State of Oregon  
Department of Administrative Services  
Position Description

This Position is:
☐ Mgmt Service-Supervisory  
☒ Mgmt Service-Managerial  
☐ Mgmt Service-Confidential  
☐ Classified  
☐ Unclassified  
☐ Executive Service

*** PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM ***  
☐ New  
☒ Revised

SECTION 1. POSITION INFORMATION

a. Class Title: Operations & Policy Analyst 3  
b. Class No.: X0872

c. Effective Date: March 1, 2020  
d. Position No.: 0004.664

e. Working Title: Electrical Code Specialist and Trainer  
f. Work Unit: Training

g. Agency No.: 44000  
h. Agency Name: DCBS

i. Employee Name: Vacant  
j. Work Location (City-County): Salem, Polk

k. Position: ☒ Permanent  
☐ Seasonal  
☐ Limited Duration  
☐ Academic Year

☼ Full Time  
☐ Part Time  
☐ Intermittent  
☐ Job Share

l. FLSA: ☒ Exempt  
If Exempt: ☐ Exec  
m. Eligible for Overtime: ☒ Yes ☐ No

☐ Non-Exempt  
☐ Prof  
☒ Admin

SECTION 2. PROGRAM/POSITION INFORMATION

a. Describe the program in which this job 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; Oregon Health Insurance Marketplace; Ombudsman for Injured Workers and Small Business Ombudsman. The department provides shared services to all divisions through the Director’s Office, Central Services Division, and Employee Services. The department also includes the Workers’ Compensation Board.

The Building Codes Division 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. In addition to its Salem headquarters, the division maintains two full-service field offices in the state.

The Training Program is responsible for operation of the division’s statewide training program for inspectors. This includes development and delivery of code change, skill enhancement, and other training required or offered by the division for building officials, inspectors, plan reviewers and other building department personnel. The program coordinates with the policy section to determine required training needs and coordinates with local building officials in
order to be responsive to training needs of local government.

b. Describe the purpose of this position, and how it functions within this program, by completing this statement:

The purpose of this job/position is to . . .

This position serves as the one of the state's primary experts on the electrical code requirements found in the Oregon Residential Specialty Code and the Oregon Electrical Specialty Code. The Electrical Code Specialist participates in activities related to development and interpretation of statewide building codes, providing technical assistance to division staff, other agencies, boards, local jurisdictions and the public relating to electrical installations in Oregon. Provides interpretation of the state's licensing requirements for electrical contractors, licensed electricians and the general public. Researches and develops the division's position on legislation affecting electrical codes, product standards and licensing requirements in Oregon. Responsibilities may include providing occasional Electrical and Elevator Board support; developing and drafting statewide code interpretations, providing technical guidance on the adopted codes and product standards to builders, designers, homeowners and other stakeholders, preparing and providing certification training and continuing education to license holders, inspectors and plans examiners, and preparing information for local jurisdictions and the industry, providing mitigation of issues between contractors, inspectors and local jurisdictions, and reporting and letter writing.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ongoing:</strong> Performs duties of the position in a manner which promotes customer service, including treating people with courtesy and respect; follows through on promises/commitments; demonstrates promptness, flexibility and cooperative efforts in problem solving; and explains procedures/technical requirements in a tactful, clear and concise way. The incumbent will also demonstrate effective team participation by showing a willingness to assist and support others; developing a good working relationship with division employees; active participation in accomplishing group projects; accepting constructive criticism and suggestions and makes an effort to improve performance; contributes to a positive and productive work atmosphere; promotes diversity in the work force and the performance of duties; and actively participates in a constructive manner to identify and resolve problems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ongoing:</strong> 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>45%</strong></td>
<td>Serves as one of the division's experts in the Oregon Residential Specialty Code electrical installations requirements and in matters relating to the Oregon Electrical Specialty Code. Assists in the development and implementation of policies, procedures, priorities, and training to carry out division objectives. Directs the portion of the state building code related to electrical installations and product approval, electrical related rule and code adoption process, interpretation and the coordination of consistency and uniform administration by state and local jurisdictions. Writes and interprets policies, rules, statutes and code changes relating to Oregon’s adopted codes. Writes and maintains statewide code interpretations. Evaluates the quality of services, and determines and directs improvements as needed. Prepares and presents division training on the electrical program requirements for certification and continuing education, and assists in creating consistency to the construction industry, local jurisdictions and the public. Performs field evaluations of individuals in residential dwelling code electrical in-training programs. Provides recommendations for improved processes, training, and corrective measures to improve code consistency and public safety statewide. Provides training in various forums and locations including one on one training and evaluation with applicants and new inspectors, continuing education, code forums around the state, and industry or stakeholder-sponsored meetings.</td>
<td></td>
</tr>
<tr>
<td><strong>40%</strong></td>
<td>The person in this position serves as one of the division's primary representatives in assessing the impact and developing the division's position on legislation affecting residential electrical construction and commercial electrical requirements in Oregon. Represents the division before interest groups and the public regarding the division's position on state and federal legislation relating to the electrical codes, standards and licensing. Provides consultation to stakeholders. Determines code violations for regulatory purposes. Provides expert analysis of electrical related issues. Makes oral and written reports to executive staff, other state divisions or agencies, advisory boards, the legislature, and the public on building code issues.</td>
<td></td>
</tr>
</tbody>
</table>
05% Represents the division at meetings of National code making bodies involved in the State of Oregon electrical code development process. Represents the division on code change committees of organizations such as the Oregon Home Builders Association, and Oregon Building Officials Association. Evaluates results, prepares reports, and recommends code related changes.

