



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
4/24/2024

Agency: Oregon Health Authority

Division: Addictions and Mental Health

☐ 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: Labor/Student Worker
- b. Classification No: C4116 c. Effective Date: 4/24/24
- d. Position No: 0000023622
- e. Working Title: Laborer/Student Worker
- f. Agency No: 44300
- g. Section Title: Laborer
- h. Employee Name: _____
- i. Work Location (City — County): Salem,(Marion)
- j. Supervisor Name: Doug Ruble
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☐ Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative
☒ Non-Exempt
- m. 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.

Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership.

Facility Services supports the Oregon State Hospital in its vision and mission. Facility service staff members provide technical assistance, subject matter expertise and support for projects and work requests using a customer centered approach. The Facilities team is part of the Operations Group which is responsible for three behavioral care hospitals in the State of Oregon, covering over 2M sq. ft. of physical plant assets.

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 provides support to skilled trades and facilities maintenance workers in the Physical Plant during renovations, remodels and routine repairs. This position also functions as an escort to contractors to gain access to secure areas, assuring safety and security to patients, staff and visitors. This position does various duties and tasks assigned to the Physical Plant, under the supervision of a Physical Plant Manager. In supplying this support, we endeavor to provide a safer, more therapeutic atmosphere for clients and staff at Oregon State Hospital.

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.

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

% of Time	N/R/NC	E/NE	DUTIES
40%	N/C	E	Assists various craftsmen, such as carpenters, electricians, plumbers and Facilities Maintenance Workers. Examples of tasks are helping others with loading/unloading materials, going to shop to get parts, carrying tools and ladders, holding ladders, digging holes, mixing concrete and moving appliances. Does general clean-up of job sites, such as sweeping or vacuuming. Watches over safety of job site where craftsmen and maintenance personnel are working to assure safety to staff and patients. Delivers materials to job site by hand or may use vehicle, truck, cart, bicycle or other means.
25%	N/C	E	Does minor repairs and routine maintenance to buildings and equipment under the supervision of the Facility Services manager such as replacing ceiling tiles, changing burned out lamps and lights, changing air filters for building HVAC systems. Does general clean-up of workspaces and mechanical rooms, such as removing trash, spent lamps and debris.
25%	N/C	E	Escorts vendors and contractors. Ensures work site safety and security when outside contractors work at the hospital. Communicates work information, details and problems with ward

			staff, contractors and supervisor. Opens and closes yards through the Facility Services office. Maintains collaborative working relationship with all contacts.
5%	N/C	E	Runs errands off campus to pick-up parts using vehicle or truck. Delivers and stocks materials in storage and mechanical rooms.
5%	N/C	E	In emergencies, assist staff in all areas of the hospital. Employee may perform any task needed in order to meet the business goals of the Facility Department and Oregon State Hospital.
Ongoing	N/C	E	CULTURAL COMPETENCY AND DIVERSITY 1. Demonstrates recognition and appreciation of the value of individual and cultural differences. 2. Consistently treats consumers and co-workers with dignity and respect. Uses a culturally diverse approach in all interventions. Demonstrates sensitivity to cultural difference among staff, patients and their families. 3. Assures that services are provided in a culturally competent manner, including availability of printed materials in alternative languages and/ or formats and use of appropriate interpretive services for patients and their families or guardians. 4. Utilizes hospital resources for assistance with service delivery issues.
Ongoing	N/C	E	Core Values Demonstrates awareness, understanding and alignment with OHA Core value of Service Excellence, Leadership, Integrity, Health Equity, Partnership and OSH Core Values in Promoting Safety, Inspiring Hope and Supporting Recovery.

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 employee works in a secure environment in contact and/or work with patients and inmates on a daily basis. Employee may be required to work hours subject to change with little notice. May be required to work hours that exceed the regular schedule, i.e., work a double shift or a different shift in addition to regular schedule. This position often must work outside in inclement weather, work from ladders and scaffold, lift and carry heavy objects, work in unsanitary conditions and work independently.

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:

Oregon State Hospital Policies and Procedures, Facility Services Policies and Procedures, OSHA Rules, APD Rules, UMC, UBC, LSC, NEC, UPC, NFPA and SAIF.

b. How are these guidelines used?

All work must be performed to codes and standards to insure the safety and welfare of the worker as well as the other staff and patients, and that all work is done legally and to industry standards

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

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

Who Contacted	How	Purpose	How Often?
Hospital Staff	In Person/Phone	Work Request	Daily
Patients	In Person	Work Request	Daily
Contractors	In Person/Phone	Projects, Consultations	As Required
Supervisors	In Person/Phone	Review work and problems	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

Typical decisions involve effective communication with staff at the work site to accomplish the task, and minimize disruption of the program or activity. This position must have awareness about safety and security and make decisions to safeguard patients and staff when escorting contractors, or assisting other Facility Services staff. This position collaborates with supervisor or skilled trade worker on most other decisions.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

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

Classification Title	Position Number	How	How Often	Purpose of Review
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Maintenance and Operations Supervisor	35905	In Person and on Phone	Daily	Daily discussions visual inspections and review of work orders
Physical Plant Manager	34307	In Person and on the Phone	As needed	Review Projects

SECTION 9. OVERSIGHT FUNCTIONS

- 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 and 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.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

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

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

Operating Area	Biennial Amount (\$00,000.00)	Fund Type

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