



The Oregon Secretary Of State's Elections Division is Recruiting for an

Rules Coordinator (Operations & Policy Analyst 1)

Application Deadline: 08/16/2026



MONTH/NON-PERS*

\$4,771 - \$7,287



MONTH/PERS*

\$5,057 - \$7,722

ABOUT THE AGENCY

The Oregon Secretary of State is one of three constitutional offices created at statehood. As an independent constitutional officer, the Secretary of State answers directly and solely to the people of Oregon.

Our Mission

Build trust between the people of Oregon and our state government so that public services can make a positive impact in peoples' lives.

Our Vision

We envision an Oregon without barriers, where we lead with our values and believe every voice should be heard. We do so by:

- Building equitable access to our democracy.
- Making tools easily available to achieve economic success.
- Ensuring state resources are used sustainably, efficiently and accountable to the public.
- Honestly acknowledging Oregon's history.

The Secretary of State employs approximately 245 full-time, part-time, and temporary employees. The Secretary oversees the functions of seven program divisions: Archives, Audits, Corporation, Elections, Business Services, Information Systems, and Human Resources.

Our Values

Access For All

We elevate equity through identifying and actively eliminating barriers.

Authenticity

We have integrity and are honest and true to ourselves and others.

Clarity

We share stories, using plain language to increase understand and impact.

Respect

We are committed to serving the people of Oregon and strive to understand all viewpoints.

Service

We are responsive and prioritize the needs of current and future Oregonians we serve.



CLASSIFICATION: Operations & Policy Analyst 1

WORKING TITLE: Rules Coordinator

CLASS NUMBER: C0870

ANNOUNCEMENT NUMBER: REQ-204233

In this role you will oversee administrative rulemaking for the Elections Division. Serving as the Rules Coordinator, you will work with program experts to update and implement administrative rules and manage external stakeholder engagement throughout the rulemaking process. Additionally, you will coordinate the Elections Division's records management program and serve as the Division public records officer.

This is accomplished in part by, but not limited to:

Administrative Rules Coordination and Filing:

You will work closely with Division staff to identify and update administrative rules, serving as the go-to expert who guides staff through timelines, requirements, and best practices. You will review rule drafts for compliance, track progress to ensure deadlines are met, and communicate filings to the Archives Division and Elections Division leadership. You will conduct public hearings, gather and organize feedback, support rulemaking advisory committees, and keep all rulemaking files, comments, and revision histories well-maintained and accessible. You will also coordinate Rules Advisory Committee (RAC) activities, provide clear information to members, prepare annual rulemaking reports, and submit final materials to Elections management, the legislature, and the Archives Division.



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Public Records Officer:

You will serve as the Division's Public Records Officer, receiving and tracking incoming public record requests and coordinating with staff to gather responsive records. You will ensure every response is complete, timely, and fully compliant with Oregon Public Records Laws, preparing clear and formal communications for the public that meet statutory and agency standards. You'll document processes, create guidance materials, and help staff understand records management expectations so practices are consistent across the Division.

Records Retention:

You will serve as the Division's records officer, maintaining and improving systems that keep all digital and paper records compliant with state record retention requirements. You will coordinate retention schedules, work closely with the Oregon State Archives when updates are needed, and help staff prepare select records for transfer to the State Records Center, ensuring everything meets packing and storage standards. You'll guide staff through records-management questions, train them on retention practices, and keep internal policies current and accurate. Throughout the work, you will oversee updates to the Division's retention schedule and destruction log, making sure records are organized, accessible, and managed consistently across the entire Division.

For explicit duties, please request a copy of the position description from HR.SOS@SOS.oregon.gov.



TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our desired qualifications listed.

Your application must demonstrate education and/or experience in the following:

A **Bachelor's Degree*** in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills;

OR

Any combination of experience or education* equivalent to **three years** technical-level experience that typically supports the knowledge and skill requirements listed for the classification.

*All applicants using their education to meet the position requirements must submit a copy of all transcripts no later than interview to receive credit for college degrees or coursework. Credits must be from an accredited college or university. Transcripts must include name, coursework and indicate that a degree was obtained. On-line transcripts are acceptable for application. A copy of official transcripts will be required at time of hire.



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Your application must demonstrate education and/or experience in the following:

- Exceptional organizational skills and systems-thinking
- Strong analytical and compliance-oriented judgment
- Clear and concise communication abilities
- Relationship and cross-team collaboration skills
- Process design and continuous improvement mindset
- Adaptability in an ever-changing environment

**Preference may be awarded for experience with government rule making and/or government public records requests.*



How to Apply

This recruitment will close on Sunday, August 16, 2026, at 11:59 pm

Current State of Oregon employees
must apply in Workday under the
Career worklet here:

[Apply Here](#)

Non-state of Oregon employees
must apply here:

[Apply Here](#)



We are not looking for people who are looking for a job, we are looking for people who want to serve the State of Oregon and make a difference in others' lives.

ADDITIONAL INFORMATION

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the Oregon job opportunities page for non-state of Oregon employees.

Application materials must be received by the close date and must be complete and legible. The Secretary of State's office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, Workday system.

No exceptions will be made.

Please pay special attention to the application instructions in the announcement to ensure your application materials are submitted correctly.

Veteran's Preference:

Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, you MUST attach appropriate documentation when Workday prompts you to in a follow-up action.

If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service-connected pension. Disabled Veteran's must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs unless the information is included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

The Secretary of State's Office does not have procedures or policies in place for VISA sponsorships. Within three-days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

The selection process consists of a review of your application materials and an evaluation of your education, experience, and training. Please note that your response will also be evaluated for grammar, spelling, and punctuation. Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse, inclusive and welcoming workplace.



THE WILLAMETTE VALLEY

The Willamette Valley and surrounding area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children's sports and activities abound. Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world-class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. An hour's drive north of Salem is Portland, Oregon's cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world-renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.



[The Willamette Valley](#)



[Salem](#)



[Wilsonville](#)



[Portland](#)

COMPENSATION AND BENEFITS

What's in it For You

Family Friendly Work Life Balance

(Paid time off: 12 holidays, 3 personal days, short and long term disability benefits, generous vacation accrual, and sick leave).

Take Care of Yourself and Your Family

(Comprehensive employee benefits, choice of medical plans, vision plan, life insurance, child care flexible spending account, employee assistance program).

Celebrate Uniqueness

Diversity and **inclusion** are cornerstones of our values. We recognize that diversity and inclusion are critical to developing a talented, high-performing workforce and are committed to providing a supportive work environment in which all of our employees can thrive and reach their full potential. We strive to maintain a culture that attracts, develops and retains a diverse workforce that closely

mirrors the residents of our community. We learn from and respect the cultures in which we operate and value the uniqueness of individual talents, experiences and ideas.

Invest in Your Future:

(Pension plan, deferred comp, short and long term disability plan, flexible spending accounts for healthcare and dependent care).

Be Appreciated

(Employee recognition events, agency unique employee recognition program allowing for additional leave options such as vacation buy-out and sick leave roll-over, dynamic employees doing impactful work).

ADA

At the Secretary of State, we value community and foster a sense of belonging for our employees.