



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/18/2025

This position is:

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

Agency: Oregon State Fire Marshal

Division: Fiscal & Budget Services

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 3
b. Classification No: C0862
c. Working Title: Grants Coordinator
d. PPDB No/WD ID: 2515024/000000183335
e. Section Title: Grants Unit
f. Agency No: 26000
g. Employee Name: Vacant
h. Budget Auth No: TBD
i. Supervisor Name: Jose Macias
j. Repr. Code: AF
k. Work Location (City – County): Salem - Marion

I. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year 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.

At the Oregon State Fire Marshal, we actively support a workforce representative of the communities we serve. We embrace diversity, practice inclusive excellence, and strive for equity and belonging to maintain a workplace where everyone is treated with respect and dignity. We value all lived experiences and

welcome members of historically underrepresented racial/ethnic groups, LGBTQIA2S+, women, individuals with disabilities, veterans, and others.

The OSFM Grants Unit administers a diverse portfolio of grant programs that support wildfire resilience, emergency preparedness, and community risk reduction. These programs include funding for home hardening, wildfire recovery, fire service capacity building, and nonprofit partnerships. Grant recipients include counties, local governments, fire districts, tribal governments, nonprofit organizations, and private property owners.

This position requires strong program coordination skills, grant management experience, and the ability to build effective partnerships. The coordinator plays a vital role in advancing OSFM’s mission to create fire-adapted, resilient communities across Oregon.

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 coordinate the effective administration of OSFM’s Community Fire Hardening grant programs by designing, implementing, and maintaining systems and processes that ensure efficient application workflows, data collection, and compliance monitoring. This position serves as a Program Coordinator and advisor to the Grants Manager, playing a key role in the day-to-day operations of the grant program.

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%	N	E	<p>Program Development & Administration:</p> <ul style="list-style-type: none"> ▪ Oversee three key grant programs that drive OSFM’s mission to reduce wildfire risk and enhance community resilience: the Proactive Home Hardening Grant, the Wildfire-Damaged Rebuilding Program, and the County Home Hardening Grant. ▪ Lead the creation and execution of guidelines and processes for awarding and managing OSFM’s Community Fire Hardening Grant Programs, which include the Proactive Home Hardening Grant, Wildfire-Damaged Rebuilding Program, and County Home Hardening Grant. These programs collectively manage \$8–\$25 million in funding and require precise coordination to ensure compliance with state and federal regulations. ▪ Collaborate with the Grants Manager to plan and manage program scope, timelines, and budgets, ensuring alignment with legislative intent and deliver meaningful outcomes for communities across Oregon. ▪ Develop grant requirements, guidance, and application/reporting instructions tailored to each program. Coordinate with internal teams and external partners, such as counties, local governments, and property owners, to ensure funding opportunities are accessible, clearly communicated, and responsive to community needs. ▪ Inform policy and procedure development to guide the use of grant funding for wildfire prevention and recovery strategies. Maintain systems for tracking metrics and accomplishments, assist with application reviews, and recommend awards based on established criteria. Work

			with procurement staff to develop interagency agreements and related contracts.
25%			<p>Program Evaluation & Strategic Analysis</p> <ul style="list-style-type: none"> ▪ Monitor program milestones and deliverables to track progress and ensure accountability. Prepare reports, organize data, and develop presentations that communicate program status and impact to agency leadership and senior policy advisors. ▪ Provide timely and accurate reporting to granting agencies, the Oregon Legislature, and OSFM leadership. Support data collection and organization, ensure grantee accountability, and contribute to internal reporting processes that track program performance and expenditures. ▪ Advance OSFM's response and community risk reduction framework. Participate in evaluating existing plans, conducting after-action reviews, and identifying strategies to strengthen risk reduction through future grant administration. Collaborate with internal and external partners to assess needs, explore new grant opportunities, and manage statewide reallocation of existing funds.
15%	N	E	<p>Collaboration & Outreach</p> <ul style="list-style-type: none"> ▪ Partner with OSFM's accounting, budget, procurement teams, program analysts, and grantees to ensure grant requirements are clearly communicated, consistently applied, and fully compliant with state and federal rules. Align program operations with financial and administrative policies, resolve technical or procedural issues throughout the grant lifecycle, and contribute to the development of new grant initiatives that reduce wildfire risk and impact. Support the Grants Manager in stakeholder engagement with legislators, state and local agencies, the Department of Justice, and the Department of Administrative Services. ▪ Drive continuous improvement of OSFM's grant programs by helping develop new funding opportunities and refining existing processes to maximize effectiveness and impact. Collaborate with a program evaluation specialist to support data-driven decision-making, assess program performance, and identify areas for enhancement. ▪ Coordinate internal and external efforts to foster public-private partnerships and advance wildfire risk reduction strategies. Provide logistical and analytical support to subject matter experts and translate technical insights into actionable program guidance. ▪ Engage in statewide outreach to broaden participation and strengthen relationships with counties, property owners, and other key stakeholders. Lead collaboration with public and private sector partners, including emergency managers, nonprofit organizations, housing contractors, and other sectors critical to Oregon's wildfire resilience and recovery. ▪ Manage the drafting and publication of white papers, policy briefs, and guidance documents to inform stakeholders and promote program transparency. Plan, develop, and facilitate meetings with partner organizations to ensure alignment, gather feedback, and support collaborative implementation of grant-funded initiatives.
15%	N	E	<p>Auditing:</p> <ul style="list-style-type: none"> ▪ Develop and refine the audit framework, including criteria for selecting grantees for additional review. Ensure audit processes align with agency policies and funding requirements, promoting accountability and transparency across all three grant programs. ▪ Oversee and coordinate audits for OSFM's Community Fire Hardening grant programs. Review findings from staff, determine appropriate

			<p>follow-up actions, and escalate issues to the Grants Manager, Fiscal Leadership, or Procurement as needed.</p> <ul style="list-style-type: none"> Act as a liaison with external partners involved in auditing and compliance, ensuring timely resolution of findings. Collaborate with internal stakeholders to ensure audit results and inform continuous improvement of grant administration practices.
5%	NC	E	<p>Emergency Operations and Other Duties</p> <ul style="list-style-type: none"> 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. Assist other staff and programs in the overall mission of the OSFM.
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.

