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 ***

SECTION 1. POSITION INFORMATION

a. Class Title: Principal Executive Manager E
b. Class No.: MESN Z7008

c. Effective Date: March 1, 2021
d. Position No.: 5000.016

e. Working Title: Statewide Health Enforcement Manager
e. Position No.: 5000.016
f. Work Unit: Oregon Occupational Safety and Health Division, Enforcement
h. Agency Name: DCBS

g. Agency No.: 44000
i. Employee Name: Vacant
j. Work Location (City-County): Salem/Marion

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, through its Oregon Occupational Safety & Health Division (Oregon-OSHA), is responsible for assuring safe and healthful working conditions for Oregon workers through promulgation and enforcement of occupational safety and health regulations, and by providing technical services, education, and consultations to employees and employers. The statewide program is authorized by the Oregon Safe Employment Act (ORS 654.001 - 654.295) and is operated as a comprehensive state plan in cooperation with the Federal Occupational Safety and Health Administration. The division operates from five field offices, one satellite office, a laboratory in Portland and administrative offices in Salem.

Oregon OSHA’s enforcement program insures that Oregon’s occupational safety and health rules are carried out in Oregon’s workplaces. Enforcement activities include unannounced work site safety and health inspections, as part of Oregon OSHA’s scheduled inspection program and responses to complaints or referrals from other agencies. Both public and private sector employers are scheduled for inspections based on Oregon’s statutes and administrative rules. Enforcement staff also conduct fatal and non-fatal accident investigations. Oregon OSHA’s safety enforcement program is directed towards injury prevention for workers. The health enforcement program has the primary focus of preventing occupational diseases and illnesses that can result from exposure to chemical substances or physical agents in the workplace. As part of its enforcement program, Oregon OSHA also operates a nationally certified laboratory.

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 . . .**

As one of the five managers reporting to the division’s deputy administrator the Statewide Health Enforcement Manager is responsible for directing and managing the day to day activities of Oregon OSHA health enforcement staff. The person in this position also formulates and recommends changes in policies, procedures or program directives impacting the enforcement program.
### SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties is 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>20%</td>
<td></td>
<td><strong>Executive Management:</strong>&lt;br&gt;As a member of the Division’s Executive Management Team, directs, manages and coordinates activities, making policy decisions within the Division and setting direction for the organization. Collaborates with the Deputy Administrator in policy development for Oregon OSHA’s uniform statewide occupational safety and health program. Responsible for developing and implementing statewide enforcement policies.</td>
</tr>
<tr>
<td>10%</td>
<td></td>
<td>Provides professional occupational health expertise and guidance to constituents, other public agencies, and division staff. This is accomplished through managing the development of agency policy and procedures, and collaborating with the laboratory manager, field enforcement managers, Standards and Appeals Manager, Statewide Safety Enforcement Manager, Consultation and Public Education Manager and Deputy Administrator.</td>
</tr>
<tr>
<td>40%</td>
<td></td>
<td><strong>Management:</strong>&lt;br&gt;Manages the daily field activities of the health enforcement program. Is responsible for the direct supervision of the field enforcement managers on occupational health issues, and the Oregon OSHA Laboratory. This includes coaching field managers, setting priorities, completing performance appraisals, recognizing staff and addressing personnel issues. Participates in recruitment and screening for hiring of the laboratory, field enforcement managers and enforcement analysts, including establishing hiring criteria and selecting or making recommendations for selection. Determines health staff training requirements, recommends curriculum and assists in implementation. Keeps the deputy administrator apprised of activities in the field, personnel issues and on-going concerns. Directs the goal setting and action planning for Oregon OSHA’s Health Field Operations, evaluates key areas of results and levels of productivity to assure progress in meeting established goals. Analyzes the impact of federal and state legislative, judicial, and administrative changes. Works with the Statewide Safety Enforcement Manager and Policy Manager to formulate, recommend and implement appropriate changes in field program systems, policies and procedures related to the occupational health and safety enforcement program.</td>
</tr>
<tr>
<td>20%</td>
<td></td>
<td>Analyzes industry and demographic data in order to determine best utilization of occupational health enforcement personnel. Coordinates field aspects of emphasis programs to target specialized health problem areas statewide. Evaluates and manages the implementation of Standard Operating Procedures, Program Directives and Compliance Manuals regarding occupational health enforcement. Responsible for evaluating the health enforcement program and occupational health laboratory; assures uniformity, recommends changes, and provides follow-up as required to assure that the agency’s health enforcement and laboratory personnel comply with Oregon OSHA policies and procedures. This is accomplished through directly managing the field enforcement managers and laboratory manager. Assess and address the impact of federal monitoring on Oregon’s health programs.</td>
</tr>
<tr>
<td>10%</td>
<td></td>
<td>Other duties as assigned including leading emergency preparedness activities, managing personal services contracts for medical monitoring and audiometric testing for Oregon OSHA employees, and guiding the division’s occupational safety and health program.</td>
</tr>
</tbody>
</table>
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 criticism and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

