



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
01/31/2025

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Department of Consumer & Business Services

Facility: Labor & Industries Building

New Revised

SECTION 1. POSITION INFORMATION

Form with fields for Classification Title, Classification No, Effective Date, Position No, Working Title, Agency No, Section Title, Budget Auth No, Employee Name, Repr. Code, Work Location, Supervisor Name, Position type, FLSA status, and Eligible for Overtime.

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Consumer and Business Services (DCBS) is Oregon's largest business regulatory and consumer protection agency. The department administers state laws and rules to protect consumers and workers in the areas of workers' compensation, occupational safety and health, financial services, insurance, and building codes.

DCBS consists of the Workers' Compensation Division; Oregon Occupational Safety and Health Division; Division of Financial Regulation; Building Codes Division; Small Business Ombudsman; and Ombuds Office for Oregon Workers. The department provides shared services to all divisions through the Director's Office and Central Services Division. The department also provides shared services to the Workers' Compensation Board. DCBS employs 950 employees and has a biennial operating budget of approximately \$685 million.

The Department of Consumer and Business Services, through its Oregon Occupational Safety & Health Division (Oregon OSHA), is responsible for assuring safe and healthful working conditions for Oregon

workers through promulgation and enforcement of occupational safety and health regulations, and by providing technical services, education, and consultations to employees and employers. The statewide program is authorized by the Oregon Safe Employment Act (ORS 654.001-654.295) and is operated as a comprehensive state plan in cooperation with the Federal Occupational Safety and Health Administration. The division operates from five field offices, one satellite office, a laboratory in Portland and administrative offices in Salem.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Assist the administrator in the oversight of daily operations of the division. The position directs and manages field offices, program operations and administration, for a statewide occupational safety and health program. Participates in management planning, development and implementation of program policy, goals and strategies for reducing occupational injuries and illnesses in Oregon. This position plans, develops, and implements program-operating requirements for the day-to-day delivery of Oregon OSHA services.

As deputy administrator, the position serves as a member of the Division's executive management staff and represents, and speaks on behalf of, Oregon OSHA regarding division policies, program services, and operations. This position acts in the absence of the administrator, carrying out the functions and setting policy.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Ongoing	NC	E	<ul style="list-style-type: none"> • Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere. • Foster and promote the importance and value of a diverse, discrimination and harassment free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity related efforts in order to diversify the workforce. • Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.
100%		E	Directs and manages field offices, program operations and administration, for a statewide occupational safety and health program in accordance with state and federal rules, regulations, and statutory provisions. Formulates division policies, and goals and objectives, and implements decisions of the Department. Performs special projects as assigned.

		<p>Participates in formulation of Division policy as a member of division executive management staff. Represents the Division in the area of occupational safety and health in communication with other states, federal agencies, the legislature, professional associations, employer and employee groups, and advisory committees.</p> <p>Directs and manages, through subordinate management personnel, the following programs:</p> <ol style="list-style-type: none"> a. Rules promulgation, including research and development of administrative rules for administration of the division and technical standards for occupational safety and health. b. Enforcement, including conduct of on-site inspections, and providing compliance assistance and abatement assistance to employers and employees. c. Voluntary compliance, including conducting on-site consultations; providing training to employers and employees; and preparation and dissemination of safety and health information and publications to the public. d. Insurer consultative services, including setting standards and monitoring for compliance. e. Public Relations, including identifying customer needs and formulating programs to address them. f. Legislation related projects/assignments and monitoring other relevant legislative proposals. g. Preparation and control of fiscal and budget administration; monitoring and evaluating division programs for effectiveness and efficiency; issuance of citations; development and analysis of proposed legislation; and recruitment and professional development of division personnel. h. Outreach activities, to support education and outreach needs throughout the state; including conferences; community outreach coordination; and public education.
		<p>Supervision and Management Responsibilities: Direct and manage the daily programmatic activities of the field offices, operations and administration units. Effectively implement performance management goals and objectives; interview and hire; initiate disciplinary actions; respond to grievances; monitor work performance; complete performance appraisals; provide coaching and feedback; write and/or update position descriptions; recommend and approve training; and conduct regular staff meetings.</p> <p>Work effectively with Employee Services to ensure the division's consistent application of state and agency personnel policies and procedures. Provide leadership to division managers and supervisors in addressing personnel issues timely, consistently and with fairness. Provide coaching and counseling to management staff in areas of effective communication, consensus building, problem solving, planning and performance</p>

			management. Recommend changes, which will positively impact productivity, effectiveness and further the division's strategic goals.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Normal office environment, occasional industry environments with some exposure to hazards in industrial settings. Frequent travel throughout the state, occasional travel out of state. Frequently deals with employers and employees.

SECTION 5. GUIDELINES

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

- 1) Federal occupational safety and health laws, rules, policies, procedures and court decisions.
- 2) Oregon Safe Employment Act and accompanying administrative rules, policies, procedural manuals and court decisions.
- 3) Management and personnel laws, directives, union contract, and procedures.4) State statutes, administrative rules, policies, and procedural manuals.

b. How are these guidelines used?

Items 1 and 2 are used to direct and set policies for programs and services of the Division. Item 3 is used to direct and evaluate staff performance.

SECTION 6. WORK CONTACTS

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

Who Contacted	How	Purpose	How Often?
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Director's Office	In person	Problem solving, policy determination.	Weekly
Employers/Employees and Representatives	In person & telephone	Communication and policy sharing.	Daily
Other State agencies (all levels of personnel)	In person & telephone	Coordination of OR-OSHA's role as a state regulatory agency.	Weekly
Governor's Office	Telephone or by letter	Inquiry responses.	Monthly
Other DCBS Management	In person & telephone	Problem solving, policy determination.	Daily
Federal Agencies	In person & telephone	Problem solving.	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Policy setting and interpretation on safety and health issues affecting all employers in Oregon.
 Administrative and personnel decisions affecting Division employees.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Business Operations Administrator 2	5000.096	In person, phone, email	Regularly	ongoing review through discussions and meetings when problems arise or decisions need confirming.
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 7
 How many employees are supervised through a subordinate supervisor? 203

b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is eligible for remote work part-time up to once per week, once the incumbent has gained the proficiency to perform work independently. The incumbent may occasionally be asked to work from different offices throughout the state an as-needed basis.

Special Requirements:

Position is subject to a criminal background check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Position has the authority to commit federal funds (including 23(g), 21(d), and other federal revenues received by Oregon OSHA) and other fund monies for personal services, service and supplies, and capital outlay expenditures up to the limits of the division's biennial budget.

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date