



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
07/01/2025

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

a. Classification Title: <u>Operations & Policy Analyst 3</u>		b. Classification No: <u>C0872</u>	
		d. Position No: <u>5000.314</u>	
e. Working Title: <u>Technical Specialist</u>		f. Agency No: <u>44000</u>	
g. Section Title: <u>Oregon OSHA</u>		h. Budget Auth No: <u>227280</u>	
i. Employee Name: <u>VACANT</u>		j. Repr. Code: <u>OAS</u>	
k. Work Location (City – County): <u>Salem - Marion</u>			
l. Supervisor Name: <u>VACANT</u>			
m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share			
n. FLSA: ☐ Exempt ☒ Non-Exempt		o. Eligible for Overtime: ☒ Yes ☐ No	
		If Exempt: ☐ Executive ☐ Administrative ☐ 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 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 & 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 services, education, and consultations 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 from five field offices, one satellite office, a laboratory in Portland and administrative offices in Salem.

The Standards and Technical section develops, promulgates, and interprets the occupational safety and health rules, provides training and maintains the Technical Resource Center. The purpose of the program service is to promulgate and maintain current, comprehensive and legal occupational safety and health rules / regulations, help employers to comply with the letter and intent of OSEAct, hold informal conferences with employers for unresolved appealed citations, and provide technical expertise to Division staff and assist in development, support and maintenance of Division programs.

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 serves as an agent of the Administrator in application of division rules. This position also develops policy recommendations for executive management.

This position provides advice to management and staff on policy issues effecting division operations, industries, and local jurisdictions. This advice serves as the basis for proposed legislation, administrative rules, or other major program decisions. This position serves as a primary liaison to several boards and committees, to specific industries and potentially to local government depending on the assignment.

This position services as an expert for the division and provides technical guidance on safety and health rules. The Technical Specialist participates in activities related to development and interpretation of safety and health standards, providing technical assistance to division staff, other agencies, local jurisdictions, and the public. Responsibilities included developing and drafting rules, rule interpretations, providing technical guidance on the adopted rules, report and letter writing, and provision of technical information and training.

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	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.

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

			• 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.
35%			Serves as the division's expert in matters relating to mandatory safety and health regulations proposed and promulgated by Oregon OSHA according to the Oregon Administrative Procedures Act. Writes and interprets policies, rules, statutes and rule changes relating to Oregon's adopted standards. Conducts economic and market research to assess impact of rules or rule changes on regulated parties and develops fiscal impact statements. Tracks federal laws and rules that may impact the agency. Rules are required to be as effective as or exceed federal standards and meet federal time lines. Develops program directives used to interpret state and federal rules. Assures consistency and uniformity in the rule adoption process relating to Oregon's jurisdiction and the regulated community. Writes proposed rules for legal sufficiency, clarity, and readability, identifying inconsistencies within the rules and with the statutes. Attends and participates in administrative hearings. Reviews and analyzes the hearing evidence; recommends appropriate action. Assists in the review of enforcement case files; assesses rule application consistency, and determines rule violations for regulatory purposes. Makes oral and written reports to executive staff. Prepares and presents training programs for staff, the regulated industries, local jurisdictions and the public. Conducts investigations on industry requests for a variance from OSEAct, Oregon's occupational safety rules. Develops rationale to substantiate acceptance or denial of variance requests. Prepares legal documents in accordance with state/federal requirements. Monitors approved variances for continued compliance and applicability.
30%			Represents the division at agency meetings. May work with other divisions and local and state agencies, e.g., the State Fire Marshal, Construction Contractors Board, Department of Human Services, Department of Environmental Quality, Department of Corrections, Public Utility Commission, the Mortuary Board, Department of Agriculture and local jurisdictions regarding the development of Oregon administrative rules. Represents the division on rule changes involving agency committees. Evaluates results, prepares reports, and provides recommendations for rule related changes to management. Analyzes and advises on interagency issues requiring coordination and policy decisions. Represents the division before interest groups and the public regarding the division's position on state and federal legislation or issues relating to safety and health regulations. Maintains contact for code input with employers, unions, associations, attorneys, manufacturers, legislators, etc., for the development of rules, standards and policies.
20%			Responds to email, telephone, and walk-in requests for rule interpretations. Provides expert analysis of issues and technical assistance to field staff and stakeholders. Performs field evaluations of safety and health issues, providing abatement solutions. Assists stakeholders with pre-planning of building blueprints and review of written occupational safety and health programs to ensure compliance with rules and provide recommendations of needed changes.

			Assists in publication development to explain, clarify and assist employers and employees in complying with Oregon Occupational Safety and Health standards.
10%			Assists in the development and implementation of policies, procedures and priorities to carry out division objectives. Evaluates the quality of services, and determines and directs improvements as needed. Participates in long and short range planning related to new program development, rule or policy, or modification of existing program, rule or policy.
5%			Other duties as assigned including assisting staff with various projects/activities to meet the division's work demands. Assists the Appeals section with informal conferences to resolve appealed citations, as needed. Attends and participates as directed by management in staff meetings, conferences seminars and formal training classes.
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.

Job is varied and complex. This position is responsible for developing, implementing, and interpreting safety and health codes. This position must deal with these diverse groups and conflicting views.

Office environment, read voluminous laws, rules, and codes. Some overtime required. Some travel required, can entail traveling to diverse work sites.

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 Administrative Procedures Act; Attorney General's Model Rules of Procedure; ORS specific to OAR 437 and filing rules 29 CFR 1910, 1915, 1917, 1918, 1926: federal standards for occupational safety and health; OAR Chapter 437

b. How are these guidelines used?

Used in preparing decisions for the administrator, which involve legal issues and affect various parties in the agency and Oregon employers and employees.

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 Management	Verbal	Program activity and technical issue discussion.	Daily
Region X, Federal OSHA	Written/verbal	Intent of rules, response to questions about adopted rules.	Weekly

Employers, employees, trade associations, advocacy groups	Written/verbal Meetings/hearings	Rule interpretation, adoption, development, solving complex technical issues.	Daily
Attorneys	Written/verbal	Rule interpretation, expert witness	Weekly/monthly
Division staff	Written/verbal/staff meetings	Rule interpretation	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions: The Technical Specialist evaluates, writes, and interprets statutes and rules relating to safety and health regulations; resolving highly technical and controversial issues along with abatement assistance including engineering control. The types of decisions made by this position requires extensive knowledge of the federal and state occupational standards along with strong research abilities.

Effect: Mandates the way Oregon businesses provide for the safety and health protection of workers. Assist in establishing the rules used in the enforcement program to monitor workplace compliance. Protects workers and provides Oregon OSHA staff and Oregon employers with guidelines or alternative long-term solutions to specialized safety and health problems. Provides Oregon OSHA staff with a uniform application of rules/regulations.

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	5000.176	In person/ Written/ Phone	As needed / Quarterly	to ensure program direction is consistent with Division goals and budget restraints.
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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?
- | | |
|--|---|
| ☐ 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:

The work done by this position impacts all other positions in Oregon OSHA and all Oregon Employers.

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