

**STATE OF OREGON
OFFICE OF THE STATE TREASURER**

This position is:

- Mgmt Service-Supervisory
- Mgmt Service-Confidential
- Mgmt Service-Managerial
- Classified
- Unclassified
- Executive Service
- Temporary
- New Revised

POSITION DESCRIPTION

SECTION 1. POSITION INFORMATION

- a. Class Title: PEM/Manager F
 - b. Class No.:
 - c. Effective Date: 07/01/2015
 - d. Position No.:
 - e. Working Title: Exec Director Retirement Savings
 - f. Work Unit: Executive - L & I
 - g. Agency Name: OREGON STATE TREASURY
 - h. Agency No.: 17000
 - i. Employee Name:
 - j. Work Location (City/County): Salem/Marion
-
- k. Position: Permanent Seasonal Limited Duration Academic Temporary
 Full Time Part Time Intermittent Job Share
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- l. FLSA: Exempt Non-Exempt
 - m. Eligible for Overtime: yes no

SECTION 2. PROGRAM/POSITION INFORMATION

a. Describe the program in which this job exists. Include program purpose, those affected, size, and scope. Include relationship to agency mission.

MISSION OF STATE OF OREGON: To preserve and enhance the quality of life for all citizens.

MISSION OF THE OFFICE OF THE STATE TREASURER: To provide financial stewardship for Oregon.

b. Describe the purpose of this position and how it functions within this program.

This position is fully responsible for directing the Oregon Retirement Savings Plan. Serves as principal staff to the Oregon Retirement Savings Plan Board. Manages contracts for market analysis and legal guidance relating to the Plan. Provides research and information to the Board in relation to retirement savings vehicles and plan characteristics. Determines plan policies and priorities and makes recommendations to the Board for implementation. Implements new policies and priorities approved by the Board. Coordinates efforts with other state agencies to develop compliance and outreach policies and priorities and makes recommendations to the Board for approval. Monitors the effectiveness and efficiency of the state's retirement savings plan through a variety of channels and makes recommendations to the Board for improvements. Oversees quarterly and annual reviews of the program, evaluates impact of policies and priorities, and reports findings to the Board. Recommends changes to policies and priorities as necessary to meet changing program needs. Directs, develops and manages the Plan's annual operating, administrative and marketing budgets. Directs and develops the biennial and interim budget requests for the program by determining priorities and explaining program resource needs to the Treasurer and the Legislative Assembly in order to obtain necessary resources.

Serves as the Plan's Administrative Rules Coordinator, ensuring that the Plan has updated and adequate rules. Works with other state agencies to ensure employers are notified of their responsibilities under the law. Works with the Plan's legal counsel and other outside attorneys to ensure the Plan remains in compliance with relevant sections of the Internal Revenue Code.

Responsible for updating the Plan's policies. Responsible for ensuring that the third-party vendors hired by the Board follow the investment policies and meet or exceed the investment benchmarks outlined in the policies. If investment benchmarks are not met, responsible for working with fund managers to replace the

underperforming funds. Evaluates the quality of service provided by the third-party vendors and makes recommendations to the Board for needed improvements.

Monitors third-party vendor contracts, ensuring that vendors meet all contractual obligations. Negotiates contracts with third-party vendors to ensure the Plan maintains the best possible terms.

Responsible for the coordination and provision of resources necessary for planning, organizing, directing, and coordinating activities of the Oregon Retirement Savings Plan. Responsible for interviewing and selecting staff, planning, organizing, directing, staffing, controlling and coordinating day-to-day activities of the Plan. Has authority to hire, fire, recommend salary adjustments, discipline, evaluate performance and respond to grievances.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time these duties are performed. If this is an existing position, indicate (*) which duties are new. Indicate (E) which functions are essential to the job.

% of
Time (* / E) DUTIES

Percentage of time: 40% Duty is new: Yes Function is essential: Yes

Program Implementation:

Work with Board of Directors and appropriate state agencies on start-up of plan including, but not limited to, market analysis, legal analysis and creating RFP for Investment manager of the Plan.

Program Marketing:

Develops and implements statewide and national marketing strategies for all plans under the state's Retirement Savings plan. Managers and approves the expense of the marketing budget. Sets priorities for the proper and effective utilization of resources to achieve goals and objectives set by the Board. Manages and coordinates marketing professionals who are hired by the Board. Responsible for hiring and supervising outside marketing firms that work with the Plan on a project basis. Monitors and manages all websites developed for the Plan. Approves all content for the website as well as the overall look and feel of the sites.

Represents the State Treasurer's Office, the Plan and the State of Oregon on national Retirement Savings committees and panel discussions. Serves as the Retirement Savings program expert for the state of Oregon. Provides information, education and training to the general public, the financial community, the business community and professional businesses and associations. Manages an aggressive public speaking schedule, giving technical presentations throughout Oregon. Addresses professional organizations and citizen groups to advocate for the Plan and explain policy decisions. Presentations often include continuing education for the professional community and associations. Approves any marketing materials developed by third-party vendors or other outside marketing professionals.

Percentage of time: 30% Duty is new: Yes Function is essential: Yes

Program Public Relations:

Develops and implements public relation strategies for the Plan. Serves as the principal spokesperson for the Plan. Works with members of the media (Oregon and national), employer and community groups to promote the Plan. Responsible for ongoing communication with network participants, the Board, third-party vendors, Treasurer's staff, the media, the financial community and the legislature. Hires and supervises public relation consultants to work on special projects for the Board.

Percentage of time: 20% Duty is new: Yes Function is essential: Yes

Program Legislation:

Develops state legislation that will enhance the Plan. Testifies before the Legislative Assembly to win passage of proposed legislation. Works with Oregon's Congressional delegation to develop national legislation affecting the Plan. Serves as lead representative in related industry relations and lobbying efforts.

