



Department of
Consumer and
Business Services

State of Oregon
Department of Administrative Services

Position Description

This Position is:

- Mgmt Service-Supervisory
- Mgmt Service-Managerial
- Mgmt Service-Confidential
- Classified
- Unclassified
- Executive Service

*** PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM ***

New

Revised

SECTION 1. POSITION INFORMATION

- a. Class Title: Occupational Health and Safety Manager 2
- b. Class No.: MESN Z7484
- c. Effective Date: November 27, 2023
- d. Position No.: 5000.612
- e. Working Title: Statewide Consultation and Outreach Manager
- f. Work Unit: Oregon Occupational Safety and Health Division
- g. Agency No.: 44000
- h. Agency Name: DCBS
- i. Employee Name: VACANT
- j. Work Location (City-County): Salem/Marion

- k. Position: Permanent Seasonal Limited Duration Academic Year
- Full Time Part Time Intermittent Job Share

- l. FLSA: Exempt Non-Exempt
- If Exempt: Exec Prof Admin
- m. Eligible for Overtime: Yes No

SECTION 2. PROGRAM/POSITION INFORMATION

- a. Describe the program in which this job 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 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 Finance and Corporate Securities; Insurance Division; Building Codes Division; Senior Health Insurance Benefits Assistance; Small Business Ombudsman; and Injured Workers Ombudsman. The department provides shared services to all divisions through the Director's Office, Fiscal and Business Services, Information Management Division, and Employee Services. The department also includes the Workers' Compensation Board. DCBS employs 1,073 employees and has a biennial budget of approximately \$814 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 Consultation and Outreach Section is to encourage and assist all Oregon employers and employees, especially those in high hazard industries, to voluntarily achieve and maintain a safe and healthful workplace. This is accomplished by providing safety and health consultations for the assessment of workplace

safety and health standards, development of safety and health management systems and providing safety and health training of employers, employees, and safety/health professionals.

- b. Describe the purpose of this position, and how it functions within this program, by completing this statement:
The purpose of this job/position is to . . .

As one of five managers reporting to the division deputy administrator, this position directs and oversees the work of professional, technical and support staff in the Consultation and Outreach Section. This position manages and coordinates the division's resources which are devoted to assisting management, labor and government in their efforts to eliminate or reduce workplace injuries and illnesses through consultation, education and training.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties is performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

% of Time	N/R	DUTIES
20%		<p>Executive Management: As a member of Oregon OSHA's Executive Management Team directs, manages and coordinates division wide activities, making policy decisions within the Division and setting the direction for the organization.</p>
50%		<p>Management: Manages the Consultation and Outreach Program providing services to management and labor groups, employers, employees, division staff, and other stakeholders on a statewide basis. Provides direction to subordinate supervisors including recruiting, interviewing, hiring staff; setting expectations and goals; assigning and reviewing work; evaluating performance; recognizing accomplishments and ensuring the appropriate level of training and development.</p> <p>Directs the goal setting and action planning for Oregon OSHA's Consultation program, evaluates key result areas and levels of productivity to assure progress in meeting established goals.</p> <p>Uses workload data and demographic statistics to make decisions about workload, staffing, and productivity.</p> <p>Represents the organization in discussions with federal OSHA and stakeholder groups with respect to Consultation and Outreach.</p>
30%		<p>Consultation and Outreach Administration: Responsible for long-range planning and the establishment of goals and objectives for the Consultation program and activities. Implements improvements in programs, organization, policies and procedures, in keeping with the Oregon Safe Employment Act and the State Plan Agreement with federal OSHA. Manages and coordinates the activities of the section to assure uniformity in information and services provided to the public.</p>
On-going		<p>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 criticism and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.</p> <p>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.</p>

100%		
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SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

Frequent all-weather travel with some overnight trips. Requires a valid state-issued driver's license.
Moderate exposure to industrial safety and health hazards during contacts with industry and labor.

SECTION 5. GUIDELINES

- a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals, or desk procedures.

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

- b. How are these guidelines used to perform the job?

For monitoring the Consultation and Outreach Programs, 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 this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Division Management	Written/Person	Coordination, assistance.	Daily
Field Staff	Phone/Written In Person/	Assistance, guidance.	Several times a week
Central Staff	Written	Coordination, assistance, guidance.	Daily
Oregon: State and Local	Phone/Written/ Person	Assistance, coordination.	Several times a week
National: OSHA, Other Agencies	Phone/Written/ Person	Assistance, coordination.	Several times a week
Legislators and Staff	Phone/Written/ Person	Assistance, coordination, guidance.	Weekly
Employers, Employees, Insurer Representatives	Telephone/ Meetings	To provide and receive information for program uniformity and dissemination.	Telephone/Daily Meetings/Monthly
Public	Phone/Written/ Person	Assistance, coordination, guidance.	Several times a week
OR-OSHA Staff	Telephone/ Meetings	To provide uniformity and information.	Telephone/Daily Meetings/Monthly

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Administrative, policy, and technical decisions on matters related to the statewide operation of the division's consultation, training, and outreach 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 this position? (List classification title and position number.) How? How often? Purpose of the review?

Performance is reviewed periodically against the Oregon OSHA and DCBS Management Expectations by the Deputy Administrator, Occupational Health and Safety Manager 3 (5000.675) and through frequent contact to discuss policy, performance, staffing, productivity and other related management issues.

Formal written performance evaluation takes place quarterly.

SECTION 9. SUPERVISORY DUTIES TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? 5 Through Subordinate Supervisors? 42

b. Which of the following supervisory/management activities does this job perform?

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Plans Work | <input checked="" type="checkbox"/> Responds to Grievances | <input checked="" type="checkbox"/> Hires/Fires (or Effectively Recommends) |
| <input checked="" type="checkbox"/> Assigns Work | <input checked="" type="checkbox"/> Disciplines/Rewards | <input checked="" type="checkbox"/> Prepares and Signs Performance Appraisals |
| <input checked="" type="checkbox"/> Approves Work | | |

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position:

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: List any special mandatory recruiting requirements for this position:
This position is subject to a criminal background check and driving record check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. See instructions for detail to be included on the chart.

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date