10% Other duties as assigned including assisting staff with various projects/activities to meet the division's work demands. Some travel may be necessary for all BCD positions given that the division operates multiple field offices and periodically must address workload issues.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

The person in this position deals with issues where there are controversial, heated, and highly political discussions and must be able to objectively facilitate to achieve consensus. The person in this position speaks on behalf of the Administrator's position on any issue. Travel is required. The person in this position must have excellent communication skills.

a. Physical Activities
   (x) Climbing   (x) Balancing   (x) Stooping
   (x) Kneeling   (x) Crouching   (x) Crawling
   (x) Reaching   (x) Standing    (x) Walking
   (x) Pushing    (x) Pulling     (x) Lifting
   (x) Fingering  (x) Grasping   (x) Feeling
   (x) Talking    (x) Hearing     (x) Repetitive Motions

b. Physical Requirements
   ( ) Sedentary Work  ( ) Light Work  (x) 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 – Travel
   (x) Driving
   (x) Other -Read voluminous laws, rules and codes - Prepare visual training materials

SECTION 5. GUIDELINES

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

   Oregon Revised Statutes, Administrative Rules, and Administrative Procedures Act.

   Oregon Building Codes (Oregon Residential Specialty Code and Oregon Electrical Specialty Code)

b. How are these guidelines used to perform the job?

   Research, reference, and background for mediation between parties, problem-solving, and decision making
SECTION 6. WORK CONTACTS
With whom outside of co-workers in this work unit must this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive/Management Staff</td>
<td>Phone/Person/Mail</td>
<td>Information/problem solving/decision making</td>
<td>Daily</td>
</tr>
<tr>
<td>Section/Division Staff</td>
<td>“</td>
<td>“</td>
<td>“</td>
</tr>
<tr>
<td>Local Officials</td>
<td>“</td>
<td>“</td>
<td>“</td>
</tr>
<tr>
<td>Other Agencies or Divisions</td>
<td>“</td>
<td>“</td>
<td>“</td>
</tr>
<tr>
<td>Community Organizations</td>
<td>“</td>
<td>“</td>
<td>“</td>
</tr>
<tr>
<td>Industry Representatives</td>
<td>“</td>
<td>“</td>
<td>“</td>
</tr>
</tbody>
</table>

SECTION 7. JOB-RELATED DECISION MAKING
Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

The Electrical Code Specialist must evaluate and interpret statutes and rules relating to building codes. Decisions from this analysis include code interpretation as applied to specific construction situations and effective recommendations regarding changes to building design and construction. The types of decisions made by this position require extensive knowledge of the Oregon Building Codes, especially as it relates to the electrical program requirements. Code and licensing requirements interpretations may impact the cost of a construction project and completion time.

Writes and interprets codes, statutes, and rules and provides advice for conflict resolution. Failure to complete projects in a timely and accurate manner may result in delays of services to customers including applicants for examination, inspectors, building officials, contractors, and the general public.

SECTION 8. REVIEW OF WORK
Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

The Electrical Code Specialist is expected to perform assignments under the general direction and supervision of the Training Manager Principal Executive Manager E (7000.003). Work is assigned verbally or in writing and is reviewed upon completion or if problems occur.

SECTION 9. SUPERVISORY DUTIES  TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE
a. How many employees are directly supervised by this position? None
b. Which of the following supervisory/management activities does this job perform?

- [ ] Plans Work
- [ ] Responds to Grievances
- [ ] Hires/Fires (or Effectively Recommends)
- [ ] Assigns Work
- [ ] Disciplines/Rewards
- [ ] Prepares and Signs Performance Appraisals
- [ ] Approves Work

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION
Any other comments that would add to an understanding of this position:

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

State certification as:
- Electrical Inspector – A-Level
- Residential Electrical Inspector
- Oregon Inspector Certification
Must obtain the certifications as soon as possible but no later than within six (6) months of hire.

This position is subject to a Criminal Background check and a DMV Driving Record 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 in what area, how much (biennially) and type of funds: None

SECTION 11. ORGANIZATIONAL CHART
Attach a current organizational chart. See instructions for detail to be included on the chart.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apointing Authority Signature</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>