X7084 AP	Business Operations Manager 2	MMS X7083 AP	Business Operations Manager 3
MMS X7083 AP	Business Operations Manager 3	MMS X7082 AP	Business Operations Administrator 1
MMS X7034 AP	Accounting Manager 2	MMS X7033 AP	Accounting Manager 3
MMS X7033 AP	Accounting Manager 3	MMS X7081 AP	Business Operations Administrator 2
MMS X7034 AP	Accounting Manager 2	MMS X7033 AP	Accounting Manager 3
OAS C0872 AP	Operations & Policy Analyst 3	MMN X0873 AP	Operations & Policy Analyst 4

Upon approval to establish the State Controller position as part of a separate request to the Joint Interim Ways and Means (Item #81), DAS does not need to reclassify the Accounting Manager 3 position to an Accounting Administrator 1 within the Chief Financial Office (highlighted in yellow above). The Legislative Fiscal Office recommendation therefore does not include this position, reducing the total expenditure limitation increase to \$772,360 Other Funds.

Recommendation: The Legislative Fiscal Office recommends that the Joint Interim Committee on Ways and Means recommend including an increase of \$772,360 in the Other Funds expenditure limitation for the Department of Administrative Services in a budget reconciliation bill during the 2024 legislative to reclassify 36 positions as part of an agency reorganization and to ensure the accurate placement of management positions within the Oregon Management Project classification series.

Request: Increase Other Funds expenditure limitation by \$790,513 for the reclassification of 37 positions.

Recommendation: Approve the request during the 2024 Legislative Session.

Discussion: The Department of Administrative Services (DAS) has requested 37 position reclassifications (a full list of positions was included in the agency request letter). Of these positions, 14 are reclassifications due to reorganizations in portions of the agency causing workload changes to certain positions. This reorganization of the agency has caused programs in many areas to increase in scope, complexity, or size to a point where existing positions were not classified appropriately to handle the increased workload. This request will allow the agency to classify the positions based on duties performed, to better meet agency outcomes.

The remaining 23 positions are part of continued efforts to align management positions to the appropriate classification in the Oregon Management Project (TOMP) series. Several positions in agency management were placed in the TOMP series, without a full review of duties being performed, resulting in positions not being appropriately classified. To correct these issues, DAS performed an agency review and post implementation allocation process, consistent with reviews performed across the state agencies, and determined these 23 positions were mis-classified during the initial allocation process. Reclassifying these positions will ensure the classifications are in alignment with duties performed and help ensure better alignment of management positions across the enterprise.

Legal Reference: Increase the Other Funds expenditure limitation established by chapter 375, section 2(2), Oregon Laws 2023, for the Department of Administrative Services, Chief Financial Office, by \$26,639 for the 2023-25 biennium.

Increase the Other Funds expenditure limitation established by chapter 375, section 2(3)(a), Oregon Laws 2023, for the Department of Administrative Services, Office of the State Chief Information Officer: Policy, by \$43,284 for the 2023-25 biennium.

Increase the Other Funds expenditure limitation established by chapter 375, section 2(4), Oregon Laws 2023, for the Department of Administrative Services, Chief Human Resources Office, by \$75,666 for the 2023-25 biennium.

Increase the Other Funds expenditure limitation established by chapter 375, section 2(5)(a), Oregon Laws 2023, for the Department of Administrative Services, Office of the State Chief Information Officer: Operations, by \$12,843 for the 2023-25 biennium.

Increase the Other Funds expenditure limitation established by chapter 375, section 2(6), Oregon Laws 2023, for the Department of Administrative Services, Enterprise Asset Management, by \$191,921 for the 2023-25 biennium.

Increase the Other Funds expenditure limitation established by chapter 375, section 2(7), Oregon Laws 2023, for the Department of Administrative Services, Enterprise Goods and Services, by \$440,160 for the 2023-25 biennium.



Oregon

Tina Kotek, Governor

Department of Administrative Services

Office of the Chief Operating Officer

155 Cottage Street NE

Salem, OR 97301

PHONE: 503-378-3104

December 4, 2023

Senator Elizabeth Steiner, Co-Chair
Representative Tawna Sanchez, Co-Chair
Interim Joint Committee on Ways and Means
900 Court Street NE
H-178 State Capitol
Salem, OR 97301

Dear Co-Chairs:

Nature of the Request

The Department of Administrative Services (DAS) in partnership with the Chief Human Resources Office, Classification and Compensation Unit identified several positions for reclassification across the agency. DAS respectfully requests an increase of \$790,513 Other Funds expenditure limitation for the reclassification of 37 positions. Appendix A provides details of the classification changes.

Agency Action

There are two primary reasons to reclassify 37 positions within the agency, including reorganization of portions of the Department due to leadership changes and priority alignment and ensuring accurate placement of management positions within the Oregon Management Project (TOMP) classification series.