Percentage of time: 10% Duty is new: Yes Function is essential: Yes

Management and Supervisory Duties.

Responsible for planning, organizing, directing, staffing and coordinating day-to-day activities. Has the responsibility to hire, fire, discipline, recommend salary adjustments, evaluate performance, and respond to grievances.

Ensures that subordinate staff possess the knowledge, skills, and other competencies needed to perform their assigned duties.

Takes a proactive role in achieving agency affirmative action recruitment initiatives. Demonstrates, promotes and monitors workplace behavior that ensures a discrimination/harassment free workplace. Demonstrates respect for the diversity of opinions, ideas, life-experiences and cultural differences of all individuals by seeking out viewpoints when making decisions.

Through ongoing coaching and communications, works with subordinate staff to identify and facilitate training opportunities, special projects, developmental assignments and other learning opportunities to enhance the continuous improvement in employee skills. Ensures auditor is given necessary job-related or on-the-job training. Identifies training needs when behavior and/or work product standards are not met. Ensures auditor has a completed Employee Development Plan and that all training is documented in the OST Employee Training Plan. Ensures subordinate staff have a complete and up to date position description (which is reviewed at least annually and/or when duty changes occur). Ensures auditor has a written performance appraisal upon concluding trial service and annually thereafter. Maintains a complete and accurate supervisory file which includes ongoing performance notes.

Actively participates in the process of planning for the future of OST and prepares plans and strategies to move forward toward business goals and objectives. Develops business continuation plans. Identifies internal and external customers, and takes steps to understand their needs and expectations. Participates in execution of strategic planning initiatives and business continuation plans.

Additional Duties:

Serves as constituent and policy advisor to the State Treasurer and the Board on all matters relating to and affecting Oregon's Retirement Savings Plan. Speaks to audiences, regional and national, on strategy, issues, and direction of the Plan.

Physical and Mental demands of the job:

Must be able to drive a car and travel by plane.

Must be able to give effective presentations to individuals and groups.

Must be able to handle multiple tasks simultaneously.

Must handle complex and sensitive issues.

Must consider future effects (on statewide and national basis) of initial decisions.

Must be able to clearly communicate both in writing and verbally with various levels of professionals.

Must be able to deal with the stress of frequent deadlines.

Occasional long working hours.

Prepare and present testimony before legislative committees and others.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, which are a regular part of this job. Include frequency of exposure to these conditions.

Normal office setting. May require willingness to work irregular and/or long hours and to travel for job-related purposes.

SECTION 5. GUIDELINES

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Policies and Procedures Manuals of the Office of State Treasurer
Oregon Public Employees Union Collective Bargaining Agreement
Oregon Revised Statutes
Oregon Laws
Statutes governing the Oregon Retirement Savings Plan
Internal Revenue Code
Oregon Administrative Rules governing the Oregon Retirement Savings Plan

b. How are these guidelines used to perform the job?

To define parameters and for guidance.
To monitor for compliance.

SECTION 6. WORK CONTACTS

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

<u>Who Contacted:</u>	<u>How</u>	<u>Purpose</u>	<u>How Often</u>
Treasury Staff/Board Members	Phone/Person/Writing/Email	Program Operation	Daily
General Public/Media Members	Phone/Person/Writing/Email	Program Operation	Daily
Financial Vendors	Phone/Person/Writing/Email	Program Operation	Daily
Marketing Professionals	Phone/Person/Writing/Email	Program Operation	Daily
Legislature	Phone/Person/Writing/Email	Program Operation	Daily

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of the decision where possible.

This position manages the Oregon Retirement Savings Plan and the day-to-day operations with autonomy under the direction of the Oregon Retirement Savings Plan Board. The position is highly visible with the state of Oregon and nationally and as such must be politically aware of issues surrounding the Retirement Plan. Many decisions are made without review. Erroneous staff work could be extremely significant and result in damage to the state's credibility, an increase in the State's legal liability while also diminishing the program's productivity. Additionally, mismanaged decisions regarding third-party vendor selection or mismanagement of program operating funds could result in additional expenses or network participants.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List class title and position no.)
How? How Often? Purpose of the review?

Principal Executive/Manager I (Deputy State Treasurer), Pos. #0001.702; Annual written review; verbal review as needed. Weekly meetings to review results of activities and discuss staff and organizational structure.

SECTION 9. SUPERVISORY DUTIES

a. Which of the following supervisory/management activities does this job perform?

(X) Plans Work	(X) Recommends Hiring	(X) Recommends Salary Adj.
(X) Assigns Work	(X) Hires	(X) Disciplines/Rewards
(X) Approves Work	(X) Responds to Grievances	(X) Prepares & Signs Merit Reviews

b. What percentage of time does this position perform these duties? 25

c. How many employees are directly supervised by this position? 1
Through subordinate supervisors? 0

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position.

None

SPECIAL REQUIREMENTS: List any special recruiting requirements for this position.

The incumbent in this position must possess an authoritative knowledge relating to Retirement plans. Effective working relationships must be developed and maintained with members of Oregon Retirement plans, third-party vendors, marketing professionals, national retirement committees and board members, members of the media, employer and community groups, and citizens to deal with issues regarding retirement plans. The incumbent must have the ability to effectively communicate with the legislature on behalf of the Treasurer on matters relating to retirement savings plans. The incumbent must have extensive communication skills, both oral and written, and must have excellent public speaking skills. Must have an in-depth understanding of financial and business terminology and practice. Marketing or sales experience is desired.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

Has responsibility for and authority over the Oregon Retirement Savings Plan budget.

SECTION 11. ORGANIZATIONAL CHART (attached)

Employee

Date

Supervisor

Date

Appointing Authority

Date