



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3/28/2025

This position is:

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

Agency: Oregon State Fire Marshal

Division: Fire & Life Safety Education

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Learning & Development Specialist 2</u>	b. Classification No: <u>1339</u>
	<u>3100539/</u>
c. Working Title: <u>Learning & Development Specialist</u>	d. PPDB No/WD ID: <u>000000158475</u>
e. Section Title: <u>Fire & Life Safety Education Unit</u>	f. Agency No: <u>26000</u>
g. Employee Name: <u>Vacant</u>	h. Budget Auth No: <u>1412349</u>
i. Supervisor Name: <u>Amber Cross</u>	j. Repr. Code: <u>AF</u>
k. Work Location (City – County): <u>Salem – Marion</u>	

I. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share
m. FLSA:	<input type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory	n. Eligible for Overtime: <input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Administrative	<input type="checkbox"/> No
			<input type="checkbox"/> Professional	
			<input type="checkbox"/> Computer	

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 Fire and Life Safety Education Division is responsible for fire prevention, fire safety, and community wildfire risk reduction. The division programs target fire reduction and fire-related deaths, injuries, and property loss through education to encourage behavioral change and increase awareness of fire-safe practices and regulations.

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 is responsible for identifying and developing long-range plans, goals, objectives and milestones related to the development, implementation, administration and maintenance of the Oregon State Fire Marshal's (OSFM) educational and training programs to over 300 Oregon fire departments . This is accomplished through researching, assessing, and identifying fire service training needs based on state and national standards, developing curriculum, implementing OSFM training and coordinating training and outreach programs including the use of social media. This position represents the agency's public safety administrators, trainers, and managers to public and private sector stakeholders. This position analyzes, reviews, and evaluates branch and division programs to make recommendations about program policy, regulations, and rules.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
65%	NC	E	<p><u>Curriculum Development, Research, and Evaluation</u></p> <p>Design, develop, implement and evaluate training programs, services, systems and program effectiveness. This includes developing and ensuring the necessary infrastructure to provide the required trainings in a train-the-trainer format, statewide interactive computer-based training for internal staff and fire service partners such as fire marshals, fire training officers mobilization, hazardous materials and public educators. Ensure training programs are meeting the current and anticipated needs of fire service personnel by evaluating fire service occupational practices, regulations and emerging state and national trends to prepare, expand or alter training programs. Ensure all trainings have clearly defined lesson plans, goals and objectives, instructional content, testing mechanisms, audiovisual support materials, references and evaluation procedures.</p> <p>Design and disseminate data collection instruments, such as surveys, and oversee data collection related to the training programs. Data is collected from internal and external stakeholder surveys, professional interest groups, and focus groups to conduct training research and pilot programs to identify and assess agency, regional or statewide needs. Analyze data, evaluate findings and provide written recommendations on policy and operational changes to executive management. Develop detailed plans, goals and objectives for the long-range implementation and administration of these programs by assessing fire service development needs, identifying strategies and actions to achieve them. Develop curriculum, training modules, schedule implementation, and provide train-the-trainer instruction</p>

			<p>based on training needs and survey feedback. Create agendas, coordinate and lead planning proposals for statewide implementation of the training programs; based on survey findings develop written recommendations for the agency's business and strategic plan. Assess availability and cost effectiveness of training resources.</p> <p>Identify and develop performance measures to provide adequate and appropriate training materials and opportunities for Oregon's fire service to meet training and certification requirements as required by the agency's administrative rules. Identify gaps in training and communications. Develop, gather and analyze information from test and course evaluations to determine if the training courses, techniques, and materials are effectively meeting agency goals and objectives. Lead and facilitate planning meetings with internal staff and fire service partners to identify issues and resolve problems by coordinating actions across organizational lines.</p> <p>Design service delivery processes and procedures for program(s).</p>
10%	NC	E	<p><u>Training Program Coordination</u></p> <p>Initiate and coordinate training programs to ensure the programs are compliant with changes in state and national standards and policies. Design, develop and maintain an infrastructure to ensure training programs are updated to reflect new and emerging changes in state and national standards for fire prevention and response. Evaluate these changes for fiscal and programmatic impact to these programs.</p> <p>Develop, implement and maintain training programs through collaborative efforts with internal and external stakeholders.</p> <p>Develop reports and correspondence outlining impact of training programs on agency operations. Monitor national and state standards and evaluate for programmatic impact to OSFM and plan needed changes in operations and procedures to the program.</p> <p>Research and prepare background information on proposals to the OSFM training programs and provide recommendations to executive management. Identify, develop and maintain program goals, actions and plans. Recommend changes in policy and procedures to bring about needed changes in program operations.</p>
10%	NC	E	<p><u>Project Management</u></p> <p>Plan operational improvement projects and conduct thorough research to identify project scope, necessary training, and resources needed to successfully implement and maintain the training programs. Responsible for planning, coordinating, implementing, monitoring, evaluating, and reporting of the training programs including keeping the Assistant Chief Deputy of FLSE informed of the status of project goals, potential problems, and making or assisting in decision making on those findings. Evaluate program operations, quality of systems and program resources; develop or prioritize resources to improve operations or implement new program policy.</p> <p>Develop strategies for leveraging funding and minimizing financial risk to state and partner program agencies. By working with internal (management and personnel) and key partners (fire departments, fire training associations and other professional interest groups) to develop and maintain the infrastructure for delivery and coordination of training activities. Based on</p>

