



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
03/31/2026

This position is:

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

Agency: Oregon State Fire Marshal

Division: Emergency & Regulatory Branch

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations & Policy Analyst 2
b. Classification No: 0871
c. Working Title: Rules & Records Analyst
d. PPDB No/WD ID: 0004462/1583355
e. Section Title: Legislative, External Affairs, Policy & Planning
f. Agency No: 26000
g. Employee Name: (Vacant)
h. Budget Auth No: 558490
i. Supervisor Name: Travis Medema
j. Repr. Code: AF
k. Work Location (City – County): Salem-Marion

I. 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 mission of the Oregon State Fire Marshal (OSFM) is to protect people, property, and the environment from fire and hazardous materials. To achieve our mission, OSFM employees serve the more than 4 million people living in Oregon through prevention education, preparedness, life safety codes and regulations, and emergency response functions. The department also provides expertise, technical assistance, model programs, and materials to local, state, private, and public groups to collaboratively reduce fire losses. The OSFM has a connection with the Oregon fire service through existing Oregon statutes where the fire service receives various authorities through the State Fire Marshal. Additionally, the work we do ensures that OSFM is able to partner with more than 300 fire districts/departments and 13,000 firefighters to meet our mutual missions and priorities of protecting Oregon.

This position exists in the Legislative, External Affairs, Policy, & Planning Unit of the Emergency & Regulatory Branch, and supports the entire agency interfacing with its various branches, divisions, and

program areas. Within the Emergency & Regulatory Branch, the fire programs provide a wide spectrum of fire prevention activities, fire incident data collection and analysis, fire investigation, and fire and life safety code development and administration. The agency provides license and permit services for regulation of liquified petroleum gas, fireworks, and explosives. The Community Right to Know and Protection Act programs provide hazardous substance location information, 13 regional hazardous materials response teams and community-based emergency response planning. OSFM coordinates and manages all-incident planning and response for Oregon's fire services.

**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 will provide consultative advice and make recommendations to executive leadership on agency-wide projects, Agency Rules, evaluation of the effectiveness of the Fire Service Policy council, legislative policy analysis and track implementation, serve as the Agency records officer and public records coordinator. It will analyze statewide issues to help develop and evaluate strategic planning and goal setting. It will also focus on supporting and liaising with stakeholders on behalf of the agency's administrators.

### 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
40%	R	E	<p><b><u>Rules Coordination, Agency Records Officer, and Public Records &amp; Meetings Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Serve as the Agency Rules Coordinator, researching, reviewing, and coordinating updates to relevant sections of administrative rules (Oregon Administrative Rules) affecting the agency's programs and operations.</li> <li>• Analyze rulemaking needs and support the development, revision, and implementation of administrative rules to improve program effectiveness and compliance.</li> <li>• Coordinate and support division staff and leadership regarding rulemaking processes and regulatory requirements.</li> <li>• Support and facilitate stakeholder engagement activities, including public meetings, advisory committees, and focus groups to gather feedback and inform rule and policy development.</li> <li>• Maintain knowledge of Oregon Public Meetings Law and ensure agency compliance, including coordination of meeting notices, public postings, and updates required for the Governor's transparency website.</li> <li>• Serve as hearings officer when public hearings are requested as part of the administrative rulemaking process.</li> <li>• Coordinate rulemaking comment periods; collect, analyze, and summarize public comments; and prepare reports or recommendations for agency leadership and advisory committees.</li> </ul>

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

			<ul style="list-style-type: none"> <li>• Coordinate and file adopted rules with the Oregon Secretary of State (SOS) Office and maintain official rulemaking documentation.</li> <li>• Research and respond to stakeholder and constituent inquiries regarding rulemaking and regulatory changes in coordination with divisions.</li> <li>• Coordinate the preparation and maintenance of documentation required for review by the Oregon Department of Justice (DOJ).</li> <li>• Serve as the Agency Records Officer, maintaining and improving the agency-wide records management system to ensure compliance with state records retention requirements.</li> <li>• Coordinate records retention schedules and serve as the agency's primary liaison with the Oregon State Archives.</li> <li>• Serve as the Agency Public Records Coordinator, receiving, tracking, and coordinating responses to public records requests.</li> <li>• Work with division staff to identify and gather responsive records and ensure responses meet statutory timelines and legal requirements.</li> <li>• Review and coordinate division responses to ensure consistency, completeness, and compliance with Oregon Public Records Law.</li> <li>• Prepare formal communications and responses to records requests consistent with statutory requirements and agency standards.</li> <li>• Develop guidance materials and provide training to agency staff on public records requirements, records management practices, and compliance procedures.</li> </ul>
20%	R	E	<p><b><u>Governor's Fire Service Policy Council Administration</u></b></p> <ul style="list-style-type: none"> <li>• Administer the Governor's Fire Service Policy Council including its logistics and workgroups.</li> <li>• Coordinate with agency leadership and fire service stakeholders to support development of long-range objectives, policy recommendations, and operational priorities.</li> <li>• Organize council meetings, including scheduling, agenda development, and coordination of meeting materials.</li> <li>• Ensure accurate documentation of council activities by assigning scribe responsibilities and maintaining meeting minutes and records.</li> <li>• Attend council meetings, committees, and subcommittees to provide staff support and facilitate coordination among participating agencies and stakeholders.</li> <li>• Conduct research and policy analysis on issues affecting fire protection, emergency response, and life safety programs in Oregon.</li> <li>• Facilitate workgroups and collaborative discussions to identify issues, evaluate potential solutions, and develop recommendations.</li> <li>• Prepare briefing materials and reports for council members, including the biennial report to the Governor.</li> </ul>

