

## ANALYSIS

### Item 59: Department of Administrative Services Position Reclassifications

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**Analyst:** Kim To

**Request:** Reclassify three positions to reflect higher level duties and to convert one position from limited duration to permanent to meet ongoing business needs.

**Analysis:** The Department of Administrative Services (DAS) Chief Human Resources Office (CHRO) completed a comprehensive review of the following three positions:

Division	Current Classification	Requested Classification	Budgetary Impact
Strategic Initiative and Engagement Office	Communication Manager 3	Communication Administrator 1	\$60,698
Chief Human Resources Office	Human Resources Analyst 1	Operations and Policy Analyst 2	\$49,709
Workday	Limited Duration Information Technology Customer Engagement and Support Manager 3	Permanent Information Technology Administrator 1	\$124,082

Based on this review, the agency is requesting the upward reclassification of these positions to accurately reflect the current duties, responsibilities, and scope of work. The agency will use existing savings in the current biennium to cover the increase associated with these changes and will not need an increase in Other Funds limitation.

In addition, the agency requests converting the Workday Information Technology position from a limited duration position to a permanent position. This position was approved to plan and prepare for the design and implementation of statewide payroll transformation. Once bi-weekly payroll is complete, the position is still needed to add capacity to the Workday Management Team, serving all three branches of state government, external learners, and job applicants. This position will collaborate with executive leadership, agency partners, and governance bodies to make sure that Workday Oregon policies align with broader state technology goals, ensuring that enterprise solutions are scalable, secure, and responsible to the evolving needs of Oregon's public workforce.

**Recommendation:** The Legislative Fiscal Office recommends that the Joint Interim Committee on Ways and Means recommend authorizing the upward reclassification of three positions and conversion of one position from limited duration to permanent for the Department of Administrative Services in a budget reconciliation bill budget report during the 2026 legislative session.

**Request:** Reclassify three positions to reflect job duties and change the position type on one of the positions from limited duration to permanent.

**Recommendation:** Approve the request during the 2026 Legislative Session.

**Discussion:** The Department of Administrative Services (DAS) has requested upward reclassifications of three existing positions, as well as the adjustment of one of the positions from limited duration to permanent. The reclassification requests will align positions with existing duties and meet increased workload demands. Updated position descriptions have been reviewed and approved by the DAS Chief Human Resources Office at the requested level.

The positions being reclassified include the following:

- Communications Manager 3 to Communications Administrator 1
- Human Resources Analyst 1 to Operations and Policy Analyst 2
- Limited duration Information Technology Customer Engagement and Support Manager 3 to permanent Information Technology Administrator 1

The total cost of these reclassifications is \$234,489 Other Funds. DAS intends to use existing savings to cover the additional expense during the 2025-27 biennium.



# Oregon

Tina Kotek, Governor

Department of Administrative Services

155 Cottage Street NE  
Salem, OR 97301

December 8, 2025

The Honorable Senator Kate Lieber, Co-Chair  
The Honorable Representative Tawna Sanchez, Co-Chair  
Interim Joint Committee on Ways and Means  
900 Court Street NE, H-178  
Salem, OR 97301

Dear Co-Chairs:

### **Nature of Request**

The Department of Administrative Services (DAS) requests reclassifying three positions to reflect higher level duties and converting one of the positions from limited duration to permanent to meet ongoing business needs.

### **Agency Action**

This request targets an acute need where the duties of three positions no longer align with the classifications in the communications, human resources and payroll areas. The requested adjustments are necessary to meet business needs. Additionally, a request to change the payroll position from limited duration to permanent is also necessary to meet ongoing business needs for enterprise support related to the Workday system.

DAS Chief Human Resources Office (CHRO), has completed a comprehensive review of three position descriptions for these roles. Based on this review, the agency confirms that the requested reclassifications accurately reflect the current duties, responsibilities, and scope of work for these positions.

**Action Requested**

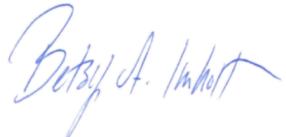
DAS requests the following personnel actions be approved. DAS will use existing savings in the current biennium to cover the increase associated with these actions.

Division	Current Classification	Requested Classification	Budgetary Impact	Rationale/Status Change
Strategic Initiative and Engagement Office	Communication Manager 3	Communication Administrator 1	\$60,698	Reclassification to correct classification level to assigned duties.
Chief Human Resources Office	Human Resources Analyst 1	Operations and Policy Analyst 2	\$49,709	Reclassification to accurately align with policy development and operational analysis functions.
Workday Division	Limited Duration Information Technology Customer Engagement and Support Manager 3	Permanent Information Technology Administrator 1	\$124,082	Conversion of a limited-duration position to a permanent position due to ongoing, essential business needs.

**Legislation Affected**

None.

Sincerely,

A handwritten signature in blue ink that reads "Betsy A. Imholt".

Betsy Imholt  
Director

CC: Kate Nass, Chief Financial Office  
Renee Klein, Department of Administrative Services  
Katie Thiel, Department of Administrative Services  
Amanda Beitel, Legislative Fiscal Office  
Kim To, Legislative Fiscal Office