



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
10/8/2025

Agency: Department of Consumer & Business Services

Facility: Labor & Industries Building

☒ New ☐ Revised

This position is:

- ☐ Classified
☐ Unclassified
☐ Executive Service
☒ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Occupational Health and Safety	
a. Classification Title: <u>Manager 1</u>	b. Classification No: <u>7485</u>
c. Effective Date: _____	d. Position No: <u>5000.XXX</u>
e. Working Title: <u>Appeals Manager</u>	f. Agency No: <u>44000</u>
g. Section Title: <u>Oregon OSHA</u>	h. Budget Auth No: _____
i. Employee Name: <u>VACANT</u>	j. Repr. Code: <u>MMS</u>
k. Work Location (City – County): <u>Salem – Marion</u>	
l. Supervisor Name: <u>Jennifer Stewart</u>	
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 and 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 education and consultation 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 purpose of the Appeals Section is to oversee the contested case process for enforcement inspections, through the implementation and interpretation of Oregon-OSHA's uniform statewide safety and health rules and standards in accordance with state and federal rules, regulations, and statutory provisions.

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:

As one of two managers reporting to the division's Policy Manager, this position directs and oversees the work of professional, technical and support staff in the Appeals Section. This position is responsible for overseeing the contested case process of the enforcement program including processing the appeal request, providing opportunities for a conference with the employer which may result in a settlement, evaluating consistent statewide interpretation of rules and policies, and coordinating with the Department of Justice to provide guidance on Oregon OSHA's position on cases in front of the Administrative Law Judge at the Worker's Compensation Board.

The position monitors the activity of the unit including appeals costs, appeals rates, settlement metrics and other indicators of program performance. In evaluating the program, this position recommends strategic initiatives and policy changes to division leadership. Additionally, the position is responsible for the implementation and monitoring of any strategic initiatives that impact the section.

This position is also responsible for managing and fostering external relationships with Oregon OSHA's stakeholders and Federal OSHA staff in the San Francisco Region.

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	N	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.
30%	N	E	Management: - Manages professional, technical and support staff in the Appeals Section; interviewing and selecting staff, evaluating performance, hearing, and resolving conflicts and grievances, and determining and initiating disciplinary actions. Provides direction to and supervises the Appeals Section. Ensures the Appeals Section recruits and retains the most qualified individuals possible, emphasizing affirmative action/equal employment opportunity recruitment, selection, and retention. - Evaluates the quality and quantity of section services and determines and directs improvements as needed. Adjusts and redistributes section resources to match service demands or to meet changes in law, local participation, or Division priorities and needs. - This position is responsible for developing and implementing strategies to ensure the efficient and effective administration of the appeals section. This includes being responsible for implementing changes to be responsive to budgetary concerns, quality assurance feedback, legislative changes, implemented strategic initiatives and renegotiated compliance metrics with federal OSHA. - Directs the Oregon OSHA appeals process, interpretation, and the coordination of consistently uniform application of the safety and health standards throughout the state. Coordinates section activities with the enforcement program regarding interpretation, conflict resolution, compliance, and issues of mutual concern.
30%	N	E	- Plans and oversees the contested case process including review of settlement proposals on Division matters related to settling unresolved appealed enforcement inspection citations relating to violations of safety and health regulations. - When needed to support the unit, will represent the agency at informal conferences with employers used to clarify observed violations; discuss related safety and health requirements; correct errors; narrow issues, explain the penalty system, negotiate a settlement agreement on disputed citations that have not become a final order, and reduce any proposed civil penalties as part of a settlement agreement. Explains agency policy and rule interpretations to assist and guide employers through the appeal process. Consults with and provides assistance to compliance officers during the informal conference. Assures consistency and uniformity with other agency citations. Reviews case files to determine if inspection evidence supports the citation, assesses rule application and the validity of the citation to determine rule violations for regulatory purposes. Provides feedback on the uniform application of Oregon safety and health standards to compliance officers, enforcement managers, and executive managers. - Assists Oregon Department of Justice attorneys in the preparation of Oregon OSHA contested case hearings. Reviews Oregon OSHA opinions and orders from the WCB hearings Division, Oregon Court of Appeals, and the Supreme court. Evaluates findings and makes oral or written reports or comments with recommendations to executive staff. - Provides back-up support to all the activities of the Appeals Section.
15%	N	E	Develops statistical reports; uses statistical information to make decisions about workloads, staffing, and tracking of costs associated with Department of Justice billing.

			• Monitor and adapt processes to align with required performance measures by Federal OSHA. • Identifies opportunities to improve legal sufficiency of inspection cases, and provide support to the training section in developing or improving staff education programs.
10%	N	E	Demonstrates a working knowledge of the division's and department's mission, values, and programs. Specifically: Demonstrates a working knowledge of the enforcement and policy programs. Represents the division in meetings both internally with other DCBS divisions and externally with stakeholders, partner agencies, the Department of Justice and Federal OSHA.
10%	N	E	Works with other managers in the division to share ideas, look for new and better ways of doing work, identify and solve problems, manage and effectively utilize resources (staff and equipment), and make decisions based on what is best for the division/department.
5%	N	NE	Other duties as assigned including assisting staff with various projects/activities to meet the division's work demands. Assists the Standards and Technical section with quality assurance reviews of inspections, as needed.
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.

Frequent all-weather travel with some overnight trips.

Moderate exposure to industrial safety and health hazards during contacts with industry and labor.

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

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 Safe Employment Act, federal Occupational Safety & Health Act, State and Federal Health and Safety Regulations, Oregon Administrative Rules, Consultative Services Reference Guide, Field Inspection Reference Manual, Industrial Hygiene Field Operations Manual, Program Directives and other interpretations, Standard Operating Procedures, Integrated Management Information Systems, Collective Bargaining and State Personnel Rules and Policies, and other governmental agency rules and statutes, e.g., Department of Environmental Quality, Oregon Health Authority, Oregon Department of Agriculture, and so forth.

b. How are these guidelines used?

For monitoring the service activities, addressing safety, health and personnel issues, and as a reference when explaining professional, technical and administrative decisions, or making recommendations to individuals inside and outside of the organization.

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".			
Division Management	Written/Person	Coordination, assistance.	Daily
Field Staff	Phone/Written	Assistance, guidance.	Daily
Central Staff	In Person/Written	Coordination, assistance, guidance.	Daily
Oregon: State and Local	Phone/Written/Person	Assistance, coordination.	Several times a week
Employers, Employees, Insurer Representatives	Telephone/Meetings	To provide and receive information for program uniformity and dissemination.	Telephone/Daily Meetings/ Weekly
Public	Phone/Written/Person	Assistance, coordination, guidance.	Several times a week
OR-OSHA Staff	Telephone/Meetings	To provide uniformity and information.	Telephone/Daily Meetings/ Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Administrative, policy, settlements or case disposition, and technical decisions on matters related to the statewide operation of the enforcement programs. Results of decisions may have significant impact on the utilization of division resources and statewide policy implications.

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".				
OHSM2	5000.052	In person/Phone/Email	Frequently	discuss case evaluation, settlement discussions, staffing, productivity, and other related management issues.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 6
How many employees are supervised through a subordinate supervisor? 0
- 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:

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 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
Samantha Powell

Appointing Authority Signature

Date
1/21/2026

Date

Supervisor Signature

Date