



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2/26/2026

Agency: Department of Consumer & Business Services

Facility: Labor & Industries Building

[X] New [] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

Form with fields a-j: Classification Title (Program Analyst 2), Classification No (0861), Effective Date (TBD), Position No (0001105), Working Title (Affordable Housing Specialist), Agency No (44000), Section Title (Division of Financial Regulation/ILR), Budget Auth No (1446752), Employee Name (VACANT), Repr. Code (OAS), Work Location (Salem-Marion), Supervisor Name (John Haworth), Position (Permanent/Full-Time), FLSA (Non-Exempt), Eligible for Overtime (Yes).

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.

The state legislature through SB 829 created an affordable housing program where \$2.4 million in grant funding will be disbursed to those qualified. Qualified applicants must submit an application along with financial documentation showing a need for insurance premium assistance

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:

The purpose of this position is to serve as technical support to grant applicants. This role assists applicants with questions on how to apply and provides guidance by researching, interpreting, and analyzing the requirements of SB 829 to ensure the legislation is accurately implemented throughout the program.

Because SB 829 establishes a new statewide reimbursement program, this position plays a key role in developing and implementing program rules, procedures, and workflows. This includes creating new procedures for accepting and reviewing applications, establishing criteria for determining award amounts, and designing processes for coordinating disbursement requests through accounting once an applicant is approved.

This includes reviewing applications and financial documentation to ensure applicants qualify for insurance premium assistance. Answers phone calls, emails, and work with affordable housing providers regarding application and reimbursement processing. Once an applicant meets the required qualifications, this position will determine how much will be funded to the applicant, and create a disbursement request so that a check can be issued through accounting.

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"> 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.
30%	N	E	<p><u>Application Processing</u> Oversees and is responsible for the analysis of affordable housing applications for the partial reimbursement of insurance premiums based on number of applicants and initial funding amount of approximately \$2.4 million. Verifies financial documentation to ensure applicants qualify for reimbursement. Calculates award amounts based on statutory requirements</p>

			<p>and available program funding. Applications will be available on our website and submitted through the iReg application portal.</p> <p>Maintains spreadsheets and/or sets follow-up reminders to monitor those with a non-compliant status.</p> <p>Contacts applicants when submitted applications or financial documentation are incomplete or unclear.</p>
20%	N	E	<p><u>Reimbursement Program Development and Implementation</u></p> <p>Participates in rulemaking processes and statutory interpretation related to SB 829. Develop program procedures for accepting applications, verifying eligibility, determining award amounts, and coordinating disbursements.</p>
20%	N	E	<p><u>Reimbursement Processing</u></p> <p>Ensures funds are accurately and appropriately distributed to qualified applicants.</p> <p>Process reimbursement requests and track that funds are properly dispersed via the accounting department</p> <p>Tracks expenditures to ensure compliance with legislative intent and program budget limits.</p>
20%	N	E	<p><u>Information Tracking</u></p> <p>Tracks and audits application workflow that will be reported to the state legislature. This includes the creation and tracking of data in iReg and additional Excel spreadsheets to monitor applications from affordable housing providers including:</p> <ul style="list-style-type: none"> • profit/non-profit, • amount of insurance coverages, and • the number of affordable housing units covered by commercial insurance policies. <p>Prepares data summaries and reports for legislative review and internal program oversight.</p>
5%	N	E	<p><u>iReg Coordination</u></p> <p>Pulls applications out of the iReg portal, verifies completeness of application and related financial data. Identifies improvements to the iReg portal and submits software tickets to IT&R for portal functionality changes or issue resolution.</p>
At all times			<p><u>Data Stewardship</u></p> <p>Per IRM-07, has the responsibility and accountability for a set of business information. This includes: Controlling access to the data, ensuring those who do have access can get what they need when they need it, and ensuring the data is accurate and kept up to date.</p> <p>As a Data Steward responsible for both the managerial and operational roles, has the responsibility and authority to approve and signoff on IMD Service Requests, Risk Assessments, and System Access Requests. Ensures that data entry staff are trained and have desk manuals, and that data quality processes and appropriate internal controls are in place. Proposes and implements processes to ensure data quality and internal controls, assesses the quality of data, resolves data issues, maintains business rule and data definition information, and coordinates changes to the meaning of data.</p> <p>Understands and follows DCBS policies related to data stewardship, especially IRM-04 and IRM-07. Has a basic understanding of the Data Stewardship References listed under Section 5 Guidelines below.</p>

