



State of Oregon
Department of Administrative Services

Position Description

This Position is:

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

\*\*\* PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM \*\*\*

New Revised

SECTION 1. POSITION INFORMATION

- a. Class Title: Operations and Policy Analyst 3
c. Effective Date: January 1, 2017
e. Working Title: Structural/Mechanical Code Trainer
f. Work Unit: Enforcement and Training
g. Agency No.: 44000
i. Employee Name: Vacant
j. Work Location (City-County): Salem, Polk
b. Class No.: AT C0872
d. Position No.: 0004.087
h. Agency Name: DCBS

- k. Position: Permanent Seasonal Limited Duration Academic Year
Full Time Part Time Intermittent Job Share

- l. FLSA: Exempt Non-Exempt
If Exempt: Exec Prof Admin
m. Eligible for Overtime: Yes No

SECTION 2. PROGRAM/POSITION INFORMATION

- a. Describe the program in which this job 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 Finance and Corporate Securities; Insurance Division; Building Codes Division; Senior Health Insurance Benefits Assistance; Small Business Ombudsman; and Injured Workers Ombudsman. The department provides shared services to all divisions through the Director's Office, Fiscal and Business Services, Information Management Division, and Employee Services. The department also includes the Workers' Compensation Board. DCBS employs 962 employees and has a biennial budget of approximately \$259 million.

The Building Codes Division is responsible for adoption and enforcement of statewide building codes. Codes relate to the construction, reconstruction, alteration, and repair of buildings and other structures and the installation of mechanical, plumbing, and electrical devices and equipment. The division is responsible for examining, certifying, registering, and licensing individuals in 11 professions and issuing operating permits for construction. The division works with, provides staff support to, and receives advice and counsel from seven boards: Electrical and Elevator Board, Plumbing Board, Board of Boiler Rules, Building Codes Structures Board, Residential Structures Board, Mechanical Board, and Construction Industry Energy Board. In addition to its Salem headquarters, the division maintains two full-service field offices in the state.

The division has a biennial budget of \$32+ million and a staff of 122 FTE. The majority of its budget is derived from fees charged for division activities such as permits, certifications, licenses, and code enforcement for which the division bills and receives payment.

The Enforcement Program is responsible for building code enforcement, license and permit enforcement, and assessment of civil penalties. Through public meetings, the section provides compliance training to local jurisdictions, building officials, construction industry professionals, building owners, and the general public. The section coordinates

division contested case hearings, provides code enforcement support to other sections, provides enforcement of licensing, and permit requirements.

The Training Program is responsible for operation of the division's statewide training program for inspectors. This includes development and delivery of code change, skill enhancement, and other training required or offered by the division for building officials, inspectors, plan reviewers and other building department personnel. The program coordinates with the policy section to determine required training needs and coordinates with local building officials in order to be responsive to training needs of local government.

- b. Describe the purpose of this position, and how it functions within this program, by completing this statement:  
**The purpose of this job/position is to . . .**

The Operations & Policy Analyst 3 (OPA 3) serves as one of BCD's field training expert, working with the Training Program to oversee training policy, as well as developing and delivering training throughout the state for all individuals performing services as a building official, building inspector, plan reviewer and other building program related professionals. Assists and advises the Training Program Support Coordinator and directly advises and makes policy recommendations to the Administrator and division management on major training program policy issues and advises the 7 advisory boards on training and related issues; representing the division with external constituencies on significant programmatic issues. The decisions and advice provided by this position directly impact the agency, division, professionals and tradesmen, and consumers.

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### SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties is performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

Ongoing: Performs duties of the position in a manner which promotes customer service, including treating people with courtesy and respect; follows through on promises/commitments; demonstrates promptness, flexibility and cooperative efforts in problem solving; and explains procedures/technical requirements in a tactful, clear and concise way. The incumbent will also demonstrate effective team participation by showing a willingness to assist and support others; developing a good working relationship with division employees; active participation in accomplishing group projects; accepting constructive criticism and suggestions and makes an effort to improve performance; contributes to a positive and productive work atmosphere; promotes diversity in the work force and the performance of duties; and actively participates in a constructive manner to identify and resolve problems.

Ongoing: 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.