The duties of this position are primarily performed in a standard office environment, with extensive use of a computer and other office equipment. The position requires prolonged periods of sitting, frequent keyboarding, and regular use of email, phone, and video conferencing tools.

The position experiences frequent interruptions, shifting priorities, and tight deadlines, particularly during grant application periods, reporting cycles, or emergency activations. The employee must be able to manage multiple tasks simultaneously and maintain attention to detail in a fast-paced environment.

Occasional travel may be required to support grant-related meetings, trainings, or events. Requires a valid driver’s license with an acceptable driving record or an alternate mode of transportation.

Remote work options may be available, determined by the business needs of the agency.

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.

This position follows established administrative and operational procedures to support the day-to-day functioning of the OSFM Grants Unit. Commonly used guidelines include:

- Oregon Revised Statutes and Administrative Rules as applicable.
- Procurement law and rules
- State Standard Operating Procedures
- OSFM policies and procedures
- DAS policies and procedures
- TeamSite Procedures
- FEMA Emergency Management Training Program and Exercise Program Guidance
- FEMA Supplemental Resource: Support for Public-Private Collaboration and Public-Private Representative
- Federal OMB Circulars
- Conflagration Act and Oregon Fire Service Mobilization Plan.

b. How are these guidelines used?

These guidelines are used to interpret and apply legislative, administrative, and financial requirements to the development and administration of OSFM’s grant programs. They provide the framework for designing application processes, evaluating eligibility, ensuring compliance, and managing public funds responsibly. The position uses these guidelines to develop internal procedures, support grantees, coordinate with fiscal and procurement teams, and ensure that all aspects of the grant programs align with state and federal expectations. When ambiguity arises, the guidelines serve as a foundation for consultation with legal, policy, or executive leadership to ensure consistent and compliant decision-making.

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>			
County and Local Government Officials	Phone/in-person/Email	Coordinate grant implementation, clarify program requirements, and provide technical assistance	Daily
Property Owners and Community Members	Phone/in-person/Email	Provide information on grant eligibility, application processes, and compliance expectations	Frequently
OSFM Program Analysts and Internal Teams	Phone/in-person/Teams	Collaborate on program design, training, and reporting tools	Daily
Grants Manager	Phone/in-person/Email	Provide updates, receive direction, and align on program goals and compliance	Daily
Procurement, Budget, and Fiscal Staff	Email / Meetings/ Teams	Coordinate on contracts, interagency agreements, and financial tracking	Weekly
State and Federal Agency Partners	Email / Phone / Meetings	Align on funding strategies, share data, and coordinate on wildfire resilience efforts	Monthly
Nonprofit and Private Sector Partners	Email / Phone / In-person	Support outreach, training, and implementation of grant-funded projects	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position is responsible for making complex decisions related to the design, coordination, and oversight of OSFM’s Community Fire Hardening grant programs. Typical decisions include determining how to structure application workflows, how to interpret and apply grant policies, and how to communicate program requirements to a wide range of stakeholders. The position also makes decisions about how to track program performance, prioritize grantee support, and resolve issues related to compliance or reporting.

Plays a key role in advising the Grants Manager on program design, policy development, and strategic improvements. The position also determines how to respond to inquiries from grantees, internal staff, and external partners, and how to escalate issues that may require legal, fiscal, or executive input.

Decisions made in this role directly affect the success of grant-funded initiatives, the agency’s ability to meet legislative intent, and the trust and engagement of community partners. Errors in judgment could result in misallocation of funds, audit findings, or diminished program impact.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Chief Financial Officer (Budget & Fiscal Manager 3)	3101020/ 000000158356	Check-ins and performance appraisals	As needed	To evaluate overall performance and ensure compliance with agency standards, and for general guidance/direction.
Grants Manager (Operations & Policy Analyst 4)	3100970/ 000000158364	Informal and formal review, consultation	As needed	To evaluate overall performance and ensure compliance with agency standards, and for general guidance/direction.

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? 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:

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; 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.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

Desire Attributes

- **Grant Administration Expertise**
Demonstrated experience in managing complex grant programs, including application workflows, compliance monitoring, auditing, and financial tracking.
- **Analytical & Strategic Thinking**
Ability to analyze data, evaluate program performance, and contribute to strategic planning and policy development aligned with wildfire resilience and community risk reduction.
- **Project Management & Organizational Skills**
Skilled in planning, organizing, and managing multiple projects under tight deadlines, ensuring timely delivery of milestones and adherence to legislative intent.
- **Effective Communication & Collaboration**
Strong written and verbal communication skills; proven ability to build partnerships with diverse stakeholders such as local governments, nonprofits, and private sector partners.
- **Adaptability & Problem-Solving**
Capacity to work in a fast-paced environment with shifting priorities, make sound decisions independently, and resolve complex issues effectively.
- **Commitment to Equity & Cultural Competence**
Dedication to fostering diversity, equity, and inclusion in all aspects of work, while maintaining a positive and respectful workplace culture.

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 curser at end of a row (outside table) and hit "Enter".</i>		

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		