			Confidentiality Expectation: This position will be accessing or hearing confidential information during the course of performing position responsibilities. This information may include but is not limited to: financial accounts, SSN, criminal background history, financial information or status of an entity, examination results and investigations. The information you access or hear while at work is confidential and may not be shared with anyone inside or outside the agency unless there is a business purpose for the information to be shared.
5%	N	NE	Other Duties • Other duties as assigned
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.

Open office environment in cubicle workstation with frequent distraction. High volume of computer-based work as well high volume of telephone communication. There is a high work volume with time-sensitive expectations. This position will frequently deal with people who are angry and upset.

This position is eligible for hybrid remote work on a part-time basis once the incumbent has gained the proficiency to perform work independently. Regularly scheduled in-office hours are required at least two days a week. The incumbent may also be asked to work in- office for trainings, team meetings and other events on an as-needed basis.

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.

- Desk Manual
- 18 USC 1033
- Oregon Insurance Code – ORS Chapter 731, 732, 735, and 744
- Oregon Administrative Rules – OAR Chapter 836, Divs. 001, 007, 009, 050, 071, 072, 075
- Miscellaneous research of other state and federal laws necessary to understand licensing requirements of other states
- Dictionary

b. How are these guidelines used?

The above forms the basis for the implementation of the licensing and continuing education program. Policies describe the data steward role in managing DCBS system and data. The Data Stewardship References describe requirements and issues that should be considered by a data steward to properly manage data for which they are responsible.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Unit/Section/Division Employees	Phone, In person	Provide and obtain Information; coordinate workflow; complete projects	Daily
Applicants	Letter, Phone, in person	Provide and obtain information and resolve issues	Daily
Consumers, Attorneys, Compliance Staff	Letter, Phone, in person	Answer application queries	Weekly
Department Employees	By phone/In person	Provide and obtain Information	As needed
Legislators' offices, Ins Agents and Adjusters, Ins. Company personnel, Trade Associations, Public	Letter, Phone, in person	Provide and obtain Information and complete projects	As Needed
State Agencies	Letter, Phone, in person	Provide and obtain Information and complete projects	As Needed
Ins Agents and Adjusters, Ins. company personnel, trade associations	Letter, Phone, in person	Provide and obtain Information and complete projects	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Reviews submitted applications for reimbursement, reviews submitted data to determine eligibility and reimbursement amounts. This position is heavily involved in the implementation of SB 829 and resulting rules. This position will develop procedures for accepting applications for funding, identification of who qualifies, the amount of the award, and issues a check via the accounting department. Decisions affect the effectiveness of promoting affordable insurance for housing providers, shelters and navigators. Success of implementation may impact sustainability of this program.

Consequence of error is significant—error can mean improper reimbursement of insurance premiums. This may impact effective disbursement of initial funds.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
The Insurance Licensing and Retaliatory Tax Manager - Compliance & Regulatory Mgr 2	0003.069			provides guidance and support through informal and formal meetings on a regular basis to ensure accuracy, adherence to deadlines and timeliness of reports, exams and correspondence. Additionally, the manager formally appraises the performance quarterly through check-ins.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? _____
 How many employees are supervised through a subordinate supervisor? _____
- 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:

Per ORS 731.228 no Division employee shall be a director, officer, or employee of or be financially interested in any person regulated by the insurance code, except as a policyholder or claimant under an insurance policy or by rights vested in commission, fees, or retirement benefits prior to being employed with the division.

As an employee, you must comply with the Oregon government ethics laws, ORS 244.010 – 244.280, and DCBS Policy EMP-01, Ethics and Conflict of Interest.

Special Requirements:

This position is subject to a criminal background check in accordance with DCBS policy. Must be or possess the ability to be Law Enforcement Data System, LEDS, certified.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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		