



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 2025

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

Agency: Teacher Standards and Practices Commission

Facility: 584

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Administrative Specialist 2</u>	b. Classification No: <u>C0108</u>
c. Working Title: <u>Investigative Assistant</u>	d. PPDB No/WD ID: <u>0000271</u>
e. Section Title: <u>Professional Practices</u>	f. Agency No: <u>584</u>
g. Employee Name: _____	h. Budget Auth No: _____
i. Supervisor Name: _____	j. Repr. Code: <u>OAS</u>
k. Work Location (City – County): <u>Salem – Marion Co.</u>	
l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ 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 Teacher Standards and Practices Commission (TSPC) is the state agency responsible for ensuring the quality, integrity, and professionalism of Oregon's licensed educators. Established in 1965, TSPC oversees the approval and evaluation of educator preparation programs, licenses teachers and other school personnel, and enforces professional standards through disciplinary actions when educators violate laws or ethical rules.

TSPC issues over 65,000 active licenses and ensures compliance with assignment and licensure requirements in Oregon public schools. The agency is also responsible for evaluating and approving educator preparation programs offered by Oregon institutions.

The agency is organized into four main program areas:

Licensure: Oversees the issuance of educator licenses, registration, and certifications; provides applicant support; and develops licensing policies and systems.

Educator Preparation & Pathways: Approves and monitors educator preparation programs and providers, and supports the development of a diverse, effective educator workforce.

Professional Practices: Manages educator discipline, conducts background checks, investigates misconduct, and enforces rules related to school district compliance.

Agency Operations: Coordinates internal operations, legislative activity, communications, policy alignment with state initiatives, and partnerships with stakeholders and other state agencies.

The mission of the Teachers Standards and Practices Commission is to ensure Oregon schools have access to well trained, effective and accountable education professionals so all students have the opportunity to reach their full potential.

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 primary purpose of this position is to function as an assistant to the investigators at the Teachers Standards and Practices Commission, but also serves as a point-of-contact for outside community partners who have cause to collaborate with TSPC on investigations, etc. These partners include, but are not limited to: the Oregon Department of Human Services (DHS), the Oregon Department of Education (ODE), The Oregon State Police (OSP), local law enforcement agencies, schools and school districts, and public patrons. This position works to facilitate comprehensive, accurate, and timely investigations of educators who have been reported to TSPC by coordinating efforts between TSPC investigators and outside community partners. This includes, proofreading legal documents for accuracy and completeness, tracking complaint and investigation information and writing correspondence to all interested parties in the complaint process. This requires the ability to research information and respond to inquiries from staff and agency clients served, interpret laws, rules, policies and procedures and apply those interpretations to complete assigned tasks and to communicate effectively with interested parties. The position is central to ensuring data accuracy and data retention as it relates to both active TSPC investigations and completed TSPC investigations.

Clients served:

- Oregon public school students;
- Licensed educators;
- Oregon public school districts, education service districts, public schools, and public charter schools;
- Oregon educator preparation providers;
- Other entities who require TSPC licensure, such as private schools or early childhood providers; and
- Other state agencies such as the Department of Justice, the Oregon Department of Human Services and the Oregon Department of Education.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
60%	N	E	Assistant Duties Review reports and complaints received by TSPC to determine the agency’s jurisdiction to investigate. Identify public complaints that

			can be returned to the complainant per statutes and rules. Create & compile electronic case file using the agencies case management system, when a new report or complaint is received by the agency. Ensure all initial documents for a case file are electronically scanned, and appropriately named and saved to the electronic case file on the TSPC network server, in accordance and compliance with agency standards. • Determine, based on agency practices and procedures, appropriate agency staff to assign cases to and/ or responsible person for responding to correspondence. • Coordinate with agency investigative staff to draft, mail, and track necessary documents related to the process of completing a TSPC investigation in accordance with state statute, administrative rule, and agency procedures. Such documents include, but are not limited to, Notice of Investigation letters, Request for Interview letters, Subpoenas / Requests for Documentation, etc. • Serve as a liaison between the Oregon Teacher Standards and Practices Commission (TSPC), the Department of Human Services (DHS), the Oregon Department of Education (ODE), the Oregon Department of Justice (DOJ), law enforcement entities, and school districts in an effort to coordinate investigation materials & information between agencies. Contacts listed agencies and entities, as necessary, to obtain documents and information required for the completion of TSPC investigations. • Ensure various investigation documents and information are distributed and handled according to statute, administrative rule and policy in coordination with other agency partners and stakeholders. • Maintain accurate and comprehensive investigation information within the TSPC Investigation Case Management System (ICMS). Effectively leverages the tools of the ICMS in opening investigations, tracking investigation needs, making necessary notes to case files, imputing contact information, and setting appropriate reminders. Ensure information in electronic case files are in accordance with statute, rule and procedure. • Interpret laws, rules, policies and procedures and apply those interpretations to complete assigned tasks and to communicate effectively with interested parties. • Coordinates interview logistics for TSPC Professional Practices / Investigative personnel. Assists in the scheduling of witness and educator interviews occurring at the TSPC offices in Salem. Assists in the scheduling of witness and educator interviews occurring away from TSPC offices, including but not limited to ensuring the TSPC investigator is reserved an appropriate facility in which to conduct the necessary interview(s).
25%	N	E	Processing Cross Reports • Review all DHS screening reports sent to the agency and determine whether TSPC has jurisdiction to investigate that matter and research the identity of the reported perpetrator and if there have been any previous reports or investigations. • Send identified DHS reports to the Director of Professional Practices for review and possible assignment. • At the direction of the Director of Professional Practices create referral or full case in case management and assign to appropriate investigator.

