STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/30/2025

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:	Office Specialist 2	**b.** Classification No:	C0104
c. Working Title:	Records Management and Citation Processing Specialist	**d.** PPDB No/WD ID:	
e. Section Title:	Oregon OSHA	**f.** Agency No:	44000
g. Employee Name:		**h.** Budget Auth No:	228900
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.

Through its Oregon Occupational Safety & 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. The division operates five field offices, one satellite office, a laboratory in Wilsonville, and administrative offices in Salem.

Oregon OSHA's enforcement program insures the 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 statues and administrative rules. Enforcement staff conduct fatal and non-fatal accident investigations. The 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. A nationally certified Occupational Health Laboratory is also part of the enforcement program.

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 ensures and maintains accurate employer data, information, and files; and when requested, provides this information to requestors. In addition, issues legal citations to employers working in Oregon, and coordinates citations being served when they are unable to be delivered.

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			• 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.
65%	NC		-Reviews and corrects documents for compliance with established criteria and completeness of data and documents when "scoping" inspection, complaint, and referral reports. -Verifies required forms/documents are present and in the correct order.

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

			-Responsible for ensuring reports contain no confidential information, according to established procedures. -When "scoping" inspection reports, researches legal name and entity to ensure correct establishment is cited. Contacts field office staff and/or employers when necessary to confirm information. -Accurately data enters the written updates on the OSHA-1 into the federal database Oregon Technical Information System (OTIS) which results in the issuance of a legal citation document. -Prepares new file jackets, sorts, indexes and files various correspondence, inspection reports and related documents. -Completes "make ready" process with a final review of each report, ensuring all documents are present and in the appropriate order, prior to being scanned for retention purposes. -Responsible for RMU "Telephone Duty" approximately one to two days each week, which includes: answering calls and responding to emails from division staff, assisting attorneys, department employees, other state agencies, and the public about general and specific information regarding employers working in Oregon. Explains rules and/or procedures. Provides information about program policies and/or services. Directs inquiries to appropriate division staff or other agencies. -Assists staff with searching for employers; adding or bolding Establishments in OTIS. -Determines when to issue temporary employer ID numbers to employers not already in the Employer Data System (EDS) and adds new employer number and locations into OTIS, and adds dba/abn names to EDS. -Makes employer and location code changes and informs enforcement analyst for inspection scheduling purposes; coordinates employer data changes with the Workers' Compensation Division (WCD) Quality Control Unit to ensure quality of EDS data. -Pulls files for division and federal OSHA personnel, other state agencies, or the public as requested. -Monitors and timely processes public records requests according to established guidelines. Adds request into OTIS for tracking. -Saves scanned Enforcement files as PDF documents; operates photocopier to copy/scan reports; operates microfilm/fiche equipment to scan pages of reports; verifies if any media exists. -Completes department form for billing requestors when applicable.
25%	NC		-Processes legal citations from inspection reports within 6 calendar days of being received in Central. Reviews and determines the accuracy of citation information from data entered into OTIS by compliance officers and RMU; discusses discrepancies with appropriate individuals. Reviews citation and Failure to Abate (FTA) information against supporting documentation for compliance with established criteria and verifies completeness; adds missing data and/or formatting according to established procedures. Generates legal citation documents which are sent to employers working in Oregon; when applicable, includes hazard letter generated in the field offices with the citation and sends via certified mail. -Amends and reissues revised citation documents according to established procedures when errors are identified after original citation is issued. Prepares letter explaining changes for manager's signature to accompany the citation.
5%	NC		-Liaison with vendor for hand delivering/process serving citations when unable to be delivered by the U.S. Postal Service or other means.

			Researches and determines most viable address to attempt in order to increase the likelihood of delivery prior to being sent to vendor.
5%	NC		Performs other such duties as may be assigned by supervisor, including providing occasional backup to the Administrative Specialist; and backup at the front desk by answering telephone calls, and assisting walk-ins.
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.

Typical office environment. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Use of computer terminal, scanning equipment, microfilm equipment and general office equipment.

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.

Desk procedure manual
Division policies and procedures
Department policies and procedures
Oregon Administrative Rules
North American Industry Classification System Manual

b. How are these guidelines used?

Used to guide employee and explain each assigned task.

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 curser at end of a row (outside table) and hit "Enter".*			
Division personnel	Telephone/In person	Inspection information	Daily
Employers	Telephone/In person	Inspection information	Daily
Public	Correspondence	Inspection information	Daily
Federal Government	Telephone	Inspection information	Periodic

SECTION 7. POSITION RELATED DECISION MAKING

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

Prioritize duties. Determine accuracy of information received. Ensure integrity of confidential information is maintained. Misinformation can have adverse legal implications for employers and the Department.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review

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

Supervising Executive Assistant	5000.094	In Person/email	As needed/ Quarterly	To insure accuracy and timely workflow. / Performance Audit Feedback.

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

Job requires knowledge of Department and of resources available.

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

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