



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2/28/25

Agency: 60300 – Oregon Department of Agriculture

Facility: Salem Headquarters

☒ 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: | Safety Specialist 2 | b. Classification No: | 1346 |
| c. Working Title: | Safety & Risk Manager | d. PPDB No/WD ID: | 2700001 |
| e. Section Title: | Chief Operating Office | f. Agency No: | 60300 |
| g. Employee Name: | Vacant | h. Budget Auth No: | |
| i. Supervisor Name: | David Lane | j. Repr. Code: | MMN |
| k. Work Location (City – County): | Salem - Marion | | |
| l. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share | | | |
| m. FLSA: | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | If Exempt: | <input type="checkbox"/> Executive/Supervisory <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer |
| | | n. Eligible for Overtime: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 Department of Agriculture (ODA) exists to fulfill a vital mission: to protect, promote, and sustain Oregon's agricultural and natural heritage for future generations. At its core, ODA supports the livelihoods of over 35,000 farms, strengthens rural communities, and ensures that all Oregonians benefit from the state's agricultural abundance.

Guided by its mission, ODA cultivates trust and fairness through leadership in compliance, resilience, and service. With a biennial budget of \$160 million and more than 523 dedicated employees, ODA supports a \$6 billion agricultural economy and oversees complex programs that support every corner of Oregon. ODA is more than just numbers—it represents livelihoods by ensuring food safety, fostering innovation, and promoting sustainable practices for farmers, ranchers, consumers, and the environment.

The Administrative Services Division functions in direct support of the agency's mission. The Administrative Service Division diverse functions include accounts payable/receivable, budgeting, information systems, licensing, human resources, personnel, safety, wellness, risk management, purchasing, and fleet management.

- 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 is responsible for managing risk, emergency preparedness, and safety within the agency. It involves identifying and reducing risks through claims processing, coordination with DAS Risk Management, and developing control measures. The role also includes emergency planning and response, collaborating with agencies like FEMA, providing disaster preparedness training, and maintaining a Continuity of Operations Plan. Additionally, it ensures compliance with safety regulations, manages evacuation and ergonomic programs, and promotes employee wellness. Training programs are developed to prevent unsafe conditions, and managers are supported in their role of ensuring safety and compliance.

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 |
|--|--------|------|--|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> | | | |
| 35% | N | E | Safety Program <ul style="list-style-type: none"> Manages the agency safety committee and meets all Oregon OSHA requirements. Manages agency evacuation team. Supports and provides ergonomic guidance to staff. Ensure all staff are properly trained in all aspects of safety and compliance. Ensures that all fit testing is current and completed. Seeks to understand new technology and work with program managers to evolve personal protective equipment (PPE) as appropriate. Take an active role in listening and understanding workplace needs for equipment and works to ensure items purchased meet the latest standards. Take active role in Wellness Committee and in the wellness of both internal and external employees of the Department. Promotes a healthy work life for all staff. |
| 25% | N | NE | Training & Development <ul style="list-style-type: none"> Research, design and implement risk training programs to prevent, correct or control unsafe environmental conditions. Collaborate with subject matter experts to design curriculum. Assists with formulating and updating training and development policies or procedures, as needed. Provides trend analysis and information to identify areas for improvement. Ensure all ODA staff are properly trained in incident reporting and compliance. Ensure managers understand their role and responsibility to ensure safety. |
| 20% | N | E | Emergency Preparedness & Response <ul style="list-style-type: none"> Represent ODA while Coordinating with Oregon Emergency |

Management (OEM), Oregon Emergency Response System (OERs), Federal Emergency Management Administration (FEMA), emergency response agencies, local governments, and tribal communities, to plan and respond in the event of a natural disaster or other emergency.