DAS Reorganization:

There have been several key leadership changes at the Executive Level within DAS since the beginning of 2023. including a new Chief Operating Officer, Deputy Director/Chief Administrative Officer (CAO), Chief Financial Officer (CFO), and Chief Human Resource Officer (CHRO). These leaders have assessed the agency to align workload to overall agency goals. This has resulted in the need to evaluate existing managerial positions and adjust classifications to meet the needs of the Department moving forward. Where the changes have resulted in a substantial change in the size, scope and complexity of the roles positions have been reclassified to accurately reflect work performed.

Post TOMP allocation alignment:

The State of Oregon recently completed the Oregon Management Project (TOMP) which replaced the Principal Executive/Manager Series with new job family specific classifications. When TOMP classifications were implemented at DAS most management positions were not

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fully evaluated prior to being placed into a TOMP classification, though a more detailed allocation process was performed for other agencies. This resulted in several management positions being moved into incorrect classifications when reviewed against work performed and level of other management positions across the enterprise.

To resolve this issue, DAS in partnership with the CHRO's Classification and Compensation Unit, conducted an agency review and post implementation allocation process consistent with what was performed at the agency level across the enterprise to ensure that all managerial positions at the agency are allocated appropriately. This process required meeting with managers and administrators for each section of DAS and reviewing the recommendations from these meetings with DAS leadership. The results of this process focus on aligning DAS management positions appropriately within the agency and across the enterprise.

Action Requested

DAS respectfully requests an increase of \$790,513 Other Funds expenditure limitation for the reclassification of 37 positions.

Legislation Affected

Increase the Other Funds expenditure limitation established by chapter 375, section 2(2), Oregon Laws 2023, for the Department of Administrative Services, Chief Financial Office, by \$26,639 for the 2023-25 biennium.

Increase the Other Funds expenditure limitation established by chapter 375, section 2(3), Oregon Laws 2023, for the Department of Administrative Services, Office of the State Chief Information Officer: Policy, by \$43,284 for the 2023-25 biennium.

Increase the Other Funds expenditure limitation established by chapter 375, section 2(4), Oregon Laws 2023, for the Department of Administrative Services, Chief Human Resources Office, by \$75,666 for the 2023-25 biennium.

Increase the Other Funds expenditure limitation established by chapter 375, section 2(5)(a), Oregon Laws 2023, for the Department of Administrative Services, Office of the State Chief Information Officer: Operations, by \$12,843 for the 2023-25 biennium.

Increase the Other Funds expenditure limitation established by chapter 375, section 2(6), Oregon Laws 2023, for the Department of Administrative Services, Enterprise Asset Management, by \$191,921 for the 2023-25 biennium.

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Increase the Other Funds expenditure limitation established by chapter 375, section 2(7), Oregon Laws 2023, for the Department of Administrative Services, Enterprise Goods and Services, by \$440,159 for the 2023-25 biennium.

Thank you for your consideration of this request for an increase in expenditure limitation.

Sincerely,

Berri Leslie

DAS Director and State Chief Operating Officer



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Appendix A

Current Classification	Proposed Classification
Classification Title	Classification Title
Business Operations Manager 3	Consultant Advisor 1
Business Operations Administrator 1	Business Operations Administrator 2
Business Operations Administrator 3	Business Operations Administrator 2
Accounting Manager 3	Accounting Administrator 1
Executive Support Specialist 1	Executive Support Specialist 2
Hr Consultant 2	Consultant Advisor 1
Hr Consultant 2	Consultant Advisor 1
Manager 2	Human Services Administrator 1
Business Operations Administrator 1	Business Operations Administrator 2
Business Operations Administrator 2	Business Operations Administrator 3
Business Operations Supervisor 2	Business Operations Manager 2
Operations & Policy Analyst 4	Consultant Advisor 1
Auto/Heavy Equipment Repair Supervisor	Fleet Manager 1
Fleet Manager 3	Business Operations Administrator 1
Fleet Supervisor 2	Business Operations Manager 1
Operations & Policy Analyst 2	Construction Facility Maintenance Manager 1
Grants Loans And Programs Manager 2	Grants Loans And Programs Manager 3
Procurement Administrator 1	Procurement Administrator 2
Procurement Manager 2	Procurement Manager 3
Procurement Manager 2	Procurement Manager 3
Procurement Manager 2	Procurement Manager 3
Procurement Manager 3	Procurement Administrator 1
Business Operations Manager 3	Business Operations Administrator 1
Business Operations Supervisor 1	Business Operations Supervisor 2
Business Operations Supervisor 1	Business Operations Supervisor 2
Business Operations Supervisor 2	Business Operations Manager 1
Mail Delivery Driver	Supply Specialist 2
Business Operations Manager 2	Business Operations Manager 3
Business Operations Manager 2	Business Operations Manager 3
Business Operations Manager 3	Business Operations Administrator 1
Accounting Manager 2	Accounting Manager 3
Accounting Manager 3	Business Operations Administrator 2
Business Operations Supervisor 1	Operations & Policy Analyst 2
Accounting Manager 2	Accounting Manager 3
Operations & Policy Analyst 3	Operations & Policy Analyst 4
Information Systems Specialist 7	Information Systems Specialist 8
Operations & Policy Analyst 3	Operations & Policy Analyst 4

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