

PROCESS FOR REVISION OF OCCUPATIONAL DEFINITIONS

Any interested party may request revisions to the *Definitions of Covered Occupations for Public Works Contracts in Oregon* published by the Bureau of Labor and Industries.

Requests for revisions to the occupational definitions should be in writing and submitted to the PWR Coordinator, along with an explanation for why the revisions are necessary and a draft of the proposed changes.

Upon receipt of a request for revisions to an occupational definition, BOLI staff will determine whether the requested revisions appear to be consistent or in conflict with existing definitions. BOLI staff will identify any labor unions that may claim the duties or have an interest in the proposed revisions and verify that the applicable union(s) agree(s) with the proposed definition revisions. In addition, other known interested parties, e.g., contractors that do the work in question or trade organizations/associations, may be consulted.

If the requested revisions appear consistent with the existing definitions and no known conflicts are identified by staff, the PWR Coordinator will recommend to the Administrator of the Wage and Hour Division that the revisions be made in the next publication of the *Definitions*.

If the requested definitions do not appear consistent with existing definitions, or applicable unions or other interested parties identified are not in agreement regarding the revisions, the PWR Coordinator will provide a summary of the request and issue(s) to the administrator for review. The administrator will review the summary and make recommendations to the commissioner regarding appropriate action pertaining to the requested revisions. These recommendations may include revising the definition as requested; modifying the requested revisions; leaving the existing definition(s) as is without making any revisions; or collecting additional information relating to the issue.

The Prevailing Wage Rate Unit of BOLI may also propose revisions to the *Definitions* publication based on issues identified during the course of its work. In doing so, BOLI staff may consult with labor unions, trade associations/organizations, or other interested parties that are identified as having an interest in the proposed revisions.

The commissioner may, at the discretion of the commissioner, approve or deny the requested revisions to the occupational definitions. The commissioner, also at the commissioner's discretion, may request the advice of the Prevailing Wage Advisory Committee (PWAC) relating to requested occupational definition amendments.

When the agency proposes revisions to the *Definitions* publication, the PWAC will receive an advance copy of the proposed revisions prior to publication for review and comment.

PWAC members are encouraged to share the proposed revisions with any parties they deem appropriate and advise the commissioner of any concerns identified relating to the proposed revisions.