			findings, recommend a project budget and spending plan to executive management. Analyze potential risks and difficulties and develop strategies to mitigate or avoid the associated risk. Oversee and coordinate project activity to ensure all project team members and other stakeholders are actively participating in the process. Monitor and evaluate third party contractor performance. Recommend changes to project plan to support new or changing program priorities; identify and resolve systems that conflict in areas of shared responsibilities. Develop or adapt program guidelines and standards. Monitor and track project budget, schedule and performance measures.
10%	NC	E	<u>Training Administration</u> Manage, research and evaluate agency policy and operations related to the training programs including identifying state and national trends in fire prevention and response, formulating policies and changes to support current and new changes in fire prevention practice and response. Responsible for interpreting and explaining existing and proposed agency policy and rules to staff and fire service partners, like fire chiefs, fire marshals, and training officers. Prepare written reports on benefits and potential risks associated with existing and new policy related to online learning. Coordinate and participate on committees comprised of agency staff and Oregon's fire service to identify and address changes in policy, resolve disputes and gain support. Based on input from internal and external stakeholders, analyze policy proposals and recommend agency action.
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.

Requires a valid driver's license with an acceptable driving record or an alternative mode of transportation.

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

Regular office environment. May occasionally require in-state day and overnight travel. May require some evening and weekend meetings. Regular involvement with politics of local/state government.

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 Fire Marshal Policies, Rules, Procedures and Standard Operating Guidelines;
- Oregon Revised Statutes: (176.005-476.990, and 479.001-479.300);
- Oregon Administrative Rule (Chapter 837);
- Oregon Codes and Standards (Fire, Building, Mechanical, and Electrical Codes); and
- National Fire Protection Association and other nationally recognized Codes and Standards.

b. How are these guidelines used?

They are used for the evaluation and advancement of professionalism in Oregon public safety and for providing technical assistance, fire prevention information, and other job-related direction to other agencies and the general public.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
OSFM staff and management	Phone/In-person/Writing	Coordinate/Assist/Training	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Makes decisions regarding the direction, implementation and administration of associated core training programs to ensure they meet the business needs of OSFM. Decides when, where and how training will be provided and determines the development and the appropriateness of the training materials, the methods of training, and the effectiveness of the training. These decisions impact the ability of OSFM staff and Oregon's fire service serving in the vocation of fire and life safety to meet the new statewide training and certification requirements necessary to enforce the fire code in Oregon. The training program supports all OSFM staff and local government staff responsible for enforcing the Oregon Fire Code, and so, the development, coordination and scheduling of training is critical to the success of program operations.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Fire Protection & Community Risk Manager 3	0032091	In-person/by phone/email/virtually	Weekly/Quarterly/As needed	To ensure training needs and goals of OSFM are met; Quarterly performance evaluations.

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.

The individual in this position must have:

- The flexibility and concentration to work on multiple tasks or projects simultaneously, and the ability to prioritize and reprioritize workload.
- Experience delivering training and presentations both in-person and virtually through Zoom, MS Teams or similar platforms to a diverse audience.
- Curriculum development and design for varying age ranges that establishes training priorities and objectives. This also includes evaluating and improving instructional materials, lesson plans, handouts, and audiovisual presentations
- Ability to work independently, collaborate as a team player, and give and receive constructive feedback.
- Experience administering a training program that included development of an annual training schedule, managing learner registration, and coordination of training facilities, materials, equipment, supplies, and guest speakers.
- Knowledge and understanding of adult learning theory and other educational based practices to support curriculum development.

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

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

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