



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 2021

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Oregon State Board of Examiners for Engineering & Land Surveying

Location: Salem, Oregon

New Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Business Operations Manager 2; b. Classification No: 7084; c. Effective Date: 10/01/2021; d. Position No: S966002; e. Working Title: Deputy Administrator; f. Agency No: 96600; g. Section Title; h. Budget Auth No; i. Employee Name: VACANT; j. Repr. Code: MESN; k. Work Location (City - County): Salem, Marion; l. Supervisor Name: Jenn Gilbert; m. Position: Permanent, Full-Time; n. FLSA: Exempt; o. Eligible for Overtime: 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 Oregon State Board of Examiners for Engineering and Land Surveying is authorized to examine, register, and regulate professionals and investigate allegations against unlicensed persons who engage in the practice of engineering, land surveying, photogrammetric mapping, and water right examination.

Additionally, the Board assures Oregon's citizens that professional engineers, land surveyors, photogrammetrists, and certified water right examiners registered to practice in Oregon are qualified in fields in which technical and professional knowledge and ability of the professional are required.

- 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 provide assistance to the Administrator in the performance of some or all responsibilities and principal accountabilities in supporting a semi-independent agency under a professional regulatory Board (ORS 182.454). The Deputy Administrator, under the supervision of the Board Administrator directs the activities of the five program areas by providing leadership, direction and guidance; developing and implementing long and short range goals and plans for each of the programs. The Deputy Administrator directly supervises the Communication area, and oversees supervisory functions for the programs: Business Operations, Accounts, Registration, and Regulation through direct supervision of, and the assignment of duties through the Support Manager. This position also monitors and participates in an ongoing review and assessment of program efficiencies through review of reports and/or statistical data; by conferring with employees, and by reviewing information from customers of agency services in order to determine what improvements are needed. This position interprets and applies laws and rules as they relate to the assigned programs and also serves as the Board’s Administrative Rules Coordinator. This position is also the responsible for the Human Resources and Information Technology functions for the agency.

**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
At All Times			<p><b><u>Expectations of all OSBEELS employees:</u></b></p> <ul style="list-style-type: none"> <li>• Perform duties in a manner that promotes quality customer service and encourages effective and productive working relationships, including treating everyone fairly, courteously, and respectfully.</li> <li>• Exhibit team skills and team participation through willingness to help and support co-workers and participate in team projects.</li> <li>• Contribute to the mission and goals of the agency by identifying and resolving problems in a constructive manner; improving processes and materials to benefit our customers; being responsive to our customers and co-workers; improving personal skills; and demonstrating openness to constructive feedback and suggestions.</li> <li>• 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.</li> <li>• Regular and consistent attendance is essential to meet the demands of this job and provide necessary services.</li> </ul>
50%	R	E	<p><b>Business Operations</b></p> <ul style="list-style-type: none"> <li>• Assures staff has access to technical assistance needed on issues related to securing and using computers, safety, and other equipment necessary to perform their job function</li> <li>• Oversees the Board’s network systems, as related to development and hardware, software, phone, fax and email, as well as assisting with monitoring of emerging technologies. Works with Agency contracted IT vendors and/or personnel in</li> </ul>

