



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
12/01/25

Agency: Department of Consumer & Business Services

Facility: Salem | DCBS | Edgewater St

☐ New ☒ Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Administrative Specialist 1 b. Classification No: C0107
c. Working Title: Manufactured Structure Ownership Specialist d. PPDB No/WD ID: PPBD: 0004.541
e. Section Title: Statewide Operations, Inspection Services f. Agency No: 44000
g. Employee Name: Vacant h. Budget Auth No:
i. Supervisor Name: Blaine Curry j. Repr. Code: AT
k. Work Location (City – County): Pendleton - Umatilla

l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
m. FLSA: ☐ 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.

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 Statewide Operations, Field Services Section is responsible for performing permitting, plan review and inspection services for the state's jurisdictions in the electrical, plumbing, structural and mechanical programs. It also provides plan review and inspections for the pre-fabricated structures program and manufactured home construction within manufactured home plans. The section includes operations through the Salem office as well as a field office in Pendleton. This section also provides permitting, plan review and inspection services for various individual projects throughout the state where the state has been chosen as the service provider, and provides service support to local jurisdictions intermittently.

- 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 provides administrative support to the Manufactured Home Ownership Documents System (MHODS) Program, reviewing and processing documents, organizing information, materials and systems. This position is responsible for assisting with administrative support functions such as performing a cursory review of plans submitted to ensure all necessary information has been submitted to expedite the plan review process. Assisting with taking in plans and selling a full range of permits to construction contractors and the general public. This position assists with the MHODS process to ensure applications are processed and documents are issued in a timely manner. Provides and receives information, initiates contact with customers, performs data entry compiles data, and information, and creates reports in a confidential manner. Assists other programs in the Statewide Services Section (SWS) as needed.

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	NC	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.

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

			<ul style="list-style-type: none"> • 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. • Maintains confidentiality due to nature of work being performed.
80	NC	E	<p>Organizes and maintains the Manufactured Home Ownership Documents System (MHODS) and Manufactured Dwelling Program's filing system. Verifies and records information for the sales, change of location, security interest, and all other application variations as they pertain to the ownership of document of a manufactured dwelling (MFD); obtains appropriate approval signatures; ensures ownership information is recorded in the program tracking system; and issues and/or replaces ownership documents, maintains ownership records, and processes move applications.</p> <p>Assists public and staff by resolving problems through discussion. Answers daily questions regarding MHODS and a variety of other programs via telephone, email and in person. Connects customers to with appropriate program staff when necessary. Refers code-related or technical questions to appropriate inspector or manager. Receives and distributes mail, archives appropriate records according to the retention schedule, assists and prepares monthly reports.</p> <p>Provides support to the Program Manager to include replying to program inquiries and general billing questions. Provides assistance to counties, other state agencies, manufacturers, dealers, home owners, security interests, and mortgage and escrow companies on the document ownership system, and in statute, rules and procedures. Provides general administrative support to the MHODS and Manufactured Dwelling Program to include filing, data entry pertaining to HUD label information. Maintains most current versions of procedures, including "user" desk manuals, for the ownership document system.</p> <p>Reviews documents for proper completion and accuracy against policy and/or computer generated reports. In reviewing documents, incumbent uses Oregon Revised Statutes, Oregon Administrative Rules, and division and department policies and procedures. Determines timeliness and completeness of documents and initiates follow-up if additional information as needed. Coordinates and tracks the efficient flow of documents and/or requests requiring action through an established process ensuring that section deadlines for action are met.</p> <p>Receives, reviews, and directs incoming mail for the section. Determines mail needing further research and response and that needing the immediate attention of the Program Manager, or others. Responds to items not requiring supervisory review or resolution.</p>
10	NC	E	<p>As a backup, provide cursory review of construction plans and permit applications for a variety of programs, calculating fees and informing customers of any necessary, but missing or incomplete information and describe how to obtain information and why it is necessary, interpreting a variety of administrative procedures, providing customer service, prepares correspondence and reports. Reviews documents and fees needed to be submitted in order to complete the request.</p>

			<p>Based on information provided and permit criteria, determine if permit is to be sold and the type of permit, acquire necessary approval and signature; determine permit fees and other fees as required to issue permits; receive and record monies. Process permits and give to appropriate inspector for review and inspections. Maintain secured inventory and control of permits for programs under BCD jurisdiction. Maintain electronic tracking log, review work and statistics associated with permits and inspections and explain policies and procedures.</p> <p>Supports the development of systems and forms to ensure efficient flow of information and work. Assists with the review and finalization of instructional procedure manuals for permit programs.</p> <p>Daily answer phones, and when necessary transfer to appropriate employee. Help customers with questions. Receive and distribute mail, archive appropriate records according to the retention schedule, assist and prepare monthly reports.</p>
10	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 working on a hybrid basis once the incumbent has gained the proficiency to perform work independently; however, regular scheduled office hours are also required.

Office environment. Frequent short notice and short timeframes for initiating and completing projects. Multiple projects must be worked on at the same time.

a. Physical Activities

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

b. Physical Requirements

- ☒ Sedentary Work ☐ Light Work ☒ Medium Work
☐ Heavy Work ☐ Very Heavy Work

c. Visual Activity Requirements

- ☒ Machine Operators (including inspection), Inspection, Close Assembly, Clerical, Administrative
☐ Machine Operators (without inspection), Mechanics, Skilled Trades-people
☐ Mobile Equipment Operators
☐ Other – Driving

Must handle multiple demands and have the ability to resolve priority and scheduling conflicts in a sensitive and professional manner.

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, applicable Administrative Rules relative to the manufactured home document ownership program
Building Codes Division policies and procedures
Desk and Computer Manuals

b. How are these guidelines used?

Used in responding to questions from manufacturers, dealers, lenders, mortgage companies, counties, and other agencies, or the general public.

Completed permit applications must be reviewed to determine if permit can be issued, statute, rules, licensing database and processing manuals are referred to as to not issue permits to those who are not properly licensed which in turn may cause enforcement issues.

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".			
Division Staff	Phone, in person, mail, email, fax	Provide and receive information	Daily
Other Agencies	Phone, in person, mail, email, fax	Provide and receive information	Daily
Local/State Officials	Phone, in person, mail, email, fax	Provide and receive information	Daily
Industry Representatives	Phone, in person, mail, email, fax	Provide and receive information	Daily
General Public	Phone, in person, mail, email, fax	Provide and receive information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Judgment is required in answering questions, referring callers and requests, reviewing reports and other information, and determining which situations require immediate attention and response. Results of these decisions affect what information is presented/available to the Section Manager/Asst. Manager (i.e. Program Manager) and others in making division program, policy, and prioritization decisions. Missing, inaccurate, or inadequate information or actions inappropriate to the situation can have critical impacts on managerial decision-making.

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".				
Compliance and Regulatory Manager 2	0004.071	General supervision and performance appraisal	As needed	Accuracy, adherence to deadlines, conformance to State and Federal laws, Administrative Rules, codes, and agency policies and procedures.
Compliance and Regulatory Manager 1	0004.053	General supervision and performance appraisal	As needed	Accuracy, adherence to deadlines, conformance to State and Federal laws, Administrative Rules, codes, and agency policies and procedures.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0
- 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:

Knowledge of building construction plans, and associated terminology; applicable codes, administrative rules or statutes, permit requirements and licensing requirements would be helpful.

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
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

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date