



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/9/2026

Agency: Department of Consumer & Business Services

Facility: Labor & Industries Building

[ ] New [X] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations and Policy Analyst 4
b. Classification No: X0873
c. Working Title: Senior Policy Advisor
d. PPDB No/WD ID: 0001.069
e. Section Title: Division of Financial Regulation/Policy Team
f. Agency No: 44000
g. Employee Name:
h. Budget Auth No: 1000860
i. Supervisor Name: Jesse Ellis O'Brien
j. Repr. Code: MMN
k. Work Location (City – County): Salem - Marion

l. Position: [X] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[X] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
m. FLSA: [X] 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 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 Ombudsman 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.

This position is with the Division of Financial Regulation. The division’s mission supports that of the department by protecting Oregonians’ access to fair products and services through education, regulation, and consumer assistance. The division is responsible for ensuring the safety and soundness of financial institutions, the availability and affordability of financial products, and the fair treatment of consumers. Functions include licensing, regulating, and monitoring the conduct of banks, credit unions, financial services providers, health care service contractors, insurance companies, and licensed or registered agents of such entities.

**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:**

This position oversees major financial services programs regulated by DCBS and impacting other state agencies and boards by monitoring development and implementation of policies, procedures and priorities. Represents the agency and division by explaining program activities, policy issues and proposed legislation to legislators, federal and state agencies, the public and other stakeholders. Manages special projects related to financial services regulated by the Division. In addition, this position manages and coordinates evaluations and reviews of division programs and researches and develops legislation and changes to administrative rules.

**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   |        |      | <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.</li> </ul> |
| 45        | NC     | E    | <p><b>Policy &amp; Legislation</b><br/>Oversees major financial services programs with statewide impact, including other federal or state agencies and boards, by monitoring development and implementation of policies, procedures and program priorities consistent with policy established by the Governor and the Director.</p> <p>Researches, analyzes and develops recommendations for policy positions and program priorities on various financial services topics affecting Oregonians. Represents agency and division in explaining program</p>  |

|    |    |   |   |
|----|----|---|---|
|    |    |   | <p>priorities, policy issues and the effect of proposed legislation to legislators, federal and state agencies, the public and special interest groups. Meets with internal and external stakeholders to gather and discuss issues related to division programs, policies and practices. Coordinates activities with other divisions in DCBS and with other states agencies in areas concerning financial service regulation and activity. Conducts advisory committee meetings, which involve members of varying jurisdictions, representatives from affected industries and consumers. Convenes meetings to discuss possible legislation, administrative rules, policies or shift in focus of division priorities.</p> <p>Reviews and analyzes state and federal legislation to determine impact on division and financial services industries in Oregon. Submits opinions and analysis to Administrator and Director regarding division and department positions on legislation. Identifies bills where division expertise or testimony may be needed, and identifies concerns and problems with pending legislation. May represent division at department-wide meetings.</p> <p>Initiates and drafts proposed changes to Oregon law and administrative rules that impact division programs. Represents division on bills and issues related to division programs and related matters before the legislature and interim committees. Meets frequently with stakeholders and advocacy groups to gather and discuss issues related to legislation. Will interact with legislators, legislators' staff, consumer groups and industry representative, to explain division's position, work to resolve technical and policy issues and arrive at solutions and redraft legislation, when necessary.</p> |
| 25 | NC | E | <p><b>Project Management</b></p> <p>Develops, plans, manages and monitors special projects that impact one or more of the division's various program or stakeholders. These programs are broad in scope and may impact other state agencies or boards. Serves as division's liaison to work with division management and staff, other divisions in DCBS and other state agencies, consumer groups, business stakeholders and third party resources, such as IT professionals. Identifies project goals, scope, deliverable results, interim steps, time frame, budget, staffing, cost sources. Duties may include:</p> <ul style="list-style-type: none"> <li>• conducting independent research, analyzing and documenting results;</li> <li>• meeting with stakeholders, survey groups and holding group meetings;</li> <li>• coordinating summit forums;</li> <li>• coordinating with other Oregon agencies and other jurisdictions;</li> <li>• meeting and discussing project with key legislators and policy makers;</li> <li>• preparing project reports and recommendations for policy positions, new legislation and administrative rules.</li> </ul> <p>Significant projects could focus on programmatic goals and outcomes or division processes.</p>  |
| 20 | NC | E | <p><b>Program Evaluation and Reviews</b></p> <p>Manages and coordinates comprehensive reviews of the programs administered by DFR to determine whether each program is delivered in the most effective and cost efficient manner. Identifies specific regulatory requirements that may be streamlined or eliminated.</p>  |

