



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11.05.2025

This position is:

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

Agency: Department of Consumer & Business Services

Facility: Labor & Industries Building

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Business Operations Administrator 2
b. Classification No: Z7081
c. Working Title: Administrator
d. PPDB No/WD ID: 0004.700
e. Section Title: Building Codes Division
f. Agency No: 44000
g. Employee Name:
h. Budget Auth No: 510720
i. Supervisor Name: Alana Cox
j. Repr. Code: MESN
k. Work Location (City – County): Salem – Polk

l. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year 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 1002 employees and has a biennial operating budget of approximately \$835 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 also responsible for examining, certifying, registering and licensing individuals in eleven (11) professions and issuing operating permits for three (3) industries.

The division has a biennial budget of approximately \$56.6 million and a staff of 138 employees (2025-27 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.

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 administrator is responsible for managing all Building Codes Division operations with broad policy direction from the policy boards, the legislature and agency director. This position administers statewide uniform building codes and regulates the building industry in a responsible, moderate, and constructive way, listening to and balancing, with the confines of the law and policy, the often conflicting desires of the public and industry regarding building design, construction, safety and energy conservation. This position is responsible for overall direction, policy, and administration of the division in carrying out its regulatory functions in a manner consistent with the director’s policies and priorities. The administrator is responsible for managing both internal and external relations in a way that is mindful of the dynamics of state government. As primary spokesperson for the division, the incumbent is often involved in a variety of legislative proposals, working with interested groups to seek consensus, testifying before the legislature and making presentations to other government and civic groups.

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
20%	NC	E	<p>Executive Leadership Team Report directly to the agency director and serve as a member of the DCBS Executive Management Team to contribute to the overall agency strategic planning, goal setting, policy determination, and provide mindful and effective recommendations for resolution of agency-wide issues.</p> <p>Serve as the expert resource on issues related to building design, construction, safety and energy conservation and provide the Executive Leadership Team with division updates, including information regarding legislation or other issues that may have impact across the agency.</p> <p>Communicate and support agency decisions within the Building Codes Division to ensure all BCD employees have a clear understanding of the purpose of BCD and the important work they do to support the vision of the agency. Implement policy decisions and changes as determined by DCBS director and executive team.</p>
40%	NC	E	<p>Leadership and Oversight:</p>

			<p>Administers statewide uniform building codes and regulates the building industry in a responsible, moderate, and constructive way, listening to and balancing, within the confines of the law and policy, the often conflicting desires of the public and industry regarding building design, construction, safety and energy conservation.</p> <p>Develops and maintains good working relationships with local governing bodies of all of Oregon's counties and cities; Oregon's construction industry; and all other state and federal agencies interacting with BCD.</p> <p>Develop and implement effective policies and procedures consistent with the protection of consumers. Provide leadership, oversight and guidance to management and professional staff responsible for the adoption and administration of uniform standards for construction or installation of buildings, structures, and equipment that safeguard the health and safety of persons and property in Oregon.</p> <p>Directs activities relating to certification, training and licensing to ensure competency of persons engaged in related trades and businesses: e.g. plumbing, electrical, manufactured structures, structural, mechanical, boilers and elevators.</p> <p>Serve as an advisor on multi-jurisdictional issues to division, department and statewide leadership. Work with various policy boards and public groups in developing administrative rules and legislation.</p> <p>Ensure director is apprised of significant issues. Participate in discussions of problems and develop solutions with other division managers. Oversee development of legislative concepts and division benchmarks involving building code matters. Establish procedures to implement legislation and administrative rules.</p>
20%	NC	E	<p>Perform Supervisory Functions: Provide strategic vision and direction for division management and staff. Determine and establish direction, purpose, scope and divisional goals in accordance with statutes and rules, formal working agreements with regulatory agencies and other agreements. Ensure implementation of objectives and missions of the department and division. Regularly meet with managers and staff to set policies and procedures in response to changes in federal and state laws, rules and urgent issues, and changes in the industries.</p> <p>Develop and maintain a high performing work team characterized by respectful and productive relationships within the team, and with other employees. Provide section managers with training, clear counsel and guidelines in management of their sections. Plan, assign, prioritize, delegate and review work products.</p>
10%	NC	E	<p>Public Policy and Legislative Expectations: Serve as the key spokesperson involved in a variety of legislative proposals, working with interested groups to seek consensus, testifying before the legislature and making presentations to other government and civic groups. Ensure stakeholders continue to communicate their strong trust and that they are able to provide effective input and report high levels of satisfaction.</p>