			<p>addition to State Information Technology agencies for development and implementation.</p> <ul style="list-style-type: none"> <li>• Analyzes programs and develop necessary policies to ensure efficient and effective services are provided consistent with the Board’s mission.</li> <li>• Responsible for the completion and submittal of the State Agency Risk Report for the Board biennially.</li> <li>• Responsible for the completion and submittal of the annual year-end financial reporting to the Statewide Accounts Receivable Management, DAS Chief Financial Office, Statewide Accounting and Reporting Services.</li> <li>• Serves as the Board’s Rules Coordinator – Recommends and drafts rule revisions, either new or amendments to the Board’s Rules and Regulations Committee by evaluating the clarity and impact on program activities in order to increase the effectiveness of the Board’s program operations.</li> <li>• Coordinates the compilation and submission of the Report mandated in ORS 182.472.</li> <li>• Coordinates the compilation and submission of quarterly licensing data to the Department of Justice, Division of Child Support.</li> <li>• Provides presentation to and/or participates in meetings of other State and local government agencies and professional associations.</li> <li>• Attends all Committee and Board meetings</li> <li>• Attends various meeting of the National Council of Examiners for Engineering and Land Surveying as requested by the Administrator.</li> <li>• Testifies before legislative committees and works with legislators and their staff as needed.</li> <li>• In the absence of the Administrator, the Deputy Administrator is responsible for assuming the duties and responsibilities of the Administrator.</li> </ul>
15%	R	E	<p><b>Supervision/Personnel</b></p> <ul style="list-style-type: none"> <li>• Direct supervision of Communications staff and the Support Manager including, hiring, training, assigning and prioritizing work, coaching reviewing performance, promoting teamwork, implementing corrective work plans and/or administering or recommending disciplinary actions as necessary to maintain consistent behavior and a professional workplace.</li> <li>• Indirect supervision of all other agency staff, though the Support Manager including hiring, training, assigning and prioritizing work, coaching reviewing performance, promoting teamwork, implementing corrective work plans and/or administering or recommending disciplinary actions as necessary to maintain consistent behavior and a professional workplace.</li> </ul>

			<ul style="list-style-type: none"> <li>• Provides guidance, coaching and support to the Support Manager.</li> <li>• Works with Support Manager on personnel action.</li> <li>• Encourages and facilitates flexible, cooperative, self-directed work teams.</li> <li>• Assists staff with the interpretation of application of laws, rules and procedures.</li> <li>• Works with the State Human Resources agencies on complex and sensitive personnel issues, including but not limited to disciplinary matters, grievance resolutions, and certain leave administration (OFLA/FMLA).</li> </ul>
15%			<p><b>Networking, Team Building, Collaboration</b></p> <p>Actively cultivate and enhance relationships with customers and organizations such as the Professional Engineers of Oregon (PEO), Professional Land Surveyors of Oregon (PLSO), the National Council of Examiners for Engineering and Surveying (NCEES), and with other state and federal agencies.</p>
10%	R	E	<p><b>Legislation and Other Duties:</b></p> <p>Keep apprised and maintain relevant experience and knowledge of engineering, land surveying, and photogrammetric mapping industries and with the legislative processes, budgets and have a good understanding of Oregon’s political landscape or similar body in order to positively influence public policy around the agency and Board mission, objectives, and goals.</p> <p>Ensure Board and committee members have the information and guidance needed to make sound decisions in the public’s best interests, including through recommendations, and reports on national trends and practices.</p> <p>Keep the Administrator Board apprised of legislative developments and trends in the professions it regulates, national examination and scope of practice developments, and other information that may have a bearing on Board decisions. Exercise strong analytical and problem-solving skills to achieve desired outcomes.</p> <p>Oversee the development and submission of state-mandated agency reports.</p> <p>Advise the Administrator and the Board on relevant political and policy changes occurring within Oregon, in other states, and federally.</p> <p>Represent the agency and build effective working relationships with legislators, stakeholders, and legislative staff. Speak to various groups as a subject matter expert in the laws, administrative rules, and policies related to the agency and the Board.</p> <p>Occasionally testify before legislative committees regarding the Agency budget, proposed legislation and other legislation that impacts the construction industries and consumer protection.</p>

			<p>Recommend statutory changes, draft bills, and bill amendments, analyze proposed legislation for the Board's consideration. Recommend Board position on pending legislation, and track legislation.</p> <p>Coordinate multiple projects and maintain frequent communications with the members of the Board, and the Board's assigned legal counsel. Represent the Board at meetings with the Governor's Office, legislators and legislative staff, Department of Administrative Services, state and federal officials, college and university personnel, private sector CEO's and professional associations.</p>
10%	NC	E	<p><b><u>Other Duties:</u></b> Complete special projects as developed and/or assigned by the Administrator.</p>
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.**

The work is performed under frequent, short time-frames for turnaround, has many interruptions, and may require more than a 40-hour work week. Most of the work performed is in a typical office environment with extended sitting and use of computer for long periods of time. Some local and national travel, as well as some non-routine work hours, are required.

