



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
7/14/2025

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 Division

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations & Policy Analyst 3 b. Classification No: 0872
3100928/
c. Working Title: Fire Risk Reduction Specialist (FRRS) d. PPDB No/WD ID: 000000158481
Community Wildfire Risk Reduction
e. Section Title: (CWRR) Unit f. Agency No: 26000
g. Employee Name: Vacant h. Budget Auth No: 1412374
i. Supervisor Name: Chris Sutton j. Repr. Code: AF
k. Work Location (City – County): Region D (Hood River, Wasco, Sherman, Gilliam, Morrow, and Umatilla counties)

l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☐ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
m. FLSA: ☐ Exempt If Exempt: ☐ Executive/Supervisory n. Eligible for ☒ Yes
☒ Non-Exempt ☐ Administrative Overtime: ☐ No
☐ Professional
☐ 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 takes a community-centered approach to risk reduction, empowering the Oregon Fire Service and its partners with data-driven strategies, educational resources, and collaborative partnerships to minimize life loss, injury, and property damage in Oregon. By identifying risks at the local level, this approach ensures that safety information is effectively delivered to all Oregonians. The division consists of the Fire Prevention Education Unit and the Community Wildfire Risk Reduction Unit, both focusing on strengthening fire prevention and wildfire resilience at home and community levels. Community Risk Reduction extends beyond individual households to address broader fire prevention and mitigation efforts statewide.

The purpose of the Community Wildfire Risk Reduction (CWRR) Unit is to prepare communities for wildfire by identifying, defining, and prioritizing the risk to Oregon communities, and utilizing an integrated and strategic investment of resources to reduce the fire occurrence and impact. With a primary focus on the built environment, targeted efforts include improvement of structural resiliency to wildfire, enhancement of defensible space for homes and surrounding structures, ensuring adequate access and egress in the event of wildfire events, and overall improvement of structural fire prevention efforts through community risk reduction efforts.

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:

Develop, administer, and maintain community wildfire risk reduction strategies, tactics, and plans to reduce the occurrence and impact of wildfire in communities within the assigned region.

Through the direction of the Unit Manager, the position develops long-range plans, goals, objectives and milestones to address the local wildfire risk. The position communicates with unit manager, unit coordinator, partner agencies, stakeholders, and members of the public; organizes and implements risk reduction plans; and evaluates the effectiveness of the applied resilience efforts to determine program impact and promote fire adapted communities within the assigned region.

Provides technical assistance in community wildfire risk reduction strategies, coordinates fire safety information and training in varied formats to community, social and professional groups, city, county and state government agencies, the fire service, and the public.

The position additionally serves as the conduit for Community Risk Reduction program updates from the fire prevention education unit and supports local wildfire resilience educational outreach as areas of risk are identified.

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	Develop, administer and maintain community wildfire risk reduction strategies, tactics, and plans to reduce the occurrence and impact of wildfire in communities within the assigned region.

