



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
04/01/2026

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

Agency: Department of Consumer & Business Services

Facility: Salem | DCBS | Edgewater St

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Administrative Specialist 1</u>	b. Classification No: <u>C0107</u>
c. Working Title: <u>Division Project Support</u>	d. PPDB No/WD ID: <u>PPDB: 0004.056 WD 000000041043</u>
e. Section Title: <u>Housing & Building Safety</u>	f. Agency No: <u>44000</u>
g. Employee Name: <u>Vacant</u>	h. Budget Auth No: <u>918690</u>
i. Supervisor Name: <u>Tony Rocco</u>	j. Repr. Code: <u>AT</u>
k. Work Location (City – County): <u>Salem – Polk</u>	

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

m. FLSA:	☐ Exempt	If Exempt:	☐ Executive/Supervisory	n. Eligible for Overtime:	☒ Yes
	☒ Non-Exempt		☐ Administrative		☐ No
			☐ Professional		
			☐ Computer		

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 Building Codes Division (BCD) is responsible for adoption and enforcement of statewide building codes. Codes relate to the construction, reconstruction, alteration, and repair of buildings and other structures and the installation of mechanical, plumbing, and electrical devices and equipment. The division is responsible for examining, certifying, registering, and licensing individuals in 11 professions and issuing operating permits for three industries. The division works with, provides staff support to, and receives advice and counsel from seven boards: Electrical and Elevator Board, Plumbing Board, Board of Boiler Rules, Building Codes Structures Board, Residential and Manufactured Structures Board, Mechanical Board, and Construction Industry Energy Board.

The division has a biennial budget of approximately \$53.1 million and a staff of 133 employees (2023-25 Legislatively Adopted Budget). The majority of its budget is derived from fees charged for division activities such as permits, certifications, licenses, and code enforcement for which the division bills and receives payment.

The Housing and Building Safety Section is responsible for facilitating increased housing production in Oregon through partnership, support, coordination, and enforcement of effective and expeditious implementation of state housing laws, programs, and investments. The section will carry out the policy and outreach related to the Housing Accountability and Production Office, which is a joint office between the Building Codes Division and the Department of Land Conservation and Development, designed to encourage housing production and state and local compliance with housing laws. The section provides technical information and assistance to local jurisdictions, developers, construction contractors, and the general public related to housing production considerations and structural safety construction standards. The section serves local building officials, construction industry professionals, building owners, and the general public, as well as coordinates with other state and local government agencies on the implementation and enforcement of housing laws. This section consists of technical code experts for interpretation and administration of the statewide code. The section provides information and suggestions related to state housing laws, including state building code provisions, and policies that promote the production of housing statewide.

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:

Provides administrative support to division management and staff for various division wide projects. Develops policies and procedures for projects or studies related to state building code program related issues. Coordinates activities across the division to ensure communication and operations operate smoothly. Assists Management with developing procedures systems and forms necessary for the delivery of services. Supports Housing and Building Safety Section manager with scheduling; team time reporting; team contract tracking; and other general team coordination efforts.

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		E	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. • Maintains confidentiality due to the nature of work being performed.
50	NC	E	Assists in developing processes and procedures, systems and forms necessary to implement projects. Coordinates and facilitates efficient work flow across division program areas. Coordinates internal and external projects and processes applying statutes, rules and regulations in various program areas. Assists in developing documented processes, policies and or procedures for management approval. Works with management and staff to document and implement any changes necessary. Ensures procedures and policies implemented meet statute, rules, regulations, etc.
30	NC	E	Establishes and maintains procedures for customer service related to the Housing and Building Safety Section. Examples include facilitating travel and travel reimbursement for the division. Coordinates fiscal related activities and tracking various deliverables and facilitating a smooth work flow. Works with division sections and department staff when needed to coordinate processes and controls, to ensure compliance with appropriate requirements, and maintain uniformity within agency when possible. Explains processes and procedures, including changes, to staff and division customers.
15	NC	E	Assist and facilitate the tracking and maintenance of software programs and applications, phones and IT inventory across the program area. Assists purchase coordinator with the documents needed during the purchasing process for software, phones and IT merchandise. May assist with set up, moving and take down of IT systems. Assists division with coordinating, tracking and documenting processes for purchasing and implementing new software.
5	NC	NE	Other duties as assigned including assisting staff with various projects/activities to meet the division's work demands. Functions as back-up for the distribution of mail and receiving of deliveries in the absence of assigned personnel.
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.

This position is eligible for remote work on a part-time basis once the incumbent has gained the proficiency to perform work independently. However -- regular, scheduled office hours are also required.

Must work closely with other section Managers, their assistants, and other division staff to coordinate projects and communicate information.

Office environment. Sits for extended periods of time while using telephone or computer equipment, daily. May receive short notice & short time frames for initiating & completing projects.

a. Physical Activities

- | | | |
|---|---|--|
| ☐ Climbing | ☐ Balancing | ☐ Stooping |
| ☒ Kneeling | ☒ Crouching | ☐ Crawling |
| ☒ Reaching | ☒ Standing | ☒ Walking |
| ☒ Pushing | ☒ Pulling | ☒ Lifting |
| ☒ Fingering | ☒ Grasping | ☒ Feeling |
| ☒ Talking | ☒ Hearing | ☒ Repetitive Motions |

b. Physical Requirements

- | | | |
|--|--|--------------------------------------|
| ☒ Sedentary Work | ☒ Light Work | ☐ Medium Work |
| ☐ Heavy Work | ☐ Very Heavy Work | |

c. Visual Activity Requirements

- ☒ Administrative, Inspection, Close Assembly, Clerical
☐ Machine Operators (without inspection), Mechanics, Skilled Trades-People
☐ Mobile Equipment Operators
☐ Other - Driving

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 Manual.
Division statutes and administrative rules, division policies and procedures.
Computer Manuals and Equipment Manuals.
BCD/DCBS Policy & Procedure Manuals.
DAS Accounting Manual.

b. How are these guidelines used?

Used as guidelines for establishing work procedures and processes.
Statutes, Rules, DAS accounting guidelines and division/departments policies and procedures are used to provide the framework for processes, procedures and projects and the development of recommended policy and procedure changes.
Equipment and computer manuals used as reference guides to complete assigned duties and resolving problems related to specific functions or equipment.

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 cursor at end of a row (outside table) and hit "Enter".			
Division staff	Phone/person/mail/ solving/decision making.	Provide/receive information; coordinate activities.	Daily.

Local/State Officials	Phone/person/mail/	Provide/receive information; coordinate activities.	Periodically.
Other agencies (Federal/State)	solving/decision making.	Provide/receive information; coordinate activities.	Periodically.
Contractors, developers	Phone/person/mail/	Provide/receive information; coordinate activities.	Periodically.
General Public	solving/decision making.	Provide/receive information; coordinate activities.	Periodically.

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions regarding who to include in discussions and development of division wide process and procedures. Provides information related to processes and the application of statutes, including the appropriate statute to reference for a given situation or topic. Decisions are made regarding the clarification and application of policies and procedures that will impact division and program operations. Failing to make appropriate decisions or analysis can negatively impact division programs or operations.

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 cursor at end of a row (outside table) and hit "Enter".				
Compliance and Regulatory Manager 2	0004.085	In writing or verbal review of work products	At project control points and upon completion or if problems occur	Verify accuracy, timeliness and quality of work

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

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