



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
5/23/2025

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:	<u>Occupational Safety Specialist 3</u>	b. Classification No:	<u>C5711</u>
c. Working Title:	<u>Occupational Safety Consultant</u>	d. PPDB No/WD ID:	<u>5000.049</u>
e. Section Title:	<u>Oregon OSHA</u>	f. Agency No:	<u>44000</u>
g. Employee Name:	<u>VACANT</u>	h. Budget Auth No:	<u>1283240</u>
i. Supervisor Name:	<u>Trena VanDeHey</u>	j. Repr. Code:	<u>OAS</u>
k. Work Location (City – County):	<u>Pendleton - Umatilla</u>		
l. Position:			
☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year			
☐ Full-Time ☐ Part-Time ☐ Intermittent ☐ 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 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.

The purpose of the Consultative Services Section is to encourage and assist all Oregon employers and employees, especially those in high hazard industries, to voluntarily achieve and maintain a safe and healthful workplace and comply with state and federal safety and health regulations. This is accomplished by providing the statewide safety, industrial hygiene and ergonomic consultation program for the assessment of workplace safety and health hazards, review of engineering controls for hazard abatement, development of safety and health management programs and delivery of training and education programs.

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 occupational safety consultant performs technical work involving the application of safety engineering principles for the prevention and control of occupational safety hazards. The occupational safety consultant works with employers, managers, employer associations and employees to develop voluntary methods to provide safe and healthful workplaces.

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			- 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.
50%	NC	E	Independently or as a member of a team conducts consultative safety surveys and analysis of Oregon workplaces to provide assistance in the identification control and elimination of occupational safety hazards. Provides consultative assistance to aid employers in their efforts to comply with state and federal occupational safety and health standards, and rules.

			Assists in the design of a system for recognition and elimination of existing and future occupational safety hazards including hazards which are recognized as risks to employees but which are not directly covered by OSHA or OSEAct standards. a. Conducts research on unique problem situations using the Oregon Safe Employment Act, ANSI and other appropriate standards for resolution of complex safety problems. b. Evaluates the effectiveness of proposed and existing safety and health control measures. c. Prepares and delivers recommendations to representatives of organizations. d. Prepares for evaluations by reviewing frequency records, past evaluation activity, compliance history, codes and standards, and technical literature. e. Conducts follow-up consultation to assist employers in implementation and correction of injury and illness prevention plans/programs, and/or correction of hazards. f. Completes accurate, computer-generated technical reports and communications to be used by the consultation section and section clients. g. Works as lead/and or member of SHARP teams assisting employers in improving their safety and health programs. Evaluates the employer's program and makes recommendations for change. Recommends SHARP status and renewal if appropriate. h. Assigns own work from information stored in the division computer backlog.
20%	NC	E	Reviews the employer's safety and health management program for adequacy and effectiveness. Assist the employer in developing or improving programs or improving program elements.
10%	NC	E	Identifies training needs/deficiencies and delivers the appropriate programs to educate and train employers, employees and the public in occupational safety and health.
10%	NC	E	Researches and responds to queries from the public regarding occupational safety and/or health matters.
5%	NC	NE	Assists in the development and implementation of special programs and projects. May assist in the development and delivery of promotional programs.
5%	NC	NE	Performs administrative duties, including but not limited to: Completes all internally required reports. Completes all necessary paperwork required by Division. Performs 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. Occasional out of state and overnight travel is required. Must have an acceptable driving record. Works a flexible work schedule.

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.

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 from all State agencies; Federal Rules from OSHA; EPA; Agriculture; National Consensus Standards such as NIOSH, ANSI, NFPA; OR-OSHA program directives and manuals.

b. How are these guidelines used?

These are reference materials and rules that are interpreted and applied to analyze or evaluate workplace safety hazards.

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 cursor at end of a row (outside table) and hit "Enter".			
Contractors, Employers, Owners, Managers, Employees	Verbal/ Written	Rule interpretation, consultations, solving technical issues, so that occupational safety and health information is provided about the workplace.	Daily
Oregon Citizens	Verbal	Information requested regarding safety hazards.	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Decision: Resolve technical and controversial occupational safety hazards and engineering control issues. Evaluate safety and health programs. Interpret the intent of occupational safety and health rules to our clients and/or their workers who are not safety or industrial hygiene professionals.

Effect: Protect workers and provide the division's staff and Oregon employers with guidelines or alternative long-term solutions to specialized safety and health problems.

Assist employers in effective safety and health management plan development. Provide uniformity of application of rules and regulations by division staff.

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".				
Occupational Health & Safety Manager 1	5000.156	In person/ email/ phone	As needed/ Quarterly	Discuss progress of projects, side-by-side ride-along consultations, Quarterly discussions are held to assess efforts made to meet section goals and key result areas of consultation performance.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY 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 | ☐ 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.

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 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		