#### 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.**

The Oregon Revised Statutes and Oregon Administrative Rules related to OSBEELS, Board policies and procedures, written advice of the Board's assigned Assistant Attorney General, and formal opinions of the Attorney General are the primary guidelines utilized in this position.

**b. How are these guidelines used?**

The Administrator must apply the laws and procedures to daily situations or circumstances affecting the administration of the agency and to the practice of engineering, land surveying, photogrammetric mapping, and water right examination as they relate to the protection of life, health, and property.

#### 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?
Board Members	phone, person, writing	Misc. administrative controls	As needed
Legislators	phone, person, writing	General information regarding the administration and programs of OSBEELS, legislation, and complaints.	As needed

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

Public	phone, person, writing	General information regarding the administration and programs of OSBEELS.	As needed
Governor's Office	phone, person, writing	General information regarding the administration and programs of OSBEELS, Board appointments, biennial AA Plan, and complaints.	As needed
Other Agencies (i.e., state and federal)	phone, person, writing	Information and matters related to industry professional practice and regulation.	As needed
Secretary of State Office	phone, person, writing	Review of Board's audit or financial review contracts, and complaints.	As needed
Legislative Fiscal Office	phone, person, writing	General information regarding the administration and programs of OSBEELS, and report to Governor (ORS 182.472).	As needed
DOJ	phone, person, writing	Business activities, business transactions, labor and employment matters, matters related to industry professional practice and regulation.	As needed
DAS	phone, person, writing	Misc. contracted services.	As needed
Educators and leaders at local and national level	phone, person, writing	General information regarding the administration and programs of OSBEELS, exchange of information that promotes public awareness of the regulatory process, and provide a forum for improvement of services to the public and practitioners alike.	As needed
Professional Associations	phone, person, writing	General information regarding the administration and programs of OSBEELS, exchange of information that promotes public awareness of the regulatory process, and provide a forum for improvement of services to the public and practitioners alike.	As needed
Media	phone, person, writing	Publications, articles, advertisements, and inquiries.	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

The Deputy Administrator is responsible for carrying out the mission, objectives, and goals as determined with the Oregon State Board of Examiners for Engineering & Land Surveying, including working with the Board Administrator to set public policy. This position makes decisions related to the administration and operational aspects of programs of the agency which include budgeting, personnel, purchasing, contracting, banking, renting and leasing property/equipment, policy setting, and reporting and auditing functions. The Board's accounting and general fiscal management, as well as maintenance of personnel files, and inventory files are directed by the Administrator and carried out by staff.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Agency Head 7	S966001	By Phone, email, in-person	Daily, weekly, monthly	To confirm smooth operation of the agency

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 3  
How many employees are supervised through a subordinate supervisor? 8
- b. Which of the following activities does this position do?
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

Employee will be required to possess and maintain a valid driver's license issued by the state where the employee resides.

The ideal candidate for this position would possess graduate level education in a relevant field or 10 years of management experience in a public or private organization which included responsibility for each of the following: a) development of program procedures and policies; b) development of long- and short-range goals and plans; c) program evaluation; and (d) budget preparation, or an equivalent combination of education and experience to match the required education or experience.

### REQUESTED SKILLS:

- Demonstrated leadership to inspire and achieve positive outcomes and change.
- Demonstrated communication skills for effective interaction supervisory boards, stakeholders, and government partners.
- Experience with public contracting.

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 cursor at end of a row (outside table) and hit "Enter".

OAR 820-080-1000	\$5,234,062.00 (2025-2027)	Public Funds (ORS 295.001(16))
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### 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, and employee name and position number.

### SECTION 12. SIGNATURES

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Administrator Signature

\_\_\_\_\_  
Date