



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
August 2026**

Agency: Department of Administrative Services

Facility: Operations & Finance

☐ 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>Safety Specialist 2</u>	b. Classification No: <u>1346</u>
c. Effective Date: _____	d. Position No: <u>016082</u>
e. Working Title: <u>Safety Manager</u>	f. Agency No: <u>10700</u>
g. Section Title: <u>Operations & Finance</u>	h. Budget Auth No: <u>1436191</u>
i. Employee Name: _____	j. Repr. Code: <u>MMN</u>
k. Work Location (City – County): <u>Salem – Marion</u>	
l. Supervisor Name: <u>Brad Cunningham</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 Oregon Department of Administrative Services (DAS) is dedicated to enhancing the efficient and effective use of state resources. Our mission is to support government operations through the delivery of essential services and centralized infrastructure. DAS plays a critical role in helping state agencies and policymakers achieve their goals, benefiting Oregonians across the state. Together we:

- Provide centralized government infrastructure services such as purchasing, risk management, facilities management, surplus property, and motor fleet operations.
- Establish statewide policies, conduct performance reviews, and ensure agency compliance.
- Lead the implementation of statewide performance measurement programs to drive continuous improvement.

- Support workforce development and training for state employees to foster a skilled, adaptable team.
- Manage personnel systems that encourage fair, responsive, and cost-effective human resource practices.
- Deliver objective, credible management information and analysis to policymakers for informed decision-making.
- Operate statewide financial and administrative systems to ensure accountability and transparency.

We strive to provide the foundation and leadership needed for effective government, partnering with agencies, partners and Oregonians to serve the people of Oregon.

The DAS Finance & Operations team provides support for a wide variety of DAS programs and client agencies. Teams included are front desk support and safety consultation.

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 administers and manages the Safety and Wellness Program for DAS which includes occupational health and loss prevention, measuring program effectiveness, developing and implementing improvement strategies, and acts as the principal consultant to management on health and safety issues. Program management includes daily administration as well as longer term planning and evaluation to ensure ongoing safety and wellness coordination for the entire agency and various DAS sites. This position implements program decisions related to safety policies, procedures and practices, often collaborating with Enterprise Asset Management (EAM) and other areas of DAS. This position provides DAS and other state agencies with safety guidance and consultations.

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
50%	R	E	Program Consultation and Administration Consult with employees to facilitate improved safety and health program performance. Advise management in developing and maintaining health and safety programs to comply with State, local, and Federal rules. Evaluate and assess safety program effectiveness. Analyze illness and injury data and work operations to develop preventative safety procedures and solve safety issues. Prepare reports including observations, analysis of contaminants and recommendation for control and correction of hazards. Lead and guide safety committees and support agency's safety goals, programs, and

			initiatives. Provide client agencies with safety and wellness consultative services to standardize core safety principles, training, and to provide sample policies and procedures.
40%	R	E	Inspection and Prevention Monitor and review facilities, machinery, and safety equipment; identify and correct potential hazards and verify compliance with safety regulations. Test or direct the testing of air quality and noise level to verify compliance with health and safety regulations. Conduct on-site semi-annual safety audits and inform managers of rules and guidelines governing health and safety issues. Advise management in interpreting and investigating safety matters regarding union contracts, complaints, and grievances. Prepare reports and recommendations on findings. Investigate injuries or accidents to decide cause and recommend preventive actions. Inspect and evaluate work sites to verify compliance with Federal, State, local laws, rules, and procedures. Perform ergonomic evaluations of a complex and sensitive nature (i.e., medical issues, ADA-related, worker's compensation claim related, work performance issues, etc.).
10%	R	E	Training, Safety Committees, Agency Wellness Coordinator, Risk Consultation and Other Duties Provide leadership, expertise, and coordination among the DAS Safety and Wellness Committees. Ensure Safety Committees are actively engaged at each worksite. Maintain and improve safety training programs to prevent, correct or control unsafe environmental conditions. Advise and support managers in health and safety training. Train or coordinate the training of employees in safety regulations, first aid, use of safety equipment or devices, use of protective clothing, and Workers' Compensation and return to work procedures. Coordinate the training of teams for mandatory safety training such as locating trainers, arranging training sessions, and acquiring and maintaining training resources. Represent DAS leadership on the statewide Wellness Coordinating Council. Manage the DAS Wellness Plan. Collaborate with the DAS wellness committee on training opportunities and provide guidance on policy specific issues. Promote DAS wellness efforts and in variety of formats. Coordinate with DAS Risk, DAS managers, SAIF vocational rehabilitation professionals, SAIF Claims Adjusters and SAIF safety consultants to investigate injuries and Worker Compensation claims. Monitor status of Worker Compensation claims. Coordinate employee assistance. Responsible to notify upper management, HR, and Risk of serious injuries and safety issues. Help lead statewide initiatives around safety best practices. Participate in planning and policy setting, and in the development of short and long-range goals affecting policies, procedures, practices, and techniques. Improve operating safety policies and procedures. Other duties as assigned.