% of Time	N/R	DUTIES
25%		<p>Serves as a key policy advisor for the division. Assists with legislative activities for the division. Interacts with staff and special interest groups, including construction professionals, businesses, and trade licensees, to understand mutual interests, to explain agency position, mediate differences and seek modification of unpalatable legislation. Prepares legislative testimony. Does research and analysis to provide recommendations on major policy/program issues to division management. Builds external constituencies and resolves disputes with other agencies, levels of government and private special interest groups to assure effective program operation; represents the division position with media and external constituencies on significant programmatic and legislative issues; frames policy issues for presentation to external stakeholders and seven industry advisory boards, and works with external groups to achieve consensus on policy issues.</p> <p>Advises leadership regarding legislative proposals that will support the policy direction of the division related to training. Develops proposals and works collaboratively with stakeholders to gain feedback, advice and to build support for proposals. Drafts legislation and aids in legislative drafting; evaluates legislative proposals with impact on division training programs; advises division management regarding program impacts of legislative proposals; suggests changes to address agency interests. Researches and prepares staff reports and briefs detailing impact of proposals on training programs.</p>

45%	<p>Formulates training policy, develops and delivers training courses and other training offerings that support the overall strategic priorities of the division related to training of building program personnel on the structural and mechanical codes and the overall administration of the state building code. Advises agency management on appropriate policy considerations; develops policies that address division training priorities. Leads stakeholder meetings, committees, task forces, advisory panels and advisory boards in the development and evaluation of training programs related to the structural, mechanical and other code programs.. Represents the agency with external constituencies on significant programmatic issues; resolves disputes and builds consensus with stakeholders regarding division training programs. Researches trends in training including training delivery technology and specific training philosophy related to training of construction professionals on code and regulatory matters. Suggests policy changes based on research. Analyzes policy proposals and legislative initiatives and recommends agency position or action consistent with strategic priorities and public and political response to proposals. Evaluates statutes, rules and policies and advises division leadership of appropriate changes to better achieve division's training priorities.</p> <p>Develops long-range strategic training plans, working collaboratively with stakeholders and internal staff. Coordinates initiatives for implementing, administering and evaluating division training programs. Advises management on systematic and organizational improvement methods to improve the efficiency of training efforts, including incorporation of new technologies that facilitate distance learning. Assist management in developing strategic plan to meet the training needs of local building departments; collaborates with local governments on planning efforts to ensure that training offerings meet local government needs.</p> <p>Plans for operational opportunities and risks, and works collaboratively with management and external stakeholders to develop programs designed to address identified training needs.</p>
25%	<p>Coordinates, develops and delivers high-level policy and technical training programs related to Oregon construction regulatory system and Oregon code. Apply intricate understanding of highly technical construction knowledge and well-researched and data-supported instruction techniques to provide training designed to meet a diverse set of training needs throughout the state. Develops new information about highly technical subject matter across a broad spectrum of subject matter areas, including structural and mechanical requirements and the overall administration and enforcement of the state building code. Conducts operational research, and develops other methods to assess effectiveness of programs, including leading evaluation committees, designing and conducting surveys, and performing analysis of data gained. Develops a program for systematic program evaluation and improvement, working collaboratively with stakeholders and division leadership to identify and implement changes.</p> <p>Develops policies, materials and methods to deliver individual training courses. Establishes scope of training offerings, training minimum requirements, pre-requisites, evaluation standards, training program syllabi, background documents, training protocols, instructional materials, training audio and video materials, testing and other supporting standards, documents, media and materials. Plans and coordinates delivery of training. Collaborate with information system staff to facilitate automated, electronic delivery of training offerings and identify new technology for training delivery. Manages steps involved in delivering training and preforms instruction on a diverse set of construction-related technical and policy issues in live, correspondence, video, remote and field settings. Explain highly technical material and complex state regulatory policy issues and principles in an understandable fashion. Respond to questions, interact with program participants, address concerns, modify and adjust training to meet knowledge, training background and comprehension of individuals being trained.</p> <p>Evaluates individual program participants and makes specialized and specific determination with respect to qualifications to perform inspection work. Designates the scope of work that the individual can perform based on performance in training. Coordinates an evaluation committee of industry and inspection individuals to aid in evaluation of participants. Conducts field training and evaluation of program participants. Coordinates with local and state officials and with industry partners to identify appropriate construction training opportunities.</p>
05%	Other duties as assigned including assisting staff with various projects/activities to meet the division's work demands.
100%	

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**SECTION 4. WORKING CONDITIONS**

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

The person in this position deals with issues where there are controversial, heated, and highly political discussions and must be able to objectively facilitate to achieve consensus. The person in this position speaks on behalf of the Administrator's position on any issue. Occasional travel is required. The person in this position must have excellent communication skills.

