



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/17/2024

This position is:

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

Agency: Oregon State Fire Marshal

Division: Emergency Response

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations & Policy Analyst 3
b. Classification No: 0872
c. Working Title: Regional Mobilization Coordinator
d. PPDB No/WD ID: 3100919
e. Section Title: Emergency Response Unit
f. Agency No: 26000
g. Employee Name: Vacant
h. Budget Auth No: 1412365
i. Supervisor Name: Dennis Lee
j. Repr. Code: AF
k. Work Location (City – County): Salem – Marion

I. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year Job Share
m. FLSA: Exempt Non-Exempt If Exempt: Executive/Supervisory Administrative Professional Computer
n. Eligible for Overtime: Yes No

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 mission of the Oregon State Fire Marshal (OSFM) is to protect people, property, and the environment from fire and hazardous materials. To achieve our mission, OSFM employees serve the more than 4 million people living in Oregon through prevention education, preparedness, life safety codes and regulations, and emergency response functions. The department also provides expertise, technical assistance, model programs, and materials to local, state, private, and public groups to collaboratively reduce fire losses. The OSFM has a connection with the Oregon fire service through existing Oregon statutes where the fire service receives various authorities through the State Fire Marshal. Additionally, the work we do ensures that OSFM is able to partner with more than 300 fire districts/departments and 13,000 firefighters to meet our mutual missions and priorities of protecting Oregon.

The Emergency Response Division facilitates emergency response planning and resource coordination efforts to protect citizens, their communities, and the environment from the negative consequences of fires,

hazardous material spills and releases, train derailments involving hazardous materials, and natural hazard events. The Emergency Response Unit coordinates and manages Oregon's Fire Mutual Aid System in support of the structural fire service. The mobilization unit also coordinates resource management and mobilizes three (3) Type 2 Incident Management Teams consisting of over 110 incident management specialists.

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:

Facilitate, enhance, and modernize fire service inter-agency collaboration and capabilities; coordinate the development of mutual-aid agreements statewide and within assigned regions; work with partners in establishing a baseline level of protection for all Oregon lands; and coordinate agreements with the local, state, federal, and tribal wildfire response partners.

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
50%	R	E	<p>Oregon Fire Mutual Aid System Enhancement and Oversight</p> <p>Develop, administer, and maintain strategies to improve the Oregon Fire Service Mutual Aid System (OFMAS) – a network of over 300 local structural fire agencies with over 11,000 firefighters from 800+ fire stations across Oregon – by determining the necessary baseline level of fire protection for Oregon, facilitating interagency collaboration, developing and maintaining local, regional, and statewide mutual aid agreements, and coordinating decisions and facilitating progress with partner agencies at the state, interstate, and federal levels.</p> <p>Implement the OFMAS to mobilize OSFM’s all-hazards Incident Management Teams (IMT) and the Oregon fire service through 33 Fire Defense Boards Chiefs within the state. IMTs are mobilized to Governor-declared conflagrations, large fires, other incidents beyond the scope of local capability, tribal lands, and out-of-state incidents through Emergency Management Assistance Compacts (EMAC) and other interstate or federal agreements.</p> <p>Establish standards, priorities, and guidelines regarding capacity, organizational structure, regional approaches, mutual aid agreements, and other strategies to modernize the over 300 structural fire agencies within the OFMAS. Ensure policies and guidelines are in compliance with local, state, and federal regulations and aligned with best practices. Provide recommendations in writing and verbally.</p> <p>Evaluate and inventory local fire agency resource capability. Forward findings to the OFMAS Modernization Coordinator to enter into a statewide resource management database and common operating picture. Make recommendations to local fire chiefs and their elected officials on suggested short- and long-term capital investments in personnel, equipment, training, and apparatus to ensure a sustainable and scalable OFMAS.</p>

			<p>Ensure participants in OFMAS adhere to the Mobilization Plan and all applicable rules, policies, standards, procedures, and direction.</p> <p>Provide direction to local fire service and other fire suppression partners to ensure mutual aid agreements are equitable and maintained. Provide service and expertise to local fire service with emphasis on growing capacity to provide services within local jurisdiction, throughout the state, and nationally.</p> <p>Create, implement, analyze, and maintain strategies and standards for fire response at the local, regional, state, and federal levels by examining best practices, current statutes and laws, mutual aid plans, state mobilization plans, and federal recommendations and requirements.</p>
20%	NC	E	<p>OFMAS Administration, Management, Evaluation, and Legislative Analysis</p> <p>In cooperation with state agencies and other partners, develop recommendations and prepare a report to the Legislative Assembly regarding advice, suggested priorities, and future actions needed to implement the initiatives outlined in the Governor’s Council on Wildfire Response.</p> <p>Create reports intended for the Governor, Legislature, State Fire Marshal, State Forester, Oregon Fire Chiefs Association and other stakeholders.</p> <p>Provide guidance and direction to agency staff, fire service agencies, and members from other organizations in applying for available grant funding to increase fire resiliency statewide.</p> <p>Direct and manage long-term, cyclical projects including statewide analysis and evaluation of the OFMAS with other state agencies, local government, community organizations, and private sector businesses.</p> <p>Track legislative bills related to wildfire response, land management, fire mitigation, suppression, and other related topics. Testify to committees on effects of any proposed legislation. Respond in writing and in person to legislative requests for information and report on system progress.</p> <p>Identify barriers to participating in OFMAS and work with partners to design, implement, and manage strategies to eliminate barriers and increase participation.</p> <p>Work with partners to inform and draft necessary Administrative Rules to safeguard Oregon from the threat of fire.</p>
25%	R	E	<p>Building Collaborative Partnerships and Committee Engagement</p> <p>Work with management and partners to facilitate and represent the agency during meetings locally and with Western State and national fire agency leadership, emergency managers, and first responders for the purposes of provide training, technical expertise, and leading discussions relating to the OFMAS.</p>

