



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
7/10/2025

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

a. Classification Title: Supervising Executive Assistant b. Classification No: 5000.094
c. Working Title: Assistant Business Manager d. PPDB No/WD ID: 5000.094
e. Section Title: Oregon OSHA f. Agency No: 44000
g. Employee Name: _____ h. Budget Auth No: 226540
i. Supervisor Name: Matt Marheine j. Repr. Code: OAS
k. Work Location (City – County): Salem - Marion

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 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 division operates from five field offices, one satellite office, a laboratory in Wilsonville, and administrative offices in Salem.

- 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:**

This position assists Executive management in the development of business and data policies and represents the division in agency policy and committee meetings. This position assists the Administrative Services Manager in providing centralized support for the fiscal and business coordination, computer and data services, facilities management and records management activities for Oregon OSHA. This position directly supervises seven staff who provide records management, citation-processing services.

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.
55%			Your role is to manage people. Your job is to help employees to be successful, to set expectations, coach, counsel, provide feedback, establish priorities, communicate, delegate, recognize and to be a resource. Administration is a large part of what you do. As a member of OR-OSHA’s management team, you are expected to work with other managers to share ideas and make decisions that have a positive impact on OR-OSHA specifically and state government, generally. The OR-OSHA management expectations serve as the measure of your performance as a manager. Supervision Management:

		Manages the Division's records management and citation processing staff; conducts interviews, selects new employees, provides orientation and training for new employees and coaching, counseling and feedback to all employees; assigns work, reviews work for quality and consistency, and observes and evaluates employees; communicates expectations and discusses with employees policies and decisions that affect them or impact their work; establishes and communicates priorities; accurately and fairly evaluates employee performance; develops and monitors performance management plans; works with each employee to formulate an individual development plan; recognizes individuals and groups for exemplary work; approves leaves and travel expenditures; manages a training budget and approves training requests; addresses personnel issues timely, appropriately, consistently and fairly; initiates the progressive discipline process when appropriate. Involved in the administration and liaison needs of the Administrative Services Unit and assumes responsibility of the Administrative Services Manager in her absence, supervising the purchasing, fiscal coordination, facility coordination and computer support staff.
30%		Division Policy and Planning This position develops and implements administrative policies and procedures to be administered consistently in field office operations. This position assists the Administrative Services Manager (an Executive Services Position) with the administration and operation of a critical program for the State of Oregon. This position is involved in the coordination of internal and external communication, the representation of the program to other governmental agencies and the involvement in evaluating, monitoring and planning for the program. This position serves as a member of the Division's management team and participates in the development and implementation of the Division's Federal Strategic Plan and Annual Performance goals and objectives. Responsible for assuring annual performance plan goals for the records management and citation processing units are met. This involves analyzing outliers and implementing plans to address deficiencies. Represents the Administrative Services Manager at agency policy meetings that result in business and/or data process improvement, policy development and coordination of division activities. These may include: Purchase coordinator's meetings, travel coordinator's meetings, budget planning, Information Management; Data Processing Service Request, Data Security, Data Steward and Digital Imaging Subcommittee meetings. Identifies, coordinates process and policy development or revisions as needed. Division Data Steward Coordinator: Acts as Oregon OSHA's Data Steward Coordinator. Work with Information Management Division to develop and maintain an on-going data steward training for Oregon OSHA. Schedule training and follow up Meta Data process to ensure staffs are aware of their role and responsibility as data stewards and that our data quality and security are maintained.
15%		Public Relations This position serves as the Records Custodian for the division and is responsible for responding to the public with information from formal or

			informal records requests for information regarding Enforcement complaints, inspections, fatality investigations and Consultation requests. These requests are received from Oregon workers, employers, attorneys, and others by phone and through written requests on a regular basis. Requests require evaluation to determine legal status, confidentiality of information and/or industry trade secrets, and certification as true copy to meet legal requirements. These requests may require coordination with other agencies and the Department of Justice for legal opinion on correct course of action. Develops the division's records retention schedule for all records and ensures that the Division's records are maintained, stored and destroyed according to DCBS and Oregon State Archive Policies and procedures.
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.

Occasional overnight travel to five field offices located statewide in all kinds of weather conditions.

Normal work hours are 8:00 a.m. to 5:00 p.m. but may require occasional variations to accomplish travel to field offices or special assignments.

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.

Department of Administrative Services OARs and Collective Bargaining Agreement, DAS/DCBS Policies and Procedures including: Purchasing Policies, Vendor Price Agreements DAS Motor Pool Policies & Procedures.

Federal Integrated Management Information System (IMIS) Manual, Standard Operating Procedures Manual, Field Inspection Reference Manual (FIRM), Oregon Safe Employment Act and Administrative Rules, Desk Procedures.

b. How are these guidelines used?

To develop appropriate procedures for staff; determine methods for complete, accurate and uniform work product by all staff.

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 (all levels)	Written/Oral	Provide/receive information; coordinate activities; problem solving	Daily

Public/Attorneys	Written/Oral	Provide/receive information; coordinate activities; problem solving	Daily
Division Staff/ Department Staff	Written/Oral	Provide/receive information; coordinate activities; problem solving	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Recommends hiring of staff; daily supervision; determination of section work assignments and project priorities. Responsible for policy and programmatic decisions regarding the operation of the division's administrative programs that have a significant impact on ongoing resources, making decisions which affect the quality and timeliness of services that impact the agency's ability to carry out its enforcement mandate.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Occupational Health & Safety Manager 2	5000.183	In person, phone, email	As needed/ Quarterly	Informally on an "as needed" basis to discuss plans, projects, progress, and Quarterly Performance Accountability Feedback
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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? 6
 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:

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
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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

Date

Supervisor Signature

Date

Appointing Authority Signature

Date