



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 2
b. Classification No: C0861
c. Working Title: Grants Analyst
d. PPDB No/WD ID: 2515025/000000183336
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 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.

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 supports the effective administration and compliance of these grant programs by ensuring that grantees and contractors follow established rules, reimbursement procedures, and contractual obligations. The position plays a vital role in maintaining the integrity and accountability of OSFM’s grant investments.

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 monitor and support compliance, reimbursement accuracy, and contractual accountability for OSFM’s Community Fire Hardening grant programs. This includes tracking grantee and contractor performance, reviewing billing documentation, identifying potential audit concerns, and ensuring adherence to grant requirements.

This position functions as a key compliance analyst within the grant program team. It works closely with the Community Fire Hardening Grants Coordinator, the Grants Manager, and fiscal and procurement staff to ensure that all financial and contractual aspects of the grant programs are properly documented, monitored, and reported. This position flags issues for further review, supports audit readiness, and helps maintain accurate records of grantee and contractor activities.

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
35%	N	E	Grant Monitoring & Oversight: Responsible for providing oversight and coordination for OSFM’s Community Fire Hardening Grant programs, including the Proactive Home Hardening Grant, the Wildfire-Damaged Rebuilding Program, and the County Home Hardening Grant. This role provides program stewardship by supporting grantees and contractors in meeting reimbursement requirements, contract obligations, and program standards. Reviews submitted documentation for accuracy, validates billing details, and identifies discrepancies or issues for escalation to the Grants Coordinator or Grants Manager. Maintains comprehensive records of grantee performance and partners on developing corrective actions when needed to ensure program success and continuous improvement.
25%	N	E	Contract and Billing Management: Maintains tracking systems for contractor deliverables, billing schedules, and payment status. Ensure invoices are complete, accurate, and submitted in compliance with grant and procurement requirements. Collaborates with OSFM fiscal and procurement teams to resolve payment issues and

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

			facilitate timely processing. Assists with financial reconciliations and contributes to internal reporting on grant-related expenditures.
15%	N	E	Audit Preparation and Risk Management: Supports audit readiness by proactively identifying potential compliance risks and maintaining thorough documentation to ensure accountability. Highlights audit-related concerns and escalates them to the Grants Coordinator or Grants Manager for appropriate action. Assists in compiling materials for internal and external audits and contributes to implementing audit recommendations to strengthen program integrity.
10%	N	E	Program Documentation & Continuous Improvement: Supports the creation and enhancement of procedures, checklists, and tracking tools to strengthen program operations. Assists in documenting standard operating procedures for reimbursement, billing, and contract management. Provides input on process improvements aimed at increasing efficiency and minimizing risk.
10%	N	E	Stakeholder Communication and Support: Responds to inquiries from grantees and contractors regarding billing, documentation requirements, and program expectations. Provides clear guidance and technical assistance to help partners understand and comply with program standards.
5%	NC	E	Emergency Operations and Other Duties 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 evaluate grantee and contractor compliance, ensure proper documentation for reimbursements, and support audit readiness. This position interprets and applies these rules to review billing submissions, track contractual obligations, and flag potential issues. The guidelines also inform the development of internal procedures and tools used to monitor and report on grant performance.

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>			
Grantees and Contractors	Phone/in-person/writing	Clarify documentation requirements, resolve billing issues, ensure compliance with grant terms	Daily
OSFM Fiscal and Procurement Staff	Phone/in-person/writing	Coordinate on payment processing, contract tracking, and financial compliance	Daily
OSFM Grants Coordinators	Phone/in-person/writing	Elevate audit concerns, align on program compliance issues, and coordinate tracking systems	Weekly
OSFM Grants Manager	Phone/in-person/writing	Report flagged problems, seek guidance on compliance matters, and support audit readiness	Weekly
Internal/External Auditors or Oversight Agencies	Phone/in-person/writing	Provide documentation, respond to audit inquiries, and support compliance reviews	As needed
County and Local Government Partners	Phone/in-person/writing	Provide technical assistance on reimbursement procedures and compliance expectations	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes routine, but critical decisions related to grant compliance, billing accuracy, and contractor tracking. Typical decisions include determining whether submitted reimbursement documentation meets program requirements, identifying discrepancies in billing or contract deliverables, and deciding when to escalate issues to the Grants Coordinator, Grants Manager, or fiscal staff.

A key responsibility of this position is to identify and queue up grantees for audit review based on risk indicators, documentation inconsistencies, or performance concerns. The analyst uses established criteria and professional judgment to flag grantees for further review and prepares supporting documentation for the Grants Coordinator and Grants Manager to initiate formal audit processes.

The analyst also determines how to best organize and track compliance data, prioritize follow-up with grantees or contractors, and interpret guidelines to ensure consistent application of rules. These decisions directly affect the agency’s ability to maintain accountability, avoid audit findings, and ensure timely and accurate payments.

Incorrect decisions could result in delayed reimbursements, financial reporting errors, or noncompliance with state or federal grant requirements, potentially jeopardizing funding or damaging OSFM’s credibility with partners and oversight bodies.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Chief Financial Officer (Budget & Fiscal Manager 3)	3101020/ 000000158356	Check-ins and performance appraisals	Monthly/Quarterly	To evaluate overall performance and ensure compliance with agency standards
Grants Manager (Operations & Policy Analyst 4)	3100970/ 000000158364	Informal and formal review, consultation	Ongoing and during regular check-ins	To ensure alignment with unit priorities, provide feedback, and support professional development
Grants Coordinator (Program Analyst 3)	3100971/ 000000158353	Guidance and task coordination	Ongoing	Coordination and general guidance or direction.
Grants Coordinator (Program Analyst 3)	TBD	Guidance and task coordination	Ongoing	Coordination and general guidance or direction.

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.

Desired Attributes

- **Grants & Compliance Knowledge**
Understands grant administration, reimbursement processes, and compliance requirements; applies state and federal guidelines accurately.
- **Detail Orientation & Risk Awareness**
Ensures accuracy in billing and documentation; identifies discrepancies and potential audit risks proactively.
- **Effective Communication**
Provides clear guidance and technical assistance to grantees, contractors, and internal teams; collaborates to resolve issues.
- **Process Improvement**
Develops and refines procedures, tools, and tracking systems to enhance efficiency and reduce compliance risk.
- **Adaptability & Time Management**
Handles shifting priorities, tight deadlines, and emergency assignments while maintaining accuracy and accountability.
- **Technical & Data Management Skills**
Proficient in using tracking systems, spreadsheets, and reporting tools to monitor contracts, billing schedules, and compliance metrics; comfortable with digital communication platforms.

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>		

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