



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**12/4/2025**

**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:	Occupational Health & Safety Manager 1	b. Classification No:	X7485
c. Working Title:	Enforcement Manager	d. PPDB No/WD ID:	5000.454
e. Section Title:	Oregon OSHA	f. Agency No:	44000
g. Employee Name:	VACANT	h. Budget Auth No:	227770
i. Supervisor Name:	Bryon Snapp	j. Repr. Code:	MMS
k. Work Location (City – County):	Salem - Marion		
l. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share			
m. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input checked="" type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer	n. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.

Oregon 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 Oregon 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 also conduct fatal and non-fatal accident investigations. Oregon 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, Oregon 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:**

Manages, plans, and coordinates the activities of the enforcement program in the Salem field office, in accordance with the Oregon Safe Employment Act and represent the agency to the public and with stakeholders in a manner that promotes workplace safety for all Oregon workers.

### 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
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Ongoing			<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>
75%			<b>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.</b>

		<p><b>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.</b></p> <p><b>The OR-OSHA management expectations serve as the measure of your performance as a manager.</b></p> <p><b>Management:</b>  Manages enforcement personnel in the Salem field office of the division's Enforcement Program; conducts interviews, selects new employees, provides orientation, and training for new employees and coaching, counseling and feedback to all employees; assigns work, reviews compliance and other reports for quality and consistency, and observes and evaluates employees in the field; 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.</p> <p>Participates in strategic planning, goal setting and action planning for the OR-OSHA Enforcement Program under the direction of Statewide Safety Enforcement Manager; evaluates key result areas and levels of productivity quarterly to assure progress in meeting established goals; provides input to the Statewide Safety Enforcement Manager for developing procedures, policies or rules which impact the Enforcement Program; receives direction from the Statewide Safety Enforcement Manager concerning agency policy and is expected to communicate with employees and, if needed, provide training to assure policies are implemented appropriately and timely.</p> <p>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.</p> <p>Serves as a liaison with labor and management organizations and the public; participates on committees with stakeholders and other division staff to develop rules and policies having statewide impact.</p>
15%		<p><b>Organizational Knowledge:</b></p> <p>Develops statistical reports; uses statistical information to make decisions about enforcement workload, staffing, and productivity.</p> <p>Demonstrates a working knowledge of the division's and department's mission, values and programs, generally, and the Enforcement Program specifically; provides program related safety and health information to members of the public in a timely manner.</p>

10%			<b>Enforcement Administration:</b> Evaluates abatement extension requests and conducts engineering controls feasibility studies for employers under citation; authorizes issuance of red tags; coordinates inspection activities.
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.**

Works primarily in an office environment. Travels with staff to a variety of workplaces where there may be infrequent exposure to conditions which include, but are not limited to, standing for long periods of time, walking over uneven surfaces, climbing, use of ladders and stairs, and contact with chemicals and dust. Occasional out-of-area and over-night travel is required. Position may require work after hours due to special projects, occasional awards presentations, speaking engagements, or completion of an inspection evaluation in progress. May deal with hostile and/or irate stakeholders.

## 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 and Administrative Rules, Federal OSHA Safety and Health regulations, Program Directives, Standard Operating Procedures, DCBS and DAS Policies and Procedures, National Consensus Standards such as NIOSH, ANSI, NFPA, Federal Integrated Management Information System, Standard Alleged Violation Elements (SAVE) Manual, ACGIM, the Field Inspection Reference Manual (FIRM), and the Collective Bargaining Agreement.

- b. How are these guidelines used?**

To provide guidance and describe the process for conducting inspections and investigation, identify and abate violations, evaluate safety and health management systems, interpret and apply rules to specific situations, address personnel and administrative management issues, and gather data for statistical analyses of the program.

## 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?
Division Management	Phone/Written	Technical guidance, clarify issues.	Weekly
Department of Environmental Quality	Phone/Written	Asbestos referral, other issues.	Twice/Month
Industry & Union Rep.	Phone/Written	Answer technical safety problems.	Daily

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

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are associated with the full range of management duties described in Section 3 including hiring, evaluating employee performance, and personnel actions from recognition to progressive discipline. Decisions made related to effective utilization of resources including staff, equipment, and training funds. Decisions made relating to issuing citations to employers with penalties up to \$126,749.00 per violation.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Occupational Health and Safety Manager 2	5000.540	In person, phone, email	Frequently / Quarterly	Performance is reviewed periodically against the Oregon OSHA Management Expectations through frequent contact to discuss performance, staffing, productivity, and other related management issues. / Quarterly Performance Accountability Feedback

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 13  
How many employees are supervised through a subordinate supervisor? \_\_\_\_\_
- 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 knowledge and skill in modern developments, principles and practices of occupational safety and health related to recognition, and control or elimination of safety and health hazards. Also entails a working knowledge of personnel management policies and procedures.

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 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