10%	N	E	Background Checks • Conduct criminal records searches of educators, as necessary, utilizing Criminal Justice Information Systems (CJIS) to include LEDS and E-Courts. • Coordinates and executes travel logistics for TSPC Professional Practices staff including booking hotel reservations and making state car rental reservations. • Coordinates with agency management and professional practices staff in compiling and distributing bulletin/newsletter information to school districts and colleges / universities at regular intervals throughout the calendar year on behalf of the TSPC Professional Practices Unit. • Contributes to the regular maintenance, organization, and refinement of the Unit's case management systems. Utilizes computerized systems for data entry, reviews data for accuracy against manual and computer-generated reports, making corrections where needed.
5%	N	NE	Records Requests and Other Duties • At the direction of the Director of Professional Practices, assist with gathering records responsive to records requests, and make appropriate redactions per state records request policies and statutes. • When necessary, attend Commission meetings to record minutes and outcomes of cases presented. • 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.

- Has access to and handles confidential information
- Requires managing multiple and competing priorities in short time frames
- Requires frequent and extended periods of desktop or laptop computer use
- Requires ability to work in an open office environment which may sometimes be noisy
- Requires ability to deal with interruptions while working on technical information
- Sometimes required to deal with conflict and other difficult situations.
- Works in a team environment requiring cooperative interactions among employees.
- Some instate travel may be required to attend commission meetings or trainings.
- Position deals with deadlines, high stress topics, and crucial situations.
- This is an in-office position with the availability to work a hybrid or as needed remote schedule.
- 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 always be maintained. 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 many tasks. Often travel to meetings is required with some travel to training. There can be frequent interruptions and demanding timeframes.

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

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

Federal laws and Oregon revised statutes and administrative rules related to educator standards and practices, including but not limited to:

- ORS 342, ORS 339, ORS 419B
- OAR 584
- Senate Bill 155
- Attorney General opinions
- Statewide and agency policies & procedures
- Oregon Accounting Manual & Public Records Laws
- Oregon Attorney General's Administrative Law Manual

b. How are these guidelines used?

To provide both general and specific guidance for administration of the duties of the position; to use as a framework in which to advise the unit director and staff; to respond to technical and procedural questions.

Respond to questions from the public and other clients served by the agency.

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?
Licensed or Prospective Educators	Phone/Email/Letters/In-Person/Virtual	Information related to investigation, and Compliance, Information, and Assistance	Often
School Districts	Phone/Email/Letters/In-Person/Virtual	Information related to investigation, and Compliance, Information, and Assistance	Often
Complainants (public)	Phone/Email/Letters/In-Person/Virtual	Information related to the Investigation and Contested Case Process	Regularly

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

Opposing Counsel	Phone/Email/Letters/In-Person/Virtual	Information related to the Investigation and Contested Case Process	Regularly
Department of Justice (DOJ)	Phone/Email/Letters/In-Person/Virtual	Information related to the Investigation and Contested Case Process	Regularly
Law Enforcement	Phone/Email/Letters/In-Person/Virtual	Information related to the Investigation and Contested Case Process	As Needed
Commissioners	In-Person/Virtual	Information related to the Investigation and Contested Case Process	Quarterly or As Needed
Witnesses	Phone/Email/Letters/In-Person/Virtual	Information related to the Investigation and Contested Case Process	Often
Other State Agencies, such as the Department of Education and DHS	Phone/Email/Letters/In-Person/Virtual	Information related to the Investigation and Contested Case Process	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The incumbent in this position is responsible for making independent, time-sensitive decisions that directly impact the integrity and efficiency of TSPC's investigative processes and the protection of students.

This position must also determine when to make mandatory child abuse reports in accordance with Oregon law, when to consult with agency legal counsel, and how to coordinate with the Director of Professional Practices on urgent or high-profile cases. Additional decisions include determination of the agency's jurisdiction to initiate an investigation, or to return a public complaint to the complainant based on statutes and rules.

When responding to phone calls, emails, or written correspondence, the Investigative Assistant must accurately determine what information can be lawfully disclosed and identify when and to whom inquiries should be redirected to ensure a timely and appropriate agency response.

The direct effect of these decisions includes ensuring investigations and other disciplinary cases are completed thoroughly, efficiently, and in compliance with legal and ethical standards. The quality and timeliness of these decisions directly impact the agency's ability to take disciplinary action when appropriate, maintain public trust, and protect the safety and well-being of Oregon's students

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Manager/Director of Professional Practices	0000905	Written/ In-Person/Virtual	Daily as Needed	To keep the manager informed of progress and to discuss issues needing resolution
Business Operations Manager/Director of Professional Practices	0000905	Written/ In-Person/Virtual	Quarterly	Performance Evaluation

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? _____

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 will 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 of employment. Position also required to successfully obtain Criminal Justice Information System (CJIS) Security Training and Awareness certification within 60 days of employment start date.
- Obtain LEDS (law enforcement data systems) level 1 certification within 60 days of employment start date.
- Make Mandatory Child Abuse Reports per ORS 419B.005 and 419B.010
- Ability to organize work and make appropriate decisions regarding work methods is required
- Skills in Microsoft Word, Excel, Access, and/or other comparable software programs is required
- The ability to accurately relay information to unit employees, other agency personnel, and vendors
- Ability to communicate detailed information to a diverse audience. Communication must be at a professional level with attention to grammar, spelling, and punctuation.
- Must be highly organized and demonstrate the ability to manage conflicting priorities while meeting numerous firm deadlines with frequent interruptions in their daily work schedules.
- Must be able to perform work primarily independently, but also in a team environment.

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.

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".		
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

10/23/2025

Date