- Research, document, and communicate agency specific disaster preparedness needs to both internal and external stakeholders.
- Monitor and develop adaptations to federal, state and local regulations affecting emergency plans, to ensure that emergency plans adhere to applicable regulations and requirements.
- Develop, coordinate, and deliver emergency/disaster preparedness training courses that teach staff and volunteers how to effectively respond to major emergencies and disasters.
- Coordinate disaster response or crisis management activities.
- Coordinate and maintain the agencies Continuity of Operations Plan (COOP) as to meet state guidelines and policies.
- Lead and support agency disaster response and crisis management activities, such as setting up Emergency Operations Centers (EOC's), implementing agency Incident Command System (ICS), in coordination with outside emergency responders or agencies.
- Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and plan implementation.
- Compile and analyzes data to determine the types of emergency-related needs to be addressed in disaster planning and provide support to others.
- Coordination and development of tabletop and functional exercises to improve ODA emergency readiness and response.
- Act as a liaison as to enhance communication between management units, other state agencies, counties, and local communities as to understand each other's capabilities and limitations in an emergency.
- Coordinate post incident response activities including but not limited to After Action Reports (AARs), Critical Incident Stress Management (CISM), and peer support.

15%

N

NE

Risk Management

- Develops and implements risk identification processes with exposure reductions techniques.
- Processes potential tort (liability), court restitution, state property restoration, and subrogation claims.
- Coordinates agency response and investigation to liability claims.
- Coordinates with DAS Risk Management in the following areas: self-insurance policies, risk policies, claims notices, investigatory letters and calls, loss reports, assessment or loss allocation plans, risk reports, contract clauses, insurance renewals, and risk and property insurance consultations.
- Respond to inquiries from all levels within ODA to identify potential risks and make recommendations that guide decisions made by leadership on all programs.
- Represent management's interests by assembling workgroups and participating on committees to provide input and make recommendations that guide decisions on risk management options, financial impact, risk tolerance/retention, and risk mitigation.
- Assists the agency in responding to public record requests for internal reports to ensure the proper and timely response through research of claim data.

- Develops and implements risk and loss control measures (identification, mitigation, and reporting procedures).
- Serves as the contact for all property related risk management issues and concerns.

5%

N

NE

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.

General Conditions

- High-Priority & Multi-Tasking Environment: This role requires managing multiple complex tasks simultaneously, often under tight deadlines and shifting priorities.
- Confidentiality & Professionalism: The position handles sensitive and confidential information, requiring discretion, sound judgment, and strong organizational skills.
- Represents the agency in meetings with board members, legislators and their staff, stakeholders, partners, other state agencies, and the public.
- Evening meetings and long hours may be required to meet agency needs.
- Conflict Resolution & Relationship Management: Must be able to manage emotionally charged conversations with stakeholders, employees, or the public while maintaining a professional and solutions-oriented approach.
- Work will be conducted in the office with the potential for hybrid opportunities.

Environmental and Physical Demands

- Professional Appearance & Attire: This position requires readiness for professional engagements, including public meetings and site visits. Appropriate attire is expected for each setting, including business attire for formal engagements and suitable outdoor clothing for field visits.
- Inclement Weather Exposure: Travel may include adverse weather conditions (rain, snow, extreme temperatures) depending on field visits or meeting locations.
- Office & Fieldwork Balance: The role is primarily office-based but may require occasional field visits to agricultural sites, public events, or stakeholder locations, including walking on uneven terrain and exposure to natural elements.

Travel Requirements

- Overnight stays and/or extended work hours may be required to fulfill job responsibilities.
- Out-of-state travel to professional meetings, training, or regional conferences may be necessary.
- A valid Oregon driver's license and a satisfactory driving record are required.

Safety and Emergency Situations

- Adherence to Safety Protocols: Must follow all agency safety protocols during travel, fieldwork, and public engagements.
- Emergency Response Role: May be called upon to support ODA's emergency response or crisis management efforts in situations impacting Oregon agriculture.