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 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 to interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Travel to meetings and trainings is occasionally required. 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.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval. This position is suitable for remote work options. There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

DAS is committed to diversity. 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; and 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, including maintaining regular and punctual attendance, performing all duties in a safe manner, and complying with all policies and procedures.

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.

- Federal and State Environmental Protection laws.
- Federal and State Occupational Safety and Health Act (OSHA) laws.
- Worker Compensation rules, procedures and claims typical to a large complex organization.
- Best practices around other typical occupational safety standards.
- Policies, procedures and practices typical to the administration of an occupational safety program.
- Principles and practices of safety management and accident and injury prevention
- Ergonomic principles and practices.
- Industrial hygiene principles and practices.

- Theory and practice of occupational health and safety.
- Methods and techniques of data collection, investigation, and program evaluation.
- Fire Marshal Regulations
- SAIF policies and procedures
- Enterprise and Department Policy
- ORS and Administrative Rules, other applicable rules and guidelines
- SEIU Collective Bargaining Agreement
- DAS and Statewide HR policies and guidelines

b. How are these guidelines used?

Making decisions on how departments and the agency will comply with applicable safety, health and security standards. Drafts revisions to safety policies and procedures and collaborates changes with division management. Participates in safety related investigations and may serve as a witness on behalf of management related to safety policy violations. Use the standards to determine compliance of various divisions and programs.

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?
DAS Customers	Email, video conferencing, writing/mail, in person	To provide support and solutions as a subject matter expert.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions made by this individual involve health and safety of DAS employees and worksite visitors. Errors in judgement could have negative implications. Has authority to stop work when identified work conditions create an immediate and significant danger. Evaluates current DAS practices to inform Health and Safety measures, procedures, and policy to create a safe workplace.

Drafts revisions of safety policies, procedures, and changes to management, including involvement in safety violation investigations and recommendations to management based on investigation results. Collaborate with divisional managers on policy changes that affect multiple DAS divisions. Conducts ergonomic assessments and makes recommendations for purchase or engineering controls to address ergonomic issues.

Collaborates with program managers to make decisions regarding appropriate response levels to emergency situations, such as natural or manmade disasters and violence in the workplace. Works directly with Executives, Managers, and staff to ensure an effective health and safety program is implemented.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Administrator 2	1870082	In person or video conference.	Quarterly Performance Evaluations.	Review and progress of work.
		In person, video conference, email, phone	Daily or as needed.	To ensure accuracy and completion of assignments.

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?

- | | |
|--|---|
| ☐ 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:

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.

This position requires the incumbent to possess and maintain a valid driver's license issued by the state where they reside or provide an acceptable alternate mode of transportation.

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 desired attributes:

- Effective verbal and written communications skills.
- Ability to use and remain current with capabilities of various software applications.
- Compose effective written correspondence and summaries.
- Develop, advise and evaluate employee health and safety education programs.
- Analyze data, draw conclusions, and take appropriate action based on the analysis.
- Develop safety program procedures.
- Establish working relationships and develop a rapport with individuals of varying backgrounds, interests, concerns, needs and levels of authority and responsibility.
- Represent the agency to employees, customers, the public, and other government jurisdictions.
- Motivate and train employees for successful achievement of safety and risk management objectives.
- Persuade others to a recommended course of action.
- Help resolve disagreements between employees and management over safety issues and claims of loss.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A		

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