



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3/17/2026

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: Business Operations Manager 2
b. Classification No: X7084
c. Working Title: Administrative Services Manager
d. PPDB No/WD ID: 5000.183
e. Section Title: Oregon OSHA
f. Agency No: 44000
g. Employee Name: VACANT
h. Budget Auth No: 521630
i. Supervisor Name: Stephen Lund
j. Repr. Code: MMS
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.

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 the five managers reporting to the division's deputy administrator, this position manages the Administrative Services Section and directs the activities of professional, technical, and support staff providing providing centralized administrative, fiscal, procurement, facilities, and records support for division staff located throughout the state. This position develops and monitors the division's biennial budget of approximately \$80 million, federal grant applications in excess of \$12 million, and provides fiscal administration to ensure the availability of resources to carry out Oregon OSHA's mission. This position assists the administrator by formulating policy recommendations and setting the direction for the division.

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			<ul style="list-style-type: none"> 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.
20%	NC	E	<p>Executive Management: As a member of the Division's Executive Management Team this position is involved in making policy decisions, setting direction for the organization, and working collaboratively with stakeholders representing the division on various committees, to include audit functions as needed in support of interagency and stakeholder agreements.</p>
50%	NC	E	<p>Administrative Services Management: Provides day-to-day direct supervision for administrative services, and the citation processing and records management staff through a subordinate supervisor. Interviews, and hires new staff members; plans, assigns, and</p>

			<p>approves employee work; reviews and evaluates employee performance; conducts staff meetings; schedules and approves all leaves with or without pay; recommends disciplinary actions including suspension and discharge; takes appropriate action to resolve or help resolve grievances and selects, orients and provides for staff training and development.</p> <p>Supervises staff, who develop and execute the Oregon OSHA biennial budget and prepare the division's budget request with documentation to support the division's mission and objectives. Supervises the preparation of quarterly expenditure forecast plans and financial reports for the Administrator and the Executive managers to track and project program expenditures and their impact on the annual budget and federal grant revenues. Assists the Division administrator with budget presentations to the emergency board and legislative assembly as necessary.</p> <p>Acts as liaison with DCBS Budget Office and Fiscal Office. Coordinates fiscal activities with DCBS to ensure Oregon OSHA operates an effective fiscal function. Prepares complex analyses of fiscal impact of proposed legislation, federal grant requirements, and management organization changes. Coordinates fiscal impacts and legislative assessments with other State agencies and stakeholder groups. Prepares Emergency Board requests.</p> <p>Supervises the preparation of federal grant applications for the biennium. Acts as liaison with the federal government in the administration, monitoring, and preparation of state responses to federal fiscal monitoring reports. Determines federal grant requirements and recommends policy and procedural changes to ensure consistency and state compliance with federal fiscal directives.</p> <p>Reviews monthly management reports for irregularities; identifies causes; recommends changes to correct accounting and budgeting errors; reviews cost accounting structure and recommends changes to ensure proper accounting of expenditures.</p>
10%	NC	E	<p>Supervises procurement staff who purchase supplies, materials, and equipment required to meet business needs. Assures the division is in compliance with DCBS and DAS purchasing policies and rules. Negotiates and approves contracts for professional and personal services contracts, interagency agreements, and facility lease agreements and amendments. Supervise staff who provide facility project management for the division's seven field offices located statewide. This includes supervision of remodels and construction projects in field office locations and developing and designing workspace and floor plans for office moves and remodels. Manages division's fleet to ensure the most efficient and cost-effective use of division's resources. Evaluates and develops division's policy and procedures to ensure effectiveness of division operations. Authorizes bills for payment and maintains tracking systems. Resolves accounting, purchasing/contacting and lease disputes with contractors.</p>
10%	N	E	<p>Supervises conference staff who liaise with employer/employee groups representing private industry and public organizations to co-sponsor educational conferences. Ensures sufficient resources are made available to conference staff for the effective execution of in-person conferences. Ensures Oregon OSHA funded conferences including the All-Staff Symposium, Pesticide Symposium, and Spanish-Language Conference are</p>

			implemented within budget constraints. Contributes to onsite conference implementation as needed.
10%	NC	E	Coordinates the provision of information technology equipment and services to Division programs through subordinate information services staff. Coordinates the purchase, installation, and maintenance of data systems equipment to assure staff have adequate and functional computers, smart phones, software, and network services. Acts as liaison with agency IT office to resolve issues, assure division needs are met, and to assure the division is informed of and following DCBS and DAS IT policies.
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 all weather travel with some overnight trips. Frequent use of computer equipment. Assignment of work with short timeframes.