20%	R	E	<p><b><u>Project Management, Reporting, and Tracking</u></b></p> <ul style="list-style-type: none"> <li>• Conduct program and project analysis to assist leadership in evaluating operational processes and identifying opportunities for improvement.</li> <li>• Coordinate cross-division projects and initiatives to support agency strategic goals and program implementation.</li> <li>• Apply analytical methods to evaluate program performance, operational processes, and compliance with agency policies and statutory requirements.</li> <li>• Provide recommendations to leadership regarding process improvements, operational efficiencies, and best practices in government program management.</li> <li>• Develop and implement project plans in collaboration with program managers, executive staff, and external stakeholders including fire service partners.</li> <li>• Track agency responsibilities and reporting requirements, including statutorily required reports, Governor's Office expectations, and Department of Administrative Services requirements.</li> <li>• Monitor and track special projects to ensure timely completion and alignment with agency priorities.</li> <li>• Support development and tracking of agency performance measures and program outcomes.</li> <li>• Develop and maintain dashboards, reports, or other tools used to track projects, initiatives, and performance metrics.</li> </ul>
15%	R	E	<p><b><u>Legislative and Policy Analysis</u></b></p> <ul style="list-style-type: none"> <li>• Track and analyze legislation affecting the agency's mission and programs in support of the Legislative Director.</li> <li>• Conduct research and analysis of legislative proposals, policy issues, and regulatory changes.</li> <li>• Coordinate aspects of the agency's legislative processes, including bill tracking, analysis, and internal communication.</li> <li>• Prepare summaries, briefing materials, and policy analyses to support leadership decision-making and legislative engagement.</li> </ul>
5%	NC	E	<p><b><u>Emergency Operations and Other Duties</u></b></p> <ul style="list-style-type: none"> <li>• Will be utilized during emergencies to provide assistance as assigned by a manager; such assistance may include aiding the emergency effort in the field or in the Agency Operations Center, as well as backfilling a position that is being used in direct support to the emergency.</li> <li>• Assist other staff and programs in the overall operation and support of the agency.</li> </ul>
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.**

Typical office environment. Occasional overnight travel may be 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.**

- Oregon Revised Statutes
- Oregon Administrative Rules
- OSFM policies and procedures
- DAS policies and procedures
- AFSCME Collective Bargaining Agreement

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

These guidelines provide general and program-specific direction for the administration of agency programs, support the development of rules and policies, and guide the interpretation and application of laws and regulations. They are also used to provide technical assistance and guidance to OSFM staff, fire service departments and districts, regulated parties, the public, other state agencies, and the legislature.

## 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?
Agency staff	In person/phone/writing	Info/support/assistance/guidance	Daily
Fire service leaders	In person/phone/writing	Info/support/assistance/guidance	Daily
Other state agencies	In person/phone/writing	Info/support/assistance/guidance	Weekly
State Archives	In person/phone/writing	Liaison for public records	As needed
Legislature & public	In person/phone/writing	Info/assistance	Weekly

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

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position exercises independent judgment in analyzing operational issues, developing procedures, and implementing systems that support agency programs and statewide initiatives. The incumbent independently plans and completes analytical projects and prepares reports and recommendations that inform decisions made by agency administrators, program managers, and members of statewide advisory bodies.

The position regularly evaluates operational processes, policy requirements, and program needs to determine appropriate courses of action. Decisions include interpreting applicable laws and statewide policies; developing or recommending agency procedures and guidelines; and determining appropriate responses to operational or policy questions. The position also determines when issues require consultation with leadership, legal counsel, or other subject matter experts.

Work typically involves analyzing complex situations with broadly defined goals and collaborating with program staff, leadership, and external stakeholders to support agency initiatives. The position's recommendations and analyses inform operational planning and program implementation across multiple divisions.

Effective decisions improve organizational efficiency, strengthen compliance with statutory and policy requirements, and support the development of systems and processes that enhance agency operations and service delivery. Poor decisions may result in inefficient processes, increased operational costs, reduced productivity, decreased employee morale, or diminished effectiveness of agency programs and services.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Fire Protection and Community Risk Administrator 1	0004402	In person, virtual	As needed, quarterly	Direction, guidance, feedback during quarterly check-ins.

**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:

Desired Attributes:

- Experience organizing and facilitating meetings, workgroups, or advisory bodies (preferred).
- Skill in coordinating administrative rulemaking processes.
- Ability to manage records and public records requests with accuracy and compliance.
- Skill in project management and cross-division coordination.
- Ability to analyze complex policy, legislative, and operational issues.
- Strong written and verbal communication skills.

The individual in this position is expected to maintain a professional work environment focused on productivity, accountability, and collaboration. The incumbent demonstrates sound work habits and professionalism through personal conduct and leadership, and maintains accurate and timely administrative records, including time sheets, travel documentation, and required reports.

This position actively participates in department meetings, workgroups, and collaborative initiatives, and contributes to the successful completion of assigned projects and other duties as required.

The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with other state agencies, and community partners as well as division and agency staff and supervisors through active

participation in accomplishing group projects and in identifying and resolving problems in a constructive manner; identify and resolve problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
NA		

### 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