



**STATE OF OREGON**  
**Oregon Health Authority (OHA)**  
**POSITION DESCRIPTION**

**Position Revised Date:**  
05/08/2024

**This position is:**

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

**Agency:** Oregon Health Authority

**Division:** Addictions and Mental Health

☐ New ☒ Revised

**SECTION 1. POSITION INFORMATION**

- a. Classification Title: Electronic Security Technician 2
- b. Classification No: C4051 c. Effective Date: 07/01/2023
- d. Position No: PPDB#1025947 WD#000000161600
- e. Working Title: Electronic Security Technician 2
- f. Agency No: 44300
- g. Section Title: Facility Services
- h. Employee Name: \_\_\_\_\_
- i. Work Location (City — County): Salem, Marion (Primary)
- 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.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution

or redistributing of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Oregon State Hospital is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with stakeholders and communities to protect and promote the health of all Oregonians
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

**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 the:**

This position supports the Oregon State Hospital with the installation, repair, and maintenance of complex hospital security systems and life safety systems within the Oregon State hospital to ensure hospital systems are functional 24 hours per day, seven days a week. The position will ensure the Salem and Junction City hospital campuses computer-controlled security systems, including security, fire, electrical, heating, and other facility support systems are running efficiently and consistently to support a safe and secure environment for OSH patients and staff. This position will conduct major systems asset alteration, replacement, and modernization to maintain compliance with regulatory changes and safety needs

### 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
35%	R	E	<p><b>System oversight and maintenance of complex hospital security systems, including Installation, Maintenance, Alteration, Repair and Testing:</b></p> <p>Responsible for low voltage electrical and electronic equipment such as access control, closed circuit television monitoring devices, cameras, intercoms, electronic security, panic alarm, duress transmitters. This includes computer controlled electronic systems such as security, fire, electrical, heating, and other facility support systems for the purpose of securing the facility. Additional equipment responsible for includes magnetic locks, sally port video switching, cabling infrastructure, intercoms, door operators, radios, card lock systems, fire/smoke detection, fire alarm panels, the building maintenance system (BMS), lighting control panels, nurse call systems, video conference systems, HVAC controls, PA systems, emergency phones, distributed antenna systems for State Police and Salem EMS. This position responds to emergency failures and restoration of effected equipment. This position frequently troubleshoots and evaluates electrical systems with diagnostic equipment to make repairs. This position conducts preventive maintenance inspections and documentation of electrical systems maintenance.</p> <p>May prioritize and coordinate work of lower-level physical electronic security technicians.</p>
30%	R	E	<p><b>Programming and Component Integration:</b></p> <p>This position programs and integrates new components of electronic hospital security systems, such as security, fire, electrical, heating, and other facility support systems and coordinates work of vendors such as architects, project managers and contractors to execute new installations. Serves as the main point of contact for vendors. This position reviews electronic equipment computer programming for problems and effectiveness and conducts and coordinates necessary changes. This position reviews construction plans and specifications for security, fire, electrical, heating, and other facility support systems equipment to ensure adherence to life safety standards, building codes and industry</p>

			<p>standards. This position completes complex alterations with system wide implications to computer controlled electronic systems.</p> <p>This position manages, coordinates, and inspects hospital security and life safety systems projects to ensure adherence to OSH standards, contractual agreements, federal, state, and local codes, and regulations.</p>
30%	R	E	<p><b>Access Control System Administrator:</b></p> <p>This position administers functions of the OSH facilities access control system, such as adding and removing users, assigning access levels, permissions, conducting systems status checks, and maintaining archived records. Integrates new security, fire, electrical, heating, and other facility support systems equipment with existing equipment and makes computer programming changes to equipment. Performs administrative oversight including maintaining a record for all active equipment, prepares reports and manual and computer controlled electronic systems status reports. Develop training material and instruct operating personnel in the proper operational procedures for equipment. Perform and/or lead special projects as requested. Maintains inventory of the hospitals' security, fire, electrical, heating, and other facility support systems equipment, and supplies and recommends inventory adjustments.</p>
5%	R	E	<p><b>Other Duties as Assigned:</b></p> <p>Responsible for tasks needed to meet the goals of Facilities. Attends trainings and demonstrates understanding of OHA goals and objectives. In emergencies, assist staff in all areas of the hospital. Perform any task needed in order to meet the business goals of the Facility Department and Oregon State Hospital.</p>
Ongoing	NC	E	<p><b>Cultural Competency and Diversity:</b></p> <ol style="list-style-type: none"> <li>1. Consistently treats consumers and co-workers with dignity and respect.</li> <li>2. Demonstrates recognition and appreciation of the value of individual and cultural differences.</li> <li>3. Assures that service delivery is provided in a culturally competent way.</li> </ol> <p>Understands how to access OSH Cultural Diversity Manager with questions or practical assistance with service delivery.</p>
Ongoing	NC	E	<p><b>Core Values:</b></p> <p>As an employee of Oregon State Hospital, demonstrates awareness, understanding and alignment in service delivery with the OHA Core Values of Integrity, Stewardship, Responsibility, Respect and Professionalism. Consistently treats customers, stakeholders, partners, and co-workers with dignity and respect.</p>

## 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 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 (OSH) Policies and Procedures, Facilities Manual, OSH Safety Manual, Chapter 47 Workers Compensation Department and JCAHO Manual. OSHA Rules, APD Rules, UMC, UBC, LSC, NEC, UPC, and SAIF. State and Federal DEQ, EPA Regulations and NFPA. This employee must be able to read and work from blueprints.

- 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? When applicable, please identify contacts that might be virtual/ in-person, or both.**

*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?
Patients	In Person/Phone	Work Requests	Daily
Sales Representatives	In Person/Phone	Obtain quotes and purchase supplies	As required
Contractors	In Person/Phone	Projects, Consultation	As required
Supervisors	In Person/Phone	Review work and problems	Daily
Hospital Staff	In Person/Phone	Work Requests	Daily

## SECTION 7. POSITION-RELATED DECISION MAKING

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

This position makes decisions on a daily basis as what type of repairs and what products to use to be cost effective. This position must make decisions about work safety. This position makes decisions of prioritizing, planning, procuring supplies, and completing the work. This may include decisions on procedures, materials and tools used. Planning decisions depend on effective communication with OSH staff and vendors to optimize timing and minimize disruption of the program or activity. The employee must work well with all stakeholders to provide the best possible service in keeping with the mission of the hospital.

## 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
Maintenance & Operations Supervisor	000000034307 & 0130005	In person and on phone	Daily	Daily discussions, visual inspections and review of work orders.
Facility Director	2602022	In person and on phone	As needed	Review of Projects
Electrician 3	2602017	In person	As needed	Supervising Electrician
Electrician 2	2602018	In person	Daily	Coordinate work
Electrician 2	2603013	In person	Daily	Coordinate work

## SECTION 9. OVERSIGHT FUNCTIONS

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?

- |  |   |
|--|---|
| <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 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.**

Must possess a current Journeyman Limited Energy, Class A (LEA) electrical license. Must be able to work around energized electrical equipment. Must be able to operate power tools and boom truck.

All positions in OHA require a criminal records check. This position will often be required to use a state vehicle to conduct business; must have a valid driver's license and acceptable driving record.

**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
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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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date