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, Oregon Session Laws, Oregon Administrative Procedures Act, Department of Administrative Services Personnel Rules, Department of Administrative Services Fiscal Division Rules and Policies and Budget Development Manual, Oregon Accounting Manual, Department of Administrative Services Real Property Management Rules and Policies, Department of Justice Public Contracting Administrative Rules, DCBS Policy and Procedures Manual, Collective Bargaining Agreement.

b. How are these guidelines used?

Research, reference and/or background for management decision making regarding budgetary purchasing, contracting, facility management, data processing, fleet management, support services, and similar matters. Documents provide technical base and general guidelines for program responsibilities. Incumbent is responsible for interpretation and application of these guidelines in daily activities and using judgment to carry out program activities. Collective bargaining contract and personnel rules are used as basis for making decisions and taking action on personnel matters.

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?
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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".

Administrator and Deputy	Written/Oral	Update, policy clarification, program coordination, answer questions and solve problems.	Daily
Department Fiscal Manager, Purchasing and Contract Managers	Written/Oral	Budget coordination/verification, gather and provide information, solve problems.	Daily
Central Staff	Written/Oral	Coordination, assistance, guidance, policy clarification and solve problems.	Daily
Department Admin. Services staff	Written/Oral	Program planning, coordination and clarification. Ensure compliance with requirements; gather and provide information.	Daily
Federal OSHA staff	Written/Oral	Clarify grant requirements, schedule meetings and correspondence.	2 times per month
Federal OSHA staff – Washington, D.C.	Written/Oral	Clarify requirements and information.	2 times per month
Public, unions, employers, vendors	Written/Oral	Respond to requests for information.	Weekly
Oregon OSHA Staff	Written/Oral	Clarify purchasing/contracting/expense claims procedure.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position works in conjunction with the Statewide Safety Enforcement Manager, Statewide Health Enforcement Manager, Consultation and Public Education Manager, Policy Manager, Division Administrator, and Deputy Administrator to make policy and programmatic decisions regarding the operation of the division.

The employee has broad signature authority for division expenditures and contracts. Errors in judgment could result in expenditure commitments which do not comply with administrative rules, federal grant requirements or accounting criteria. Failure to accurately report and forecast revenues and expenditures could cause the Division to under or over spend available funds. Inappropriate decisions could also subject the division to audit findings not in compliance with state law and federal OSHA rules.

Decisions are made on how best to reflect division activities in the budget during development and execution and how to structure federal grant request. Position establishes to communicate budget issues, federal grant and fiscal issues. Establishes procedure to ensure effective fiscal operation of division.

Decisions are made on how best to statistically measure and report program performance standards, provide required data processing services to staff, and provide needed procurement services to ensure resources needs of program staff are met.

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".

Business Operations Administrator 2	5000.096		Regularly / Quarterly	This position works with wide latitude with much of the work done independently. Work is reviewed through meetings, quarterly review of statistical information and is evaluated for results / Quarterly Performance Accountability Feedback
Occupational Health & Safety Manager 3	5000.675			

SECTION 9. OVERSIGHT FUNCTIONS **THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? 10
How many employees are supervised through a subordinate supervisor? 6

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> 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 requires the ability to conduct detailed analysis, direct the collection of detailed information through a diverse statewide program, and assimilate and compile the diverse input into cohesive and structured reports with high visibility. The position requires the ability to communicate orally and in writing on very technical information regarding the OSEAct, often without the opportunity for specific research. Knowledge of and the ability to prepare and process legislation is also required, along with the ability to work with members of the public and other agencies with diverse perspectives and positions on issues related to the division and department.

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:

Approve expenditures for personnel, supplies and services, capital outlay, lease agreements and personal service contracts for the division. Responsible for overall management of the division's budget.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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