|   |    |   |  |
|---|----|---|--|
|   |    |   | <p>Facilitates and leads groups of internal and external stakeholders to:</p> <ul style="list-style-type: none"> <li>• Assess the value and impact of current programs and systems in use; develop short- and long-term goals and outcomes for division programs.</li> <li>• Establish criteria to identify and measure program effectiveness; review and evaluate performance measures to identify programs and processes needing improvement.</li> <li>• Research applicable statutes, rules and policies used in other states financial services programs.</li> <li>• Identify public policies and programmatic and system improvements. Test assessments with stakeholders of programs, determine policy options, recommend policy options and implement policy options.</li> <li>• Prepare detailed and comprehensive reports and recommend policy and operational changes to the Division Administrator.</li> <li>• Evaluate the implementation of recommendations, including law and rule changes, to determine level of improvement in program and processes.</li> </ul> |
| 5 | NC | E | <p><b>Administrative Rules and Hearings.</b><br/> Draft administrative rules. Serve as administrative rules hearings officer to ensure public input is obtained and make the record. Drafts the summary of testimony and agency responses. Ensures that the division rules coordinator receive all materials timely for filing notices and rules with the Secretary of State.</p> <p>Serve as hearings officer in fairness hearings and other non-contested case administrative matters, take testimony, examine witnesses, make rulings and prepare proposed orders.</p>  |
| 5 | NC | E | <p>Other duties as may be assigned by the Administrator to ensure that the objectives and missions of the division and the department are met. Conduct research and develop reports for the Administrator, program managers, Department Director and other interested groups as directed.</p>  |

**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.**

Open office work environment with factors that include noise, overhead lighting, and temperature variations during weather transitions. Must be able to handle a variety of interruptions and have the ability to perform varied tasks throughout the workday. Occasional travel within Oregon and out of state.

This employee is eligible for remote work but may occasionally be asked to work from the office or attend in-person meetings or events on an as-needed basis. This employee will be expected to meet in-person with their supervisor at least once quarterly.

**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  
 North American Securities Administrators Association Guidelines  
 US Securities Act of 1933  
 Securities Exchange Act of 1934  
 Investment Company Act of 1940  
 USA Patriot Act  
 Gramm-Leach-Bliley Act  
 Sarbanes-Oxley Act  
 Federal Trade Commission (FTC) laws and rules  
 FDIC and NCUA rules and policies  
 Federal securities and financial regulations and case law  
 Oregon case law  
 ORS Chapter 183, relating to administrative rules and hearings in other than contested cases  
 Statutes and regulations of other state securities regulators  
 Oregon Legislative Guide  
 Periodic financial and business law publications

**b. How are these guidelines used?**

These are used to provide a framework for policy planning and development and for decision-making. Must be knowledgeable of legislative process and legislative staff.

**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? |
|--|---------------------------------|---|------------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> |                                 |   |            |
| Division administrator and deputies  | In person; by phone; in writing | Consult, inform, obtain guidance                                    | Daily      |
| DFR section managers   | In person; by phone; in writing | Consult, inform, obtain guidance                                    | Regularly  |
| Director / deputy director of DCBS   | In person; by phone; in writing | Consult, inform, obtain guidance                                    | As needed  |
| Legislators  | In person; by phone; in writing | Discuss policies, answer questions                                  | As needed  |
| Consumers and consumer groups  | In person; by phone; in writing | Answer questions and obtain information                             | As needed  |
| Interest groups  | In person; by phone; in writing | Answer questions and obtain information                             | As needed  |
| Private attorneys; Oregon Dept. of Justice; Self-Regulatory Organizations; federal and state regulators                      | In person; by phone; in writing | Advise on policies and regulatory issues; inform and develop policy | As needed  |
| Other state agency staff   | In person; by phone; in writing | Collaboration in areas of mutual concern                            | As needed  |

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Based upon expertise, this position effectively recommends public policy affecting the State of Oregon. Exercises independent decision making authority. This position initiates legislative changes and law and rule changes having statewide impact. Conclusions as to the meaning of laws and regulations governing financial services directly affect the effectiveness of the division’s regulation and enforcement efforts. Must favorably represent the Department to Legislators and special interest groups. Inappropriate conduct with a legislator can lead to an adverse effect on the Department.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

| Classification Title                                | Position Number | How  | How Often   | Purpose of Review   |
|---|-----------------|--|---|---|
| Policy Manager, Compliance and Regulatory Manager 2 | 0002.543        | Consultations, observation, regular check-ins. | Very frequent (daily) informal consultations, monthly formal check-ins. | Ensuring quality and timeliness of work, coordinating policy efforts, evaluating performance, providing needed support and resources. |

*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?           n/a            
 How many employees are supervised through a subordinate supervisor?           n/a
- 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:

This position provides an all-around background resource from both the technical and practical view for financial services issues.

**Special Requirements:**

1. Ability to communicate effectively and collaboratively, both orally and in writing, to a broad spectrum of executive, management, professional, technical and support staff within the department, other state agencies, and the public.
2. Policy development and strategic planning.
3. Ability to facilitate meetings and committees and work with people who have diverse interests.
4. Ability to understand and communicate how policy changes may affect the public and the financial services markets.

- 5. Knowledge of legislative and rulemaking procedures and format.
- 6. Good public relation skills.
- 7. Ability to draft rules and legislation.

Position is subject to a criminal background check.

Preference may be given to candidates with a J.D., and/or candidates that have an in-depth knowledge of the finance industry, financial regulatory policy and/or consumer advocacy.

**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".

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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**

|   |               |                               |               |
|---|---------------|-------------------------------|---------------|
| _____<br>Employee Signature             | _____<br>Date | _____<br>Supervisor Signature | _____<br>Date |
| _____<br>Appointing Authority Signature | _____<br>Date |                               |               |