STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/28/2026

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:	Occupational Safety Specialist 2	**b.** Classification No:	C5711
c. Effective Date:	November 1, 2026	**d.** Position No:	5000.048
e. Working Title:	Safety Compliance Officer	**f.** Agency No:	44000
g. Section Title:	Oregon OSHA, Portland Enforcement	**h.** Budget Auth No:	228550
i. Employee Name:	VACANT	**j.** Repr. Code:	OAS

k. Work Location (City – County): Tigard - Washington

l. Supervisor Name: Lucio Amicci

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

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Administrative ☐ Professional ☐ Computer

o. 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 Ombuds Office 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 Department of Consumer and Business Services, through its Oregon Occupational Safety & Health Division (OR-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 Wilsonville, and administrative offices in Salem.

OR-OSHA's enforcement program ensures 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 OR-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. OR-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, OR-OSHA also operates a nationally certified Occupational Health Laboratory.

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 purpose of the safety compliance officer position is to conduct safety evaluations and investigations, and take enforcement action in a broad range of workplaces to ensure employer compliance with the Oregon Safe Employment Act. Conducts technical training and provides abatement assistance for employers and employees.

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	• 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.

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

70%	NC	E	Makes safety evaluations of places of employment in assigned area. On occasion, may conduct a more complex and/or difficult evaluation. Makes safety and health evaluations of considerable variety of places of employment in his/her assigned area using the following criteria: a. Prepares for evaluations by reviewing frequency records, past evaluation activity, compliance history, codes and standards and makes ready all test equipment needed; b. Conducts opening conferences with top management and employee representatives, reviews injury records as required to calculate penalties and to conduct comprehensive inspections; c. Conducts evaluations and investigations of complaints and accidents in both the public and private sector. Detects and evaluates hazards, documents in such a manner as to support the citation, issues notices to stop work until an imminent danger hazard is eliminated, provides technical advice on how to control safety and health problems; d. Reviews all violations and possible penalties with management in closing conference, setting compliance dates. Informs persons of rights under the Oregon Safe Employment Act; e. Researches codes, records violations, evaluates severities, calculates penalties and submits timely accurate reports suitable to support a citation; f. Identifies non-code related safety and health hazards and recommends alternative solutions as part of the expanded enforcement program; g. Uses instruments to sample in hazardous workplace exposures; h. Makes inquiries to manufacturers and consults reference work relating to equipment design, operation and guarding procedures. Researches responses to queries from interested individuals regarding safety and/or health matters. i. Provides compliance assistance as assigned to employers, employees and the public on a variety of safety and health issues through abatement assistance, off-site services, pre-job conferences, distributing printed material, giving speeches, conducting seminars and delivering training.
30%	NC	E	Performs administrative and professional duties as follows: a. Operates assigned office vehicle, maintains accurate log of travel and submits timely reports. b. Reviews and studies codes and standards. c. Researches and keeps current on technical literature. d. Provides training for new and existing division staff in areas of expertise. e. Receives training to increase knowledge, skills and abilities. f. Calibrates and maintains instruments. g. Preforms other duties as assigned.
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.

Exposed to any and all physical/environmental safety and health conditions found in Oregon workplaces. Drives to workplaces within assigned area in a variety of weather conditions. May stand for long periods of time, walk over uneven surfaces, climb using ladders and stairs and bend and stoop. May require after-hours work-related activities such as speaking engagements, training sessions, or completion of an inspection. May come in contact with irate, hostile or antagonistic people who may respond to the potential of an enforcement action with verbal abuse or threats of physical harm. May be called upon to work nights, weekends and holidays with minimal notice. May come in contact with

accident victims, their family members, and witnesses. May view accident victims, either on site, in a hospital or morgue and come in contact with victim's family members. Must have an acceptable driving record. Occasional out-of-state and overnight travel is required. Works a flexible work schedule.

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.

Examples include, but are not limited to: State of Oregon Statutes, Safety and Health Codes, Administrative Rules, Standard Operating Procedures, Compliance Manual, Industrial Hygiene Field Operations Manual, state and federal information memos, Division policy memos, Program Directives, SAVE Manual, and the Oregon .

b. How are these guidelines used?

These guidelines are used to make evaluations to support legal citations. They are used to provide the employer with information on how to comply with the law. They are used to maintain the program within guidelines of Oregon statutes. They are also used to account for this activity.

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".*			
Division Management	Phone or Personal Contact	For instructions, information or reporting.	Daily
Employers	Phone or Personal Contact	In making safety evaluations and/or providing training.	Daily
Employees and Employee Representatives	Phone or Personal Contact	Reporting hazards and taking complaints.	Daily
Public Officials	Phone or Personal Contact	For compliance with the law and for information.	Weekly
Other Agencies	Phone or Personal Contact	For gaining compliance with the law or information.	Weekly
Peers	Phone or Personal Contact	Exchange of information.	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Evaluating health and safety programs, injury records, workplace design, physical hazards, chemical hazards, work practices, training and adequacy of supervision for compliance with the Oregon Safe Employment Act. Must decide on the corrective measures to control hazardous conditions. Decisions can result in stopping work to prevent life-threatening exposures, installing very expensive control measures, assessing penalties of thousands of dollars per inspection, and initiating changes in safety and health programs that can prevent many serious injuries or illnesses and related expenses. Decides whether to propose citations, or when to recommend work stoppage by posting a Red Warning Notice, to protect workers against immediate injury.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Occupational Health & Safety Manager 1	003.095	In person, by phone, by email	Regularly	to assure legal and technical accuracy

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

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR <u>SUPERVISORY</u> POSITIONS ONLY

a. How many employees are directly supervised by this position? _____
How many employees are supervised through a subordinate supervisor? _____

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

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

This is the second level of a three-level series. The incumbent is expected to conduct evaluations and to give abatement assistance in a broad range of technical situations. The use of some industrial hygiene sampling equipment is necessary. On occasion, there will be internal or cross-training assignments, as well as training put on for employers and employee groups. The position requires knowledge of safety and health principles. Speaking skills and testimony at formal hearings are required. Skills are needed in motivating employers and employees to improve work-place safety on their own. Skills are needed in dealing with angry or nervous people.

This position is eligible for remote work part-time, once the incumbent has gained the proficiency to perform work independently. The incumbent may occasionally be asked to work from the office on an as-needed basis.

Special Requirements:
Position is subject to a criminal background check.

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 curser 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