



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
12/31/2026

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>Compliance & Regulatory Manager 2</u>	b. Classification No: <u>X7144</u>
c. Working Title: <u>ePermitting Manager</u>	d. PPDB No/WD ID: <u>PPDB: 0004.904 WD:000000021896</u>
e. Section Title: <u>ePermitting</u>	f. Agency No: <u>44000</u>
g. Employee Name: <u>Vacant</u>	h. Budget Auth No: <u>539440</u>
i. Supervisor Name: <u>Dawn Bass</u>	j. Repr. Code: <u>MMS</u>
k. Work Location (City – County): <u>Salem – Polk</u>	

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

m. FLSA:	☒ Exempt	If Exempt:	☒ Executive/Supervisory	n. Eligible for Overtime:	☐ Yes
	☐ Non-Exempt		☐ Administrative		☒ No
			☐ Professional		
			☐ 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 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 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 \$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.

The ePermitting Section is responsible for the development, distribution and implementation of a statewide electronic full service building code permitting product that is available for state, county or city use. Program development requires working with software vendors, knowledge of current state building code law, as well as interfacing with a variety of internal and external stakeholders. This section is responsible for all levels of product development from initial needs analysis with a potential adopting agency, through configuration, implementation and end product support for both adopting agencies and end user customers such as contractors, developers and building designers. This section is also responsible for exploring new technologies, including hardware, software and mobile applications that might be useful for ePermitting and the division.

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:

Direct and oversee the work of professional, technical and support staff in the ePermitting Services Section. The position is responsible for the direction, management, and delivery of a statewide electronic building permit system and other jurisdiction permitting services. It manages division resources directly focused in support of the Governor’s streamlining initiative and the division’s mission of administering a uniform statewide building code. The position works as a member of the division’s executive management team to promote the division’s strategic plan. It manages multi-million dollar vendor contracts for ePermitting systems, software, and related services, as well as a set of interagency agreements establishing the division’s service delivery obligations to those agencies.

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	NC	E	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. • Maintains confidentiality due to nature of work being performed.
60	NC	E	Plans and directs the e-Permitting Services Section activities. Establishes section short and long-term goals, policies, procedures, priorities, administrative controls, and reporting and/or monitoring relationships. Evaluates the quality and quantity of section services and activities and determines and implements improvements as needed. Adjusts and redistributes section resources to match service demands or to meet changes in division priorities and needs. Coordinates section activities with other division sections, other divisions, other state agencies, local jurisdictions, boards and commissions. Monitors and controls the section budget within established expenditure limitations and section allocations. Oversees the development and implementation schedule for the various phases and projects within the electronic permitting program. Provides direction to multiple project teams to develop, implement, and track section programs. Evaluates project performance and deliverables to make certain project results meet the intended goal and objectives and satisfy quality standards and stakeholder expectations. Stakeholders include multiple state agencies, local government, and private industry. Serves as principle participant in vendor and product selection. Directs delivery and management of the ePermitting program after initial development and installation. Manages a variety of contracts, including multi-million dollar vendor contracts for systems, software, and related services. Develops interagency agreements establishing the division's service delivery obligations to local government. Directs the "help desk" function, interface with vendor hosting facilities, and ongoing vendor product enhancement process.
20	NC	E	Supervises professional, technical, and support staff; interviewing and selecting staff, evaluating performance, hearing and resolving conflicts and grievances, and determining and initiating disciplinary actions. Ensures the e-Permitting Services Section recruits and retains the most qualified individuals possible.
15	NC	E	As a member of the division's executive management team, assists the administrator and deputy administrator in evaluating the operations and services of the division; adjusting policies, programs, and priorities to meet changing division needs; and developing short and long range strategic plans to meet future needs.
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%			
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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.

As a member of the management team, the incumbent testifies/speaks before government/civic entities. There is a high degree of public interest in the division's operations and interaction with constituent groups.

The job is varied and complex including coordination of training for internal and external customers, system development, vendor relations and management, and stakeholder relations.

Enforcement of building codes in general, and delivery of ePermitting specifically, have the potential of creating both liability and public relations exposure for the division. As a result, the incumbent must be aware of political issues pressing on the division and the impact of various means of compliance.

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 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.

Oregon Revised Statutes, Oregon Session Laws, Administrative Rules, and Executive Department Administrative and Personnel Rules, Department of General Services Rules, Building Codes Division Policies and Procedures, AFSCME and SEIU Collective Bargaining Agreements.

Oregon Building Codes

b. How are these guidelines used?

Used as guidelines for performing work and making job-related decisions. Responsible for interpreting, applying, and participating in the creation of ORS's, OAR's, legislative proposals, and codes.

Research, reference, and background for mediation between parties, problem-solving, and decision making at upper management level in a multi-specialty code administration division.

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 curser at end of a row (outside table) and hit "Enter".			
Executive/Management Staff	Phone/person/mail	Information/problem solving/decision making	Daily
Section/Division staff	Phone/person/mail	Information/problem solving/decision making	Daily
Local Officials	Phone/person/mail	Information/problem solving/decision making	Daily
Other agencies	Phone/person/mail	Information/problem solving/decision making	Daily
Community Organization	Phone/person/mail	Information/problem solving/decision making	Daily
Industry Representatives	Phone/person/mail	Information/problem solving/decision making	Daily
General Public	Phone/person/mail	Information/problem solving/decision making	Weekly
Legislators & Governor's Office	Phone/person/mail	Information/problem solving/decision making	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

Directs the division's e-Permitting programs and systems. Oversees program activities and supervises program staff, including assigning and reassigning resources to meet division needs and determining reporting relationships. Inappropriate decisions have the potential of creating both liability and public relations exposure for the division.

Oversees vendors in the delivery of a multi-year, multi-jurisdiction software development project. Decisions affect the timeliness of project delivery and cost control for the project. Untimely or inappropriate decisions can cause project delays, cost overruns, poor customer services, or failure to meet critical customer needs.

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 curser at end of a row (outside table) and hit "Enter".				
Compliance and Regulatory Manager 3	0004.650	Status reports	As needed	Evaluate performance based upon satisfactory achievement of program goals and objectives

Business Operations Administrator 2	0004.700	Status reports	As needed	Evaluate performance based upon satisfactory achievement of program goals and objectives
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 11
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|---|--|
| ☒ Plan work | ☒ Coordinates schedules |
| ☒ Assigns work | ☒ Hires and discharges |
| ☒ Approves work | ☒ Recommends hiring |
| ☒ Responds to grievances | ☒ Gives input for performance evaluations |
| ☒ Disciplines and rewards | ☒ 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 cursor 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		