



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/22/2025

Agency: Oregon Employment Department

Facility: OED Central Office

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: Compliance Specialist 1
b. Classification No: C5246
c. Working Title: Status Examiner
d. PPDB No/WD ID:
e. Section Title: Contributions and Recovery Division
f. Agency No: 47100
g. Employee Name:
h. Budget Auth No:
i. Supervisor Name:
j. Repr. Code: OAH
k. Work Location (City – County):

I. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year 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 Employment Department is a large state agency with a mission to Support Business and Promote Employment. We accomplish this by accurately administering the unemployment insurance (UI) program for Oregon workers and business (Unemployment Insurance and Contributions and Recovery divisions); recruiting and referring applicants to job openings and assisting job seekers in their employment searches (Workforce Operations division); developing and distributing workforce and economic information (Workforce and Economic Research); administering a paid family and medical leave insurance program for Oregon workers and businesses (Paid Leave Oregon and Contributions and Recovery divisions); and providing administrative services to the Office of Administrative Hearings, which adjudicates citizen and business disputes with agencies.

The Oregon Employment Department fosters fairness, equity, and inclusion to maintain a workplace environment where everyone is treated with respect and dignity regardless of race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking. This policy applies to every aspect of our employment practices, including recruitment, hiring, retention, promotion, and training. A goal of the Oregon Employment Department is to become an employer of choice for individuals of all backgrounds and promote an inclusive workplace culture that encourages diversity and allows employees to excel.

The role of the Contributions and Recovery Division within the Employment Department is to have a low cost, equitable contribution system that allows accurate and prompt payment of benefits to unemployed workers or those seeking paid leave. The focus is to increase voluntary employer compliance statewide, maximize necessary enforcement, and maintain a quality accounting system.

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:

The purpose of this position is to independently determine employers' liability for Unemployment Insurance coverage and Paid Leave Oregon coverage by accurately interpreting and applying complex regulations and the law under Oregon Revised Statutes Chapter 657 and Chapter 657B and Oregon Administrative Rules chapter 471. Assign tax rates and impose penalties in a variety of compliance situations where independent judgement is required to select which procedures to follow. Provide assistance and advice necessary to assure the proper reporting of payroll subject to Employment Department laws.

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 |
|-----------|--------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20% | R | E | <p>Independently identify and apply complex regulations and determines proper application of the law under ORS 657, ORS 657B and OAR 471 to the status of employing units.</p> <p>Compile, review and evaluate records, employer registrations and other documents to determine the program liability of employing units. Authorizing the establishing of new accounts, change in account status, reopening and closing of accounts.</p> <p>Contact the employer or their representative to obtain information necessary to make a final compliance determination in each case and independently conduct fact finding with employers and others concerning current status of accounts.</p> <p>Review, research, analyze and evaluate requests for exclusions, exemptions or inclusions as allowed in ORS 657, ORS 657B and</p> |

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|-----|---|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <p>OAR 471.</p> <p>Issue appealable documents related to determinations and status changes to the accounts of employing units.</p> |
| 20% | R | E | <p>Independently identify and apply proper application of the law under ORS 657, ORS 657B and OAR 471 to payroll reporting of employing units. Examine the status of accounts in relation to payroll reports in suspense.</p> <p>Evaluate information to determine cause of error on employer payroll reports. Adjusts employer payroll reports due to account status changes, tax rate changes, report and transfers, and employer size changes.</p> <p>Communicate with employers and their representatives to obtain information necessary for accurate payroll tax reporting. Educate the employer on reporting requirements and payment of taxes, penalties, and interest to obtain voluntary compliance.</p> |
| 20% | R | E | <p>Review, research, and evaluate claimants' requests for potential unreported wages and hours of work. Compile and review proof of earnings provided by claimants.</p> <p>Initiate contact with employer and claimant to conduct fact-finding and act on pertinent information. Independently identify and apply complex regulations and determines proper application of the law under ORS chapter 657, Chapter 657B and OAR chapter 471 and decide to approve or deny claimant's request for additional wages, or hours.</p> <p>Make necessary updates to employer accounts to allow for the accurate reporting of employee wages or hours.</p> |
| 20% | R | E | <p>Provide technical assistance to employers, their representatives, and internal partners related to identifying the impact of ORS 657, ORS 657B and OAR 471 in areas of program liability, changes in employer status and payroll tax reports.</p> <p>Communicate with employer on program liability, reporting requirements and notices related to, payment of taxes and contributions, and associated penalties and interest to obtain voluntary compliance. The employee in this position is responsible for establishing a professional working relationship between employers of various backgrounds and the Employment Department.</p> <p>Independently draft correspondence to employers, their representatives and other partners concerning complex statutes, rules, and application of laws and OED policies.</p> |
| 10% | R | E | <p>Represent the Employment Department at hearings on appealable</p> |

