



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: 4/30/2025

Agency: Department of Administrative Services

Facility: Print Plant

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Mail Equipment Operator 2
b. Classification No: C0404
c. Effective Date: January 1, 1996
d. Position No: 000000024217
e. Working Title: Mail Equipment Operator
f. Agency No: 10700
g. Section Title: Publishing & Distribution
h. Budget Auth No: 000480780
i. Employee Name:
j. Repr. Code: OAS
k. Work Location (City - County): Salem/Marion
l. Supervisor Name: Jeremy Wright

m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share

n. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [x] 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 Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

- 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:

Process mail to receive greatest discount allowed by Post Office while meeting both USPS and customer standards and requirements.

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
60%	N	E	Operates mail sorting equipment using mail processing techniques to satisfy postal and Federal regulations. Runs mail through sorting equipment so agencies are properly charged for mail processed. Generates reports on the mail sorting system, prepares and stages all outgoing presort and full rate mail. Prepares reports for the submission of all classes of mail to the USPS. Prepares presort first class and bulk mail according to U.S. postal standards. Maintains records of all transactions. Required to transport mail to post office utilizing freight truck and pallet jack.
10%	N	E	Operates, maintains, and adjusts high speed inserting. Performs high-level intelligent inserting. This includes reading scan marks for matching of documents from multiple feeders and tracking of negotiable and sensitive documents. Programs and sets up equipment used on the requirements of each job. Performs quality control to ensure that document integrity is maintained for all matching jobs. Maintains quality control logs on all jobs. Enters agency accounting information into mail management system so agencies are properly charged for mail processed. Enters production information on a personal computer.
10%	N	E	Operates mail metering equipment using mail processing techniques to satisfy postal and Federal regulations. Prepares mail to run through sorting equipment so agencies are properly charged for mail processed.
10%	N	E	Performs daily, weekly, and/or monthly maintenance as prescribed by vendor on a variety of mail processing equipment to keep it in optimum running order.
10%	N	E	Performs other duties as required.

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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.

Working with high-speed mechanical and electrically powered equipment. Manual dexterity required to set machine tolerances to specific job requirements

Occasional mandatory overtime may be required.

Bending and stooping required when loading machine with envelopes and printed insert materials; pushing and pulling loaded wheeled containers of processed mail; lifting and stacking mail trays weighing up to 20 lbs. and envelope cases and miscellaneous boxes weighing up to 40 lbs.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing.

This position is not suitable for remote work options and works at the central workplace in an office or cubicle work environment.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

SECTION 5. GUIDELINES

List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Mail and Delivery Services Safety Manual. United States Postal Service Mail Manuals. Specific job-related procedure manuals.

Statewide, Departmental, & Division policies and laws including but not limited to those addressing:

1. Security
2. Confidentiality
3. Violence, Harassment, Discrimination Free Workplace

b. How are these guidelines used?

Assure safe, professional processing and distribution of mail according to customer specifications and USPS regulations. Prepare mailing for maximum postal discounts.

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>			
State employees	In person/Phone	Customer service	As required
Federal employees	In person/Phone	Mail processing	As required

SECTION 7. POSITION RELATED DECISION MAKING

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

This position assists in prioritizing the workload and executing the schedule to meet deadlines imposed by agency customers and enforced by postal regulations. This position makes minor equipment adjustments and/or repairs, and reports to lead-worker to call for service if unable to repair the equipment. Correct decisions ensure P&D's ability to serve agencies in their mission-critical interactions with citizens. Incorrect decisions regarding job priorities and/or postage specifications can result in failure to meet agency customers' legally imposed mailing deadlines, which in turn cause fines to the State of Oregon and loss of citizen trust in government services.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Supervisor 2	000000016140	In person, virtually, phone, e-mail	Quarterly; Weekly or as needed.	Regular check ins; Review and progress of work
			Quarterly	Performance Evaluations

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 is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements:

- Employee is required to possess and maintain a valid driver’s license issued by the state where the employee resides.
- Skilled in the use of mechanical and electrical assistive devices, including but not limited to hand trucks and pallet jacks.
- Ability to safely drive freight truck not exceeding 26,000 GVW to and from Post Office

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 cursor 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 Date
Signature