SECTION 5. GUIDELINES

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

Applicable federal and state provisions and laws, Oregon Revised Statutes, Oregon Administrative Rules, and related laws, rules, and procedures. Federal regulations, such as OSHA, National Fire Protection Association (NFPA), National Electric Code (NEC), American National Safety Institute (ANSI) standards, Environmental Protection Agency (EPA), etc. OPRD Safety and Health Policy and Procedures, State Fire Marshal rules; and collective bargaining agreements, etc. OPRD policy and procedures manuals; DAS

rules and regulations; Affirmative Action and EEO rules and guidelines; Personnel Action manual. Other documents that may be referenced include OR-OSHA rules; DAS Contracting and Purchasing procedures; DAS policy and procedures; union contract; legislative direction.

b. How are these guidelines used?

Guidelines listed are used for reference purposes, and provide a framework for performance of duties, serving at times as either prescriptive or performance standards. The guidelines may also be used for research purposes or in making decisions with regard to selecting consultants, preparing and awarding contracts, resolving contract disputes, and in overall project management.

This position requires familiarity with Oregon laws and rules that pertain to employee safety, workers' compensation, risk insurance and contracting. The position uses and relies on these and potentially other documents to inform decision making and the exercise of independent, professional judgment. Provide code and enforcement procedures. These are used to oversee the development of Department policies, programs, and procedures. Intent is to reduce exposure to injuries, mishaps, and property damage and reduce the financial and human resource impact associated with loss events.

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> | | | |
| Agency Management | Phone/Email/In-person | Establish goals, review progress; consultation of safety & risk issues; consultation/receiving guidance | Weekly |
| HR Staff | Phone/Email/In-person | Advice and counsel on safety & Risk | Daily |
| Agency Staff | Phone/Email/In-person | Communicate/collaborate on safety, emergency preparedness, and risk issues. | Daily |
| DOJ | Phone/Email/In-person | Consultation/interpretation | As needed |
| OSHA, DAS, other state agencies | Phone/Email/In-person | Consultation/interpretation | As needed |

SECTION 7. POSITION RELATED DECISION MAKING

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

Set priorities for work; identifies issues that need to be raised to senior management, analyzes agency responsibility for safety, advises managers and staff regarding action to be taken prior to, during, and following an emergency or disaster, advises managers regarding action to be taken following a visitor incident, advises and recommends measures to enhance safety and health of staff. Researches and makes recommendations regarding emergency planning and response. Regularly works with the ODA staff on safety related issues.

Decisions directly impact ODA's regulatory compliance, transparency, and operational efficiency, ensuring that agency policies and safety practices align with state and federal laws while improving organizational effectiveness and accountability.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|----------------------|-----------------|-----|-----------|-------------------|
|----------------------|-----------------|-----|-----------|-------------------|

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

| | | | | |
|---|---------------------------|---|--|---|
| Business Operations Administrator 1 | 0148070 / 000000002921 | Work is reviewed through one-on-one discussions, observations of results achieved, input from customers, and activity reports. | Weekly meetings to discuss issues and keep advised of progress. Quarterly performance reviews. | To ensure the quality and effectiveness of work products and assessment of operational results. |
|---|---------------------------|---|--|---|

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:

- Position requires excellent written and oral communications skills. Extensive knowledge of risk and claims management best practices in large, complex organizations. Demonstrated ability to quickly learn and effectively utilize various database software platforms.
- Extensive knowledge of risk and claims management best practices in large, complex organizations.
- Familiarity with occupational safety theory, ergonomic principles, data collection, investigations, program evaluation, root cause analysis, and trend analysis.
- Ability to develop innovative strategies based on trend analysis and industry best practices.
- Proficiency in safety and risk management programs.
- Capable of proactive and independent work to high standards in remote or hybrid environments.
- Proven ability to collaborate effectively in teams and demonstrate tact and sensitivity in interpersonal interactions in person, over the phone, and via written communication.
- Familiarity with, or willingness to learn about, aspects of emergency management relevant to natural disaster mitigation, response, and recovery.

ODA 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 ODA. 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 collaborative 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.

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".

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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, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Appointing Authority Signature

Date

2/28/25
Date

Supervisor Signature

2/28/25
Date