**a. Physical Activities**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Climbing  | <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Stooping           |
| <input checked="" type="checkbox"/> Kneeling  | <input checked="" type="checkbox"/> Crouching | <input checked="" type="checkbox"/> Crawling           |
| <input checked="" type="checkbox"/> Reaching  | <input checked="" type="checkbox"/> Standing  | <input checked="" type="checkbox"/> Walking            |
| <input checked="" type="checkbox"/> Pushing   | <input checked="" type="checkbox"/> Pulling   | <input checked="" type="checkbox"/> Lifting            |
| <input checked="" type="checkbox"/> Fingering | <input checked="" type="checkbox"/> Grasping  | <input checked="" type="checkbox"/> Feeling            |
| <input checked="" type="checkbox"/> Talking   | <input checked="" type="checkbox"/> Hearing   | <input checked="" type="checkbox"/> Repetitive Motions |

**b. Physical Requirements**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Sedentary Work | <input type="checkbox"/> Light Work      | <input checked="" type="checkbox"/> Medium Work |
| <input type="checkbox"/> Heavy Work     | <input type="checkbox"/> Very Heavy Work |   |

**c. Visual Activity Requirements**

- Machine Operators (including inspection), Inspection, Close Assembly, Clerical, Administrative
- Machine Operators (without inspection), Mechanics, Skilled Tradespeople
- Mobile Equipment Operators(car)
- Other – Travel
- Driving

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**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.**

Oregon Revised Statutes and Oregon Administrative Rules, Attorney General opinions, codes, legislative records, court records, state and division policies and procedure manuals. Oregon's adopted state building code.

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

Research, reference, and background for problem-solving, mediation, rule writing and decision making.

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**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>
Executive/management staff	Phone/person/mail/ solving/decision making	Information/problem	Daily
Section/division staff	"	"	"
Local officials	"	"	"
Other agencies (Federal/State)	"	"	"

Community Organization	“	“	“
Industry Representatives	“	“	“
Legislators and staff	“	“	Monthly
Construction Professionals/ Businesses and Trade Licensees	“	“	“

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**SECTION 7. JOB-RELATED DECISION MAKING**

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

The person in this position plays a significant role in determining agency program policies as an advisor to the Administrator. He/she must research, analyze, and evaluate policy issues and appropriately recommend findings and actions to the Administrator. This person manages and makes decisions on dedicated training dollar programs for construction professionals, businesses, and trade licensees. This person presents decisions to seven advisory boards and various professional organizations. This person must be able to operate effectively in a highly political environment. The employee provides expert advice on division policies and procedures; creates statutes and rules, and responds to inquiries requiring interpretation of laws and rules. Inaccurate reporting of hearings and policy decisions can cause the results to be invalidated and create controversy and poor public relations. The division could be subject to liability if inappropriate action is taken based upon the advice given. This person could also be a participant in highly confidential issues relating to policies and/or personnel.

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**SECTION 8. REVIEW OF WORK**

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

The Enforcement and Training Manager, Principal Executive Manager E (Position #0004.738) supervises this position. This position receives general supervision where work is assigned verbally or in writing and is reviewed upon completion or if problems occur.

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**SECTION 9. SUPERVISORY DUTIES TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE**

- a. How many employees are directly supervised by this position? 0 Through Subordinate Supervisors? 0
- b. Which of the following supervisory/management activities does this job perform?

- Plans Work
- Responds to Grievances
- Hires/Fires (or Effectively Recommends)
- Assigns Work
- Disciplines/Rewards
- Prepares and Signs Performance Appraisals
- Approves Work

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**SECTION 10. ADDITIONAL JOB-RELATED INFORMATION**

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

Position interacts with diverse interests including local officials, manufacturers, construction industry professionals, developers and building owners. Requires a sound understanding of multi-jurisdictional issues. Requires a good sense of the impact of codes on economic development, industry, business, and professions in Oregon.

Travel is required.

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

This position is subject to a Criminal Background Check and a DMV Driving Record check.

The individual shall have and maintain a valid operator's license and maintain a satisfactory driving record.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds: None

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**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. See instructions for detail to be included on the chart.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date