



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
07.28.2026

Agency: 25000

Facility: State Marine Board

☐ 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>Compliance & Regulatory Manager 1</u>	b. Classification No: <u>X7006</u>
c. Effective Date: _____	d. Position No: <u>0003027</u>
e. Working Title: <u>Boating Safety Program Manager</u>	f. Agency No: <u>25000</u>
g. Section Title: <u>Boating Safety</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>MMS</u>
k. Work Location (City – County): <u>Salem/Marion</u>	
l. Supervisor Name (Optional): <u>Larry Warren</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 ☐ Professional ☐ Administrative	

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 Marine Board is Oregon's recreational boating agency with a mission of "serving Oregon's recreational boating public through education, enforcement, access, and environmental stewardship for a safe and enjoyable experience." This goal is achieved through the registration, accounting, and administration; boating safety education, law enforcement and facility grant programs of the agency.

This position provides the leadership necessary to achieve the agency mission. The Boating Safety Program establishes statewide policies, procedures and performance parameters for marine law enforcement, waterways, boater education and outreach, and outfitter guide 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:

Lead and direct the Boating Safety Program. This includes direct management of eleven staff responsible for statewide boating safety education and outreach, mandatory boater education, towed watersports education and motorboat certifications, guides and outfitters credentialing, boating safety advocates, guide and outfitter investigations, contracts with over 30 Sheriff Offices and Oregon State Police to provide marine law enforcement, statewide marine law enforcement training, waterway obstructions reporting and mitigation,

waterway markers, marine event permits, special use device permits, livery registration and education, statewide boating enforcement special emphasis patrols, and grant management.

This position is part of the Executive Agency Management Team and provides consultation, guidance and support to the other managers on boating safety. It is responsible for working with other agencies, law enforcement, national boating organizations, legislative staff and the Marine Board as it relates to boating safety.

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
35	R	E	Boating Law Administrator (BLA) Serves as the Boating Law Administrator (BLA) for the State of Oregon managing the federal Recreational Boating Safety grant that funds multiple agency functions. Provides specialized reporting, sub-awarding grant management, and implementation in compliance with federal requirements. Supervises the implementation of the Boating Safety Program (nearly half of agency budget) including delivery of law enforcement services, planning and development, communication with stakeholders, infrastructure, program marketing, compliance review and development of legislative concepts, administrative rules, section policies and procedures. Reviews and evaluates the effectiveness and compliance of the Boating Safety Program. Facilitates the development of short-term approaches and long range strategies that fulfill the Marine Board’s mission, goals and objectives. Supervises and reviews subordinates work, sub-award contractor work, assigns work, arranges training, and performs regular performance reviews.
20	R	E	Law Enforcement Contracts and Services Develops, manages, and negotiates contract agreements for services with over 30 Oregon Sheriff Offices and Oregon State Police for marine law enforcement services and the outfitter guide special investigative unit. Oversees the development of specifications, procurement contracts, selection of suppliers, evaluation, testing and the maintenance of patrol boats and equipment supplied by the Marine Board. Develops scope of operations, analyzes data, creates metrics and justifications in the development and implementation of the Boating Safety Program budget. Approves general expenditures, identifies and procures office capital equipment, oversees the work of consultants and contractors performing work under personal services contracts, prepares statistical and analytical reports and conducts program evaluations. Directs the monitoring of service contracts for compliance standards and prepares annual evaluations of contracted programs. Develops and negotiates contract agreements with non-profit, governmental organizations and for-profit organizations to provide boater education and outreach statewide.
15	N	E	Guides and Outfitters Provides leadership for the Guides and Outfitters Program, Nonresident Hunt Tag Program, and collaboration with the Special Investigative Unit. Engages with guides and outfitters to understand industry and provide solution-based customer service. Oversees rule and policy development, recommends rule changes, responds to related legislation and complaints.

20	R	E	MANAGEMENT AND SUPERVISION Performs supervisory functions; interviews and hires staff members; provides or arranges staff training, evaluates staff performance; and recommends personnel actions such as promotion, transfer or disciplinary action to ensure adequate and competent staffing.
5	R	E	OSMB's Affirmative Action Plan is intended to create a work environment that will attract and retain employees who represent the broadest possible spectrum of society, which includes, but is not restricted to, women, people of color and the disabled. This position is responsible for participating, promoting, and achieving agency affirmative action objectives by tracking goals and results within their division, responding to employee's concern of discrimination in the areas of hiring, retention, promotion/career development and communicating to all employees about Affirmative Action resources.
5	N	NE	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.

Located in an office setting, local travel for meetings, training, supplies, etc., as required. Statewide travel with occasional overnight stays. Occasional lifting and carrying of cartons with supplies. Extended or irregular work hours may be required during peak boating season and closing of fiscal period or biennium. Deadlines may be simultaneous, due to variety of safety functions included in position.

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.

ORS Chapter 830 and 704, Marine Board Administrative Rules Chapter 250, DAS purchasing OARs, Federal Grant manuals and circulars, Coast Guard Regulations and NASBLA Standards.

b. How are these guidelines used?

Incumbent must have an extensive working knowledge of prescribed laws, rules, policies and procedures as they relate to a particular process, procedure, or implementation of policy.

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?
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County and State Marine Law Enforcement and Coast Guard	In person, by phone, meetings, email and correspondence	Provide direction, information, resolve problems and interpret rules and policy	Daily
Public, media, Boating Clubs and Organizations	In person, by phone, meetings, email and correspondence	Provide direction and information on local boating conditions and operating requirements	Daily
Federal Government Staff	Phone/Correspondence Submit Reports	Answer inquiries	As needed
Local Government Staff	Phone/Correspondence Submit Information	Answer inquiries	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The Boating Safety Program Manager makes all major decisions related to the functions of the Boating Safety Program including contract and budget development, personnel decisions governing hiring and making work assignments and evaluating work performance. This position recommends the purchase of watercraft and related equipment and oversees bid awards, contracts and agreements. This position authorizes procurements of capital equipment, services and supplies, including personal services contracts.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Director		Work is reviewed through periodic progress reports and/or meeting. Work may also be reviewed by the Board members.	Quarterly	Performance appraisal

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 12
- How many employees are supervised through a subordinate supervisor? 0
- 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:

Incumbent works independently of any technical supervision. Understanding, education or professional experience related to boating safety. As a member of the Agency's Executive Management Team, represents the agency as assigned by the Director.

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".		
Boating Safety	Legislatively Approved Biennial Budget for Boating Safety Programs	Other and Federal Funds

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