



SPECIALTY CODES AND LICENSING ENFORCEMENT OFFICER

5357

CLASS CONCEPT

The SPECIALTY CODES AND LICENSING ENFORCEMENT OFFICER is responsible for directing the resolution of enforcement cases by determining and processing corrective measures and enforcement actions, or by securing voluntary settlement agreements. Employees prepare investigative reports of violations of the Oregon Specialty Codes and licensing laws, evaluate the findings, and determine the appropriate corrective action. They provide advice and direction to staff on compliance and enforcement methods to improve program efficiency; provide advice, technical assistance, and training on methods of enforcement and gaining compliance to other enforcement agencies. They participate in the development of compliance standards and enforcement programs and procedures; and may participate in local program reviews and monitor programs for effectiveness to decrease instances of non-compliance. They act as agents of the administrator and represent the division on enforcement matters to boards, individuals, other units of government, trade, and public interest groups. They prepare cases for administrative hearing, prepare witnesses to testify, and represent the division/board at contested case hearings. They also provide advice to stakeholders/respondents on how to best achieve compliance.

Conduct investigations; research and analyze information obtained from investigations; interpret and apply statutes, rules, codes, policies, and procedures; and determine if violations occurred. Review evidence to identify public safety issues, violator's previous enforcement record, and egregious acts by the violator. Write report sufficient for use at an administrative hearing or legal proceeding.

Determine corrective actions to achieve and maintain compliance and impose sanctions, charges, or penalties. Prepare and issue citations, notices of penalty, license suspension or license revocation; prepare and issue final orders (including default, consent, stipulated), settlement agreements, and suspensions or license revocations. Refer cases for administrative hearings or legal proceedings.

Prepare and present cases at administrative hearings or legal proceedings. Plan case presentations; prepare written responses and opening and closing statements; testify and/or prepare witnesses to testify; prepare reports; develop Findings of Fact, Conclusions of Law, and Order; present facts and arguments; examine and cross-examine witnesses.

Secure voluntary resolution of enforcement cases. Instruct regulated entities in dispute resolution processes. Conduct alternative dispute resolution. Develop and negotiate settlement agreements.

Give technical assistance and advice to managers, staff, local jurisdictions, and building officials on enforcement methods and gaining compliance. Analyze, interpret, and apply laws, codes, rules, and policies. Instruct others on handling complaints. Consult with local officials and other governmental agencies to solve conflicts or misinterpretations. Develop procedural changes to achieve compliance.

Identify training needs; develop training program goals; design and provide training for staff and other enforcement agencies.

Act as an agent of the administrator and represent the division on enforcement matters to boards, individuals, other units of government, trade and public interest groups. Report to various boards on enforcement actions.

DISTINGUISHING FEATURES

This is a single classification not currently part of a series.

MINIMUM QUALIFICATIONS & SKILLS

Five years of inspection/investigation experience, using the skills listed below. Two of the five years must be above the technical support level.

-OR-

Five years experience, in the building industry, doing administrative research, using the skills listed below. Three of the five years must be above the technical support level.

College level course work may substitute for experience on the basis of 45-quarter units per year, up to a maximum of three years.

NOTE: Proof of how the minimum qualifications are met must be supplied upon application.

SKILL TO:

Compile, summarize, and evaluate facts to determine appropriate action.

Determine compliance with laws, rules, regulations.

Verify or disprove claims of suspected violations.

Write investigation reports sufficient for use at administrative hearings or in a court of law.

Evaluate information against a set of standards and to determine cause of error.

Analyze conflicting allegations, testimony, and documentary records.

Interpret laws, rules, and regulations and apply them to complex compliance situations.

Explain in writing and verbally, complex technical and regulatory information in an understandable language to people of diverse education, language, and cultural backgrounds.

Interview to obtain information and explain pertinent provisions of the law.

Use logic and reasoning to identify alternative solutions to problems.

Analyze complex issues and competing interest and negotiate resolution or develop a plan of action based on the analysis.

Facilitate communication of complex issues and ideas between parties in an effort to achieve a satisfactory resolution of a problem or dispute.

Effectively handle difficult or angry people.

Testify at administrative hearings or legal proceedings.

Use computer software to compile, analyze, and report information.

Present cases at administrative hearings.

DISTINGUISHING FEATURE FROM SIMILAR SERIES

The SPECIALTY CODES AND LICENSING ENFORCEMENT OFFICER is distinguished from the Compliance Specialist classifications because of the specific responsibility focused on enforcing statewide building codes.

Adopted Pending

Revised

STATE OF OREGON

Dept. of Administrative Services

Human Resource Services Division