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

			<p>Determine communities at risk using tools developed by OSFM Analytics and Intelligence Unit (A&I), qualitative wildfire risk assessment (QWRA), community wildfire protection plans (CWPP), or other wildfire risk tools.</p> <p>Lead, plan, organize, and support wildfire task forces, partnerships, coalitions, or collaboratives to develop strategies and tactics most effective for the community at risk, considering political, financial, logistical, organizational, and cultural implications.</p> <ul style="list-style-type: none"> • Coordinate or lead planning initiatives; develop processes and procedures for strategic planning in the area at risk; consult with Unit and Division management on the strategic planning process and methods. Support business planning efforts by giving consultative advice on organizational improvement methods. Lead and facilitate planning meetings with cross- functional and interdisciplinary teams to arrive at organizational improvements. • Guide local partners and collaborative organizations in methods of formulating performance measures and evaluating data related to wildfire resilience activities. • Coordinate efforts of local fire agencies to assist with the development of local community wildfire risk reduction programs and provide guidance to local officials on wildland urban interface (WUI) topics and wildfire prevention and safety. • Solve disputes and gain agreement with external constituents, other agencies, and community partners to support wildfire risk reduction strategy initiatives. • Interpret and explain the role of the community wildfire risk reduction in the built environment—providing background and guidance to staff, elected officials, agency partners, and the public. • Participate in and lead local groups or collaboratives to provide resources, technical assistance, planning, mitigation activities, fire prevention cooperative(s) and events. <p>Develop and implement mitigation strategies and tactics that have a high degree of probable success, feasibility, and impact and are effective at preventing or mitigating wildfire risk for community.</p> <ul style="list-style-type: none"> • Prepare and organize plans for wildfire risk reduction in coordination and collaboration with local partners and stakeholders. Inform new wildfire policy recommendations at the local level and design regional mitigation plans to support subsequent community wildfire risk reduction activities. • Analyze community wildfire risk reduction and wildfire mitigation strategies and communicate probable local and state political and public reaction to changes with agency leadership. • Gather, process, analyze, interpret, and comment on information needed for development of fuel mitigation projects, community resilience, and education/outreach plans to assist with reducing structural ignitability within communities. • Ensure strategies and plans consider cost-effective solutions
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			<p>to meet regional needs and priorities.</p> <p>Implement Community Wildfire Risk Reduction Plans</p> <ul style="list-style-type: none"> • Assist local partners with local policies and ordinances to guide community wildfire risk reduction efforts and provide direction based on current state statute and administrative rule. • Plan, schedule, and conduct educational outreach with local government to assess wildfire hazards and risks and provide wildfire mitigation and evacuation planning best practices. • Provide recommendations, information, guidance, and expertise to help local fire agency staff meet their communities' needs. • Coordinate and collaborate on wildfire mitigation projects. Coordinate with project managers, planners, and vegetation crews to achieve goals and create customized solutions based on geographic, community, and environmental needs. Coordinate and support community wildfire mitigation projects. <p>Monitor, evaluate and modify plans.</p> <ul style="list-style-type: none"> • Develop a comprehensive evaluation of the efforts in the assigned area and provide this annually to support and guide future agency operations. Document, formulate, and suggest legislative and policy changes to support regional community wildfire risk reduction philosophy or improvements in practice. • Coordinate with OSFM public affairs and unit manager and serve as the regional technical expert for media inquiries to share local wildfire risk reduction efforts.
15%	R	E	<p>Community Wildfire Risk Reduction Administration, Evaluation, and Legislative Analysis</p> <ul style="list-style-type: none"> • Provide information for reports intended for the Governor's Office, Legislature, State Fire Marshal, State Forester, Oregon Fire Chiefs Association, and other stakeholders. • Provide guidance and direction to agency staff, fire service agencies, and members from other organizations in applying for available grant funding to increase wildfire resilience and wildfire risk mitigation strategies at the local level. • Coordinate and support long-term local projects, document and analyze results, and provide continued evaluation to ensure ongoing project viability. Provide information and recommendations to unit manager on potential project applicability to other regions and to the statewide scale. • Track and evaluate legislative bills related to wildfire response, land management, wildfire mitigation, suppression, prevention, and other related topics. • Identify barriers to participating in community wildfire risk reduction efforts and work with partners to design, implement, and manage strategies to eliminate barriers and increase participation and wildfire risk reduction efforts. • Work with local partners to inform and draft local policies to address, mitigate and prepare local communities for the dangers

			<p>associated with wildfire.</p> <ul style="list-style-type: none"> • Provide information to help support reports outlining impact of legislative proposals on agency operations within the assigned region in coordination with agency leadership. • Monitor federal or state legislation and evaluate for regional programmatic impact, plan needed changes in operations and procedures. Research and prepare background information on legislative proposals for use by executive management; recommend agency position based on regional needs. • Using guidance from the unit manager translate legislation into regional program goals, actions, and service plans. • Communicate, implement, and evaluate impact of legislative changes within assigned regions.
10%	R	E	<p>Operational Research and Evaluation</p> <ul style="list-style-type: none"> • Assess, design, implement, and evaluate regional plans to determine program impact, services offered, systems, and program effectiveness through comprehensive operational research. • Develop methods to improve operations or develop new approaches to regional program evaluation that serve as precedent for others. • Develop processes for systematic organizational improvement for regional partnerships or collaborative groups. • Design and oversee the collection of data for regional organizational surveys; analyze data, evaluate findings, and recommend policy and operational changes. • Develop detailed plans, goals, and objectives for the long-range implementation and administration of agency programs within assigned region. • Advise OSFM leadership on the impacts of different policy options based on local assigned areas. • Research current trends in subject area related to community wildfire risk reduction, fire adapted communities, WUI fire, community network involvement, and engagement models for local communities.
15%	R	E	<p>Fiscal/Budget</p> <ul style="list-style-type: none"> • Plan, develop, and coordinate requests for grants and other funding sources on behalf of the assigned region. • Research to identify grant opportunities and connect partners with access to grant funds for mitigation, public education, and general community wildfire prevention and preparedness primarily for disadvantaged populations. • Provide advice and technical assistance in preparing and submitting grant applications. • Prepare and submit required reports to the appropriate granting entity.

			<ul style="list-style-type: none"> • Maintain all essential program records and other documentation. • Monitor grant compliance through progress reports to ensure projects are implemented as planned and are progressing towards their stated outcomes. • Review and evaluate reports from grantees to assess the impact and effectiveness of applicable projects and the impact of allocated funding on identified strategies. • In coordination with agency grants staff and leadership, work with recipients to correct identified deficiencies. • Collaborate with stakeholders and follow contracting guidelines to develop contractor statement of work. • Manage project steps to cause participation of project team members and other