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.

### 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.

Works primarily in an office environment. Frequent all-weather travel with some overnight trips. Occasional out of state travel. Infrequent exposure to conditions which include but are not limited to standing for long periods of time, walking over uneven surfaces, climbing, use of ladders and stairs and contact with chemicals and dust.

### 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.


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

These guidelines are used for monitoring activities of the health enforcement program, to make professional, technical and administrative decisions and recommendations, to address personnel and administrative management issues and gather data for statistical analyses of the program.

### 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>Division Management</td>
<td>Written/Oral</td>
<td>Planning, coordination, assistance.</td>
<td>Daily</td>
</tr>
<tr>
<td>Field Enforcement Staff</td>
<td>Written/Oral</td>
<td>Assistance, guidance.</td>
<td>Several times a week</td>
</tr>
<tr>
<td>Central Staff</td>
<td>Written/Oral</td>
<td>Coordination, assistance, guidance.</td>
<td>Daily</td>
</tr>
<tr>
<td>Oregon: State and Local Governments</td>
<td>Written/Oral</td>
<td>Assistance, coordination.</td>
<td>Several times a week</td>
</tr>
<tr>
<td>National: OSHA, Other Agencies</td>
<td>Written/Oral</td>
<td>Assistance, coordination.</td>
<td>Weekly</td>
</tr>
<tr>
<td>Legislators and Staff</td>
<td>Written/Oral</td>
<td>Assistance, coordination, guidance.</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Employers, Employees, Insurer Representatives</td>
<td>Telephone/Meetings</td>
<td>To provide and receive information for program uniformity and dissemination.</td>
<td>Telephone/Daily Meetings/Monthly</td>
</tr>
<tr>
<td>General Public</td>
<td>Written/Oral</td>
<td>Assistance, coordination, guidance.</td>
<td>Several times a week</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.

This position works in conjunction with the Statewide Safety Enforcement Manager, Consultation and Public Education Manager and the Deputy Administrator to make policy and programmatic decisions regarding the operation of the division’s statewide safety and health enforcement program that have significant impact upon agency resources. Decisions will have ramifications that impact private and public sector employers.

This position works with the Oregon OSHA Laboratory Manager to make policy and programmatic decisions regarding the operation of the division’s statewide occupational health laboratory services.

Other decisions are associated with the full range of management duties described in Section 3 including hiring, evaluating employee performance, and personnel actions from recognition to progressive discipline.

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?

Performance is reviewed periodically against the DCBS/Oregon OSHA Management Expectations by the Deputy Administrator, Principal Exec Manager F (5000.675) and through frequent contact to discuss policy, performance, staffing, productivity and other related management issues.

Formal written performance evaluations quarterly .

SECTION 9. SUPERVISORY DUTIES TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? 4 Through Subordinate Supervisors? 36

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:

This position is subject to a criminal background check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. See instructions for detail to be included on the chart.

Employee Signature ________________________________  Date ____________ Supervisor Signature ________________________________  Date ____________