			<p>Present public policy issues before both houses of the legislature to ensure the legislature continues to communicate a high level of trust in agency.</p> <p>Provide input to assist in public policy development. Oversee development and deliver bill and fiscal analysis of legislation impacting building design, construction, safety and energy conservation.</p>
5%	NC	E	<p>Budget Execution: Direct and monitor the development and execution of the division's biennial budget according to policy and law, ensure agency and division measures are in place for expending state funds. Operate division activities within legislatively approved limits. Review fund balances and participate in development of fund assessments annually to ensure adequate funding for efficient division operations.</p>
5%	NC	E	<p>Performance Measurement Establish performance standards and measure progress towards meeting performance goals applicable to the program. Track relevant measures to assist the administration and legislature to determine patterns of growth, funding needs and workload needs.</p>
Ongoing	NC	E	<p>Perform 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.</p> <p>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.</p> <p>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 diversity the workforce.</p> <p>Other duties may be assigned by the director to ensure that the mission and objectives of the division and department are met.</p>
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.

Typical open state government office environment. Requires moderate amount of in- and out-of-state travel for collaboration, training and meetings/conferences. Occasional evening and weekend work may

be required. Requires a valid Oregon driver's license or other acceptable alternative transportation methods.

May deal with angry people who are in disagreement about division policies or interpretation of the law. Occasionally subjected to pressure by investigative reporters for print and electronic media in search of a story, or by state and federal legislators or staff on behalf of constituents.

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

BCD, DCBS and DAS Policies and Procedures

Federal HUD statutes and regulations

Industry Guidelines including but not limited to:

- International Residential Code (IRC)
- International Energy Conservation Code (IECC)
- American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE)
- National Electrical Code (NEC)
- Uniform Plumbing Code (UPC)
- International Building Code (IBC)
- American Society of Mechanical Engineers (ASME)
- American Society of Civil Engineers (ASCE)
- International Mechanical Code (IMC)

b. How are these guidelines used?

Used to determine legislative and executive direction and internal operation.

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?
Director and Deputy Director, DCBS	Telephone, in person	Information/problem solving, decision making	Weekly, or as needed
Industry representatives, legislators and lobbyists	Telephone, in person	Information/problem solving, decision making	Daily
Building officials, other jurisdiction representatives	Telephone, in person	Information/problem solving, decision making	Daily
Media	Telephone, in person	Information/problem solving, decision making	Daily
Labor unions	Telephone, in person	Information/problem solving, decision making	Daily
Federal and state officials	Telephone, in person	Information/problem solving, decision making	Daily

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

SECTION 7. POSITION RELATED DECISION MAKING

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

This position will establish the vision, mission and goals of the division. This position sets direction for managers and staff to effectively adopt and enforce the statewide building codes.

This position will determine divisional performance goals, establishing jobs to achieve sufficient and efficient organizational structure to achieve goals, conduct strategic planning and initiative development at division level. This position is responsible for effective determination of hiring of executive-level managers and lower-level staff. This position will decide on policy matters for the division.

Issues that have effect beyond the Building Codes Division within DCBS are shared with Director or Deputy Director.

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".

DCBS Director, Agency Head 3	1000.432	Telephone, in person, email	As needed	Review work, provide or exchange information, council and keep Director/Deputy appraised on changes.
DCBS Deputy Director, Deputy/Chief	1000.441	Telephone, in person, email	As needed	Review work, provide or exchange information, council and keep Director/Deputy appraised on changes.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 7
- How many employees are supervised through a subordinate supervisor? 128

b. Which of the following activities does this position do?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Plan work
<input checked="" type="checkbox"/> Assigns work
<input checked="" type="checkbox"/> Approves work
<input checked="" type="checkbox"/> Responds to grievances
<input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Coordinates schedules
<input checked="" type="checkbox"/> Hires and discharges
<input checked="" type="checkbox"/> Recommends hiring
<input checked="" type="checkbox"/> Gives input for performance evaluations
<input checked="" 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:

Unclassified Service Principal Assistant (ORS 240.205 (4)): This position meets the unclassified service criteria in ORS 240.205 (4) and is a principal assistant that manages a major agency organizational component. The position reports directly to an executive or administrative officer. As such, pursuant to ORS 240.205(4), this position has the approval of the Director of Department of Administrative Services to be placed in unclassified service (DAS CHRO Policy 30.000.01) and serves at the pleasure of the agency appointing authority. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

Special Requirements:

Position is subject to a criminal background check.

Extensive experience, knowledge and skills of upper level management practices in private and public sector, including organizational and administrative skills.

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.

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

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Division Areas	54 million per biennium	

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