



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
12/1/25

This position is:

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

Agency: Department of Consumer & Business Services

Facility: Salem | DCBS | Edgewater St

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Executive Assistant</u>	b. Classification No: <u>Z0830</u>
c. Working Title: <u>Senior Executive Services Coordinator</u>	d. PPDB No/WD ID: <u>PPDB: 0004.090 WD:000000007651</u>
e. Section Title: <u>Administration</u>	f. Agency No: <u>44000</u>
g. Employee Name: <u>Vacant</u>	h. Budget Auth No: _____
i. Supervisor Name: <u>Dawn Bass</u>	j. Repr. Code: <u>MENN</u>
k. Work Location (City – County): <u>Salem-Polk</u>	

l. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

m. FLSA:	<input checked="" type="checkbox"/> Exempt	If Exempt:	<input checked="" type="checkbox"/> Executive/Supervisory	n. Eligible for Overtime:	<input type="checkbox"/> Yes
	<input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Administrative		<input checked="" type="checkbox"/> No
			<input type="checkbox"/> Professional		
			<input type="checkbox"/> Computer		

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 Building Codes Division (BCD) 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 three industries. 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 and Manufactured Structures Board, Mechanical Board, and Construction Industry Energy Board.

The division has a biennial budget of approximately \$53.1 million and a staff of 133 employees (2023-25 Legislatively Adopted Budget). 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 Administration Section is responsible for leading the division, determining policy direction, long-range planning, and representing the division at the agency and with other entities. This section of the Building Codes Division includes the Administrator, the Deputy Administrator, and division-wide project oversight.

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 coordinate with the Division Administrator and Deputy Administrator in the administration of division operational matters. This position serves as a member of the division's management team and participates in policy planning, review, development, implementation; and project management. This position assists the Division Administrator and Deputy Administrator in the administration and coordination of communications internally and externally; represents the Administrator and Deputy Administrator to state agencies, Governor's Office and legislature, public, special interest groups and various committees. This position also coordinates and provides executive assistance, administrative and technical support to the Administrator and Deputy Administrator.

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

			<ul style="list-style-type: none"> • Maintains confidentiality due to nature of work being performed.
50	R	E	<p>Assists and represents both the Division Administrator and Deputy Administrator in the administration of agency programs, operations and operational issues, consulting with DCBS administrators, legislators and legislative staff and the public. Coordinates internal and external communications with these entities representing the Building Codes Division and ensuring that proper information is given in a timely manner. Explains (verbally or in writing) laws, rules, policies, and procedures to division staff and stakeholders.</p> <p>Develops systems and procedures, monitors, and modifies as necessary to ensure efficient work flow and communications from the Administrator to BCD staff. Responsible for establishing effective processes and communication procedures to ensure that deadlines for letters, reports, and other projects are met and that each of these projects is efficiently prioritized and scheduled.</p> <p>Provides administrative support to the Division Administrator and Deputy Administrator, including general correspondence, memos, and other documents. This includes drafting, editing, revising, and appropriate formatting, either independently or from general instructions from the Administrator/Deputy Administrator. Manages Administrator's calendars, advising of commitments. Schedules and arranges meetings and conferences; notifies all proposed participants; arranges travel itinerary and accommodations. Manages administration recruitments to help maintain adequate staffing levels and response to fluctuating workloads.</p>
30	NC	E	<p>Establishes, implements, and monitors executive administration projects, policies and procedures in a manner consistent with agency operating standards and statutory requirements. Conducts special studies and research projects for the Administrator/Deputy Administrator and advises division management of results and recommendations. Prepares comprehensive reports of findings and recommendations for Administrator/Deputy Administrator or Executive Staff review and decision. Serves or chairs policy task forces and committees, as assigned. Investigates and evaluates division operations. Serves as project manager on projects; develops project plan in consultation with managers and stakeholders; identifies project objectives and deliverables, ensures that project team stays on task to complete project goals and objectives in a timely manner; identifies potential risks and difficulties, and designs strategies to mitigate or avoid them; recommends changes to project plan in response to unforeseen changes or unexpected results; compiles and distributes project information; and meets with Administrator or Executive Staff to provide progress reports and obtain any necessary approvals. Assists with the coordination and compilation of division monthly statistics.</p>
10	NC	E	<p>As an Executive Team member, participates in strategic planning, development of performance measures and the implementation and monitoring of the long and short-range goals and objectives of the division. Researches, analyzes, evaluates public policy and program issues as assigned by the Administrator or Deputy, and formulates recommendations. Directs, monitors, and reports on division activities as assigned to ensure compliance with division and department objectives.</p>

