



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
02/02/2026

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

Form fields for Section 1: a. Classification Title, b. Classification No, c. Working Title, d. Position No, e. Section Title, f. Agency No, g. Employee Name, h. Budget Auth No, i. Supervisor Name, j. Repr. Code, k. Work Location, m. Position, n. FLSA, o. Eligible for Overtime.

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 (Oregon-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.

OR-OSHA's enforcement program insures 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 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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.</li> </ul>
70%			<p>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:</p>

			<ul style="list-style-type: none"> <li>a. Prepares for evaluations by reviewing frequency records, past evaluation activity, compliance history, codes and standards and makes ready all test equipment needed;</li> <li>b. Conducts opening conferences with top management and employee representatives, reviews injury records as required to calculate penalties and to conduct comprehensive inspections;</li> <li>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;</li> <li>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;</li> <li>e. Researches codes, records violations, evaluates severities, calculates penalties and submits timely accurate reports suitable to support a citation;</li> <li>f. Identifies non-code related safety and health hazards and recommends alternative solutions as part of the expanded enforcement program;</li> <li>g. Uses instruments to sample in hazardous workplace exposures;</li> <li>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.</li> <li>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 delivery training.</li> </ul>
30%			<p>Performs administrative and professional duties as follows:</p> <ul style="list-style-type: none"> <li>a. Operates assigned office vehicle, maintains accurate log of travel and submits timely reports.</li> <li>b. Reviews and studies codes and standards,</li> <li>c. Researches and keeps current on technical literature.</li> <li>d. Provides training for new and existing division staff in areas of expertise.</li> <li>e. Receives training to increase knowledge, skills and abilities.</li> <li>f. Calibrates and maintains instruments.</li> <li>g. Performs other duties as assigned.</li> </ul>
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. Must possess a valid and unencumbered driver's license or provide an effective alternative means of transportation. May stand for long periods of time, walk over uneven surfaces, climb using ladders and stairs and bend and stoop. May work outside of normal business hours, related to 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. Occasional out of state and overnight travel is 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.**

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 Integrated Management Information System.

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

While 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, this position 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. This position 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
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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 1	5000.454	In person / email / phones	As needed / Quarterly	Reports are reviewed to make sure they are technically correct, uniform and for content. / Performance Audit 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? \_\_\_\_\_  
 How many employees are supervised through a subordinate supervisor? \_\_\_\_\_
- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input 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:

- Previous experience conducting evaluations and providing abatement assistance in a broad range of technical solutions
- Experience using industrial hygiene sampling equipment is necessary
- Experience providing safety training to peers and employers or employer groups
- Excellent verbal and written communication, presentation and testimony skills
- Experience motivating employers and employees to improve workplace safety
- Strong ability and skill in defusing 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
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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