| | | | |
|------|---|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <p>documents issued in the Status unit. Act as an Authorized Representative or department witness on appealed decisions.</p> <p>Provide assistance in hearing related matters to the Hearings Unit and the Unemployment Insurance and Paid Leave benefits sections as requested.</p> <p>Prepare case information and give testimony in hearings to present the Agency's position. Conduct review of facts related to impacted parties to clarify information that may have developed during the initial investigation or during the hearing.</p> |
| 10% | R | E | Other duties as assigned. |
| 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.

Duties are performed in a hybrid setting based on business need (in office/remote). It is expected that when working remotely, the person will demonstrate access to broadband internet connection that meets or exceeds the minimum acceptable requirements. It is also expected that the person will have a private workspace to ensure confidentiality. The position may require long periods of sitting, standing, and using a keyboard for word processing.

Business needs require frequent communication by telephone, email, or in-person. The person in this position must maintain objectivity and have skills to de-escalate customers that may feel angry or appear hostile. Must be able to perform all duties in a fast-paced environment with constant interruptions and meetings.

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 Revised Statutes:
 - Chapters 657,657B and Related citations
- Oregon Administrative Rules:
 - Chapter 471 Division 30
- Unemployment Insurance Benefits and Claims and Division 70
- Paid Family Medical Leave Act
- The Federal Unemployment Tax Act
- Contributions & Recovery standard operating procedures, policies, and procedures
- Collective bargaining agreement
- Personnel rules
- Agency bulletins

b. How are these guidelines used?

Guidelines are used to make decisions on the status of the employer account and to interpret and explain the State and Federal law to the public, Contributions and Recovery staff, and other who have questions regarding UI Tax and Paid Leave Oregon Law, rules, statutes and procedures. Guidelines are also used for performance management duties with staff and compliance with Oregon State partner agencies.

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? |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> | | | |
| Employers, their representatives or claimants | Phone, in person, in writing, via online platforms | Assist, pass/receive information necessary to administer UI and Paid Leave programs per our guidelines. | Daily |
| Other CO Units | Phone, in person, in writing, via online platforms | Assist, pass/receive information necessary to administer UI and Paid Leave programs per our guidelines. | Daily |
| Other State Agencies | Phone, in person, in writing, via online platforms | Assist, pass/receive information necessary to administer UI and Paid Leave programs per our guidelines. | Daily |
| OED Management & Staff | Phone, in person, in writing, via online platforms | Assist, pass/receive information necessary to administer UI and Paid Leave programs per our guidelines. | Daily |

SECTION 7. POSITION RELATED DECISION MAKING

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

Independently determines the subjectivity of employers to Unemployment Insurance tax and Paid Leave contributions using related and complex Oregon Revised Statutes, Administrative Rules, agency policies and procedures, and federal law. Independently identifies areas of noncompliance in account status and reporting and seeks resolution through employer education and compliance.

These determinations have a direct impact on employer tax rates, Unemployment Insurance benefits, Paid Leave Oregon benefits, public relations, agency image and the appeals process.

The ability to tactfully and accurately advise and assist the employer is critical in order to prevent future problems and present the agency's position.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|--------------------------------|-----------------|---------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------|
| Employment Services Supervisor | | Reviews, by random sample, daily observation, correspondence, and routine assessment. | When warranted and routinely as scheduled. | For quality control, timeliness, and quantity. |

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

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input 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 successfully passing a criminal records check, which may require a fingerprint-based records check, as a condition of employment.

The person in this position must be able to perform high quality detailed work during constant interruptions within rigid timeframes.

The person in this position must be skilled in prioritizing multiple demands and projects with competing deadlines and working on multiple cases simultaneously.

The person in this position must have the ability to gain in-depth knowledge of Oregon law pertaining to UI taxes and Paid Leave Oregon, knowledge of Federal UI tax laws and the ability to apply to various compliance situations.

The person in the position must have math abilities necessary to calculate employer tax reports, and experience rate verification.

Regular attendance is essential for meeting the demands of this position and to provide necessary service to the public. In addition to the described duties listed above and in section 3, the person in this position is expected to contribute to maintaining a positive and professional work environment, work cohesively as a member of a team, maintain confidentiality, and provide outstanding customer service to the public.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------|
| <i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i> | | |
| | | |

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 | | |