5	NC	E	Serves as personnel coordinator and liaison with the department's Employee Services Section on recruitment policy and procedures, personnel issues, and division organizational chart updates. Coordinates the maintenance of division personnel files. Acts as backup Agency Records Officer in responding to public records requests, and if necessary coordinates with Division Administrator and/or Deputy Administrator to determine whether BCD information can be released, prepares response, and refers as necessary.
5	NC	NE	Other duties as assigned including assisting staff with various projects/activities to meet the division's work demands. While travel is not a routine or expected aspect of this position, some travel may be necessary for all BCD positions given that the division operates multiple field offices and periodically must address workload issues.
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.

This position is eligible for remote work on a Hybrid basis once the incumbent has gained the proficiency to perform work independently. However regular, scheduled office hours are also required.

Open office environment. Some overtime may be required. Limited travel may be required. Use of a computer 4 – 6 hours per day. The ability to work on multiple tasks simultaneously, occasionally within short time frames. Daily contact with BCD staff, other state agencies, stakeholders, legislators, lobbyists, and the general public. Occasional contact with angry people who are frustrated and anxious.

a. Physical Activities

() Climbing () Balancing () Stooping
 () Kneeling (x) Crouching () Crawling
 (x) Reaching (x) Standing (x) Walking
 () Pushing (x) Pulling (x) Lifting (10-25 lbs.)
 (x) Fingering (x) Grasping (x) Feeling
 (x) Talking (x) Hearing (x) Repetitive Motions

b. Physical Requirements

(x) Sedentary Work (X) Light Work () Medium Work
 () Heavy Work () Very Heavy Work

c. Visual Activity Requirements

(x) Machine Operators (including inspection), Inspection, Close Assembly, Clerical, Administrative
 () Machine Operators (without inspection), Mechanics, Skilled Trades-people
 () Mobile Equipment Operators
 (x) Other – Driving – Must have an acceptable driving record

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.

Section, division and state policy manuals; Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR); Department of Administrative Services Administrative and Personnel Rules, Oregon Building Codes, Building Codes Policy and Procedure Manual

b. How are these guidelines used?

Used on a daily basis to ensure agency operations are in compliance. Incumbent is responsible for interpretation and application of these guidelines in daily activities and using judgment to carry out program activities. Collective bargaining agreement and personnel rules are used as basis for making decisions and taking action on personnel matters.

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 curser at end of a row (outside table) and hit "Enter".</i>			
Administrator Deputy Administrator Program Managers	In person, e-mail, telephone, written material, presentation	Support the daily management of multiple statewide programs	Daily
Other DCBS Managers	In person, e-mail, telephone, written material, presentation	Discuss and coordinate inter-division activities, operations and policies	As needed
DCBS Director, Deputy Dir.	In person, e-mail, telephone, written material, presentation	Provide information and support requested by the Director and Deputy	As needed and as directed

SECTION 7. POSITION RELATED DECISION MAKING

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

Makes decisions regarding prioritizing projects and establishing deadlines for completions of projects, process for completing assignments, and format and accuracy of written information distributed from the division administrator and management team. Judgment is required in reviewing data, analyzing issues, identifying options, and selecting appropriate course of action in response to inquiries (orally and in writing). Must be knowledgeable in the significance or urgent nature of pending issues and current agency priorities, and determines appropriate person to take such action. Results of these decisions affect what information is presented to the division administrator and executive management, as well as the accuracy of the information that is compiled and distributed to agencies, the Governor’s staff, legislators, stakeholders, and the public. Omitted, inaccurate, or inadequate information can have significant impacts on managerial decisions and the reliability of distributed data, thus adversely impacting the agency. Decisions may concern highly sensitive and/or confidential matters involving personnel, procedural, and substantive issues, which require handling situations with diplomacy and tact.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>				
Compliance and Regulatory Mgr 3	0004.650	Established review procedures	Regular	Determine workload and abilities
Business Operations Administrator 2	0004.700	Established review procedures	Regular	Determine workload and abilities

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:

Special Requirements:

Position is subject to a criminal background 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 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 curser at end of a row (outside table) and hit "Enter".

Refer to DCBS CSD Policy FIN-08 Expenditure Approved Authority Thresholds for detail.

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