			<p>Provide leadership and guidance at statewide Mobilization Plan Committee meetings and State Fire Defense Board meetings in order to provide expertise on issues involving federal requirements, historical perspective, mutual aid best practices, procedures, and authorities.</p> <p>Plan, coordinate, conduct, manage, direct, and participate in trainings, exercises, and drills with the fire service and other state agencies to improve the effectiveness of the OFMAS.</p> <p>Writes, refines, and expands mutual aid plans for maximum efficiency on behalf of local fire service. Develop and maintain relationships with Oregon fire service; foster collaborative mutual aid partnerships to implement system objectives.</p> <p>Define, establish, and maintain recommended baseline fire protection capability for all lands in Oregon through local engagement with county commissioners, fire suppression agencies, and other partners.</p> <p>Engage nontraditional partners and representatives for under-served communities in conversations, planning, and trainings through outreach and education.</p> <p>Develop promotional campaigns and communication plans designed to maintain positive relationships with the public, program stakeholders, other agencies, and related service programs.</p> <p>Develop strategies to leverage available funding and minimize financial risk to state and partner program agencies.</p> <p>Handle sensitive and public relations issues with outside partners.</p>
5%	R	E	<p>Emergency Operations and Other Duties</p> <p>Will be utilized during emergencies to provide assistance as assigned by a manager; such assistance may include aiding the emergency effort in the field or in the Agency Operations Center, as well as backfilling a position that is being used in direct support to the emergency.</p> <p>Assist other staff and programs in the overall mission of the OSFM.</p>
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.

- General office environment to include sitting, computer and telephone use, and reading.
- Occasional attendance at industry conferences and other professional development opportunities.
- Will require significant in-state travel.
- May include out-of-state travel.
- May require overnight stays during mobilizations.
- Will present information or deliver trainings to small and large groups.

- May be required to work in the State Fire Marshal Agency Operations Center during emergency deployments of fire service resources; AOC may be open 24 hours and staff typically work shifts from 6am-2pm, 2pm-10pm, or 10pm-6am.
- Requires a valid driver's license with an acceptable driving record.
- The expectation for this position is that the employee will be able to maintain a 45-minute or less response time to the border of their district.
- Remote work options may be available, determined by the business needs of the agency.

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.

- Oregon Revised Statutes
- Oregon Administrative Rules
- Department of Administrative Services (DAS) policies and procedures
- National Incident Management System (NIMS)
- Mobilization Plans used in other states
- Oregon Fire Service Mobilization Plan
- National Fire Protection Association
- OSFM Standard Operating Guidelines and Polices
- National Wildfire Coordinating Group (NWCG)
- Pacific Northwest Coordinating Group
- Home Garage policies for assigned work vehicle

b. How are these guidelines used?

These guidelines are used daily to provide general and specific guidance for completion of tasks and responsibilities as listed above.

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?
Agency Staff	Phone/person/writing	Response collaboration, training and resource coordination, preparedness planning, etc.	Daily
Other State Agencies	Phone/person/writing	Response collaboration, training and resource coordination, preparedness planning, etc.	Daily
Fire Service	Phone/person/writing	Response collaboration, training and resource coordination, preparedness planning, etc.	Daily
General Public	Phone/person/writing	Program inquires, technical consultation, etc.	Weekly
Legislators	Phone/person/email	Legislative inquires, technical consultation, etc.	Varies

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

SECTION 7. POSITION RELATED DECISION MAKING

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

Prioritize work to ensure deadlines are met. Develop procedures to accomplish work. Develop procedures for Oregon Fire Service members related to mobilizations. Determine best methods for accomplishing goals for a variety of tasks. Make independent decisions and recommendations about program and agency issues. Handle sensitive or public relations issues with outside agencies.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Fire Protection and Community Risk Manager 2 (Emergency Response Unit Manager)	3100909	Phone/person/writing	As needed; quarterly	Direction and guidance; quarterly check-ins for performance evaluations.

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

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input 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:

- Public speaking skills
- Completion of Federal Emergency Management Agency (FEMA)/Emergency Management Institute (EMI) Independent Study Courses: 100, 200, 201, 700, 703, 706, 800 and 1027 (*preferred*)
- Experience working for or supporting fire service organizations (*preferred*)
- Ability to understand and explain the objectives, scope, authority, code of conduct, and standards of the Oregon Fire Service Mobilization Plan to others (*preferred*)
- Familiarity with key elements of fire service mutual aid agreements (*preferred*)
- Experience with building collaborative partnerships and committee engagement (*preferred*)
- Experience with writing executive summaries and legislative reports (*preferred*)
- Experience with planning, coordinating, conducting, managing, directing, and participating in fire service trainings, exercises, and drills (*preferred*)

- Required to meet NIMS and/or NWCG requirements for Liaison Officer (LOFR) position within 2 years of hire

The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with other state agencies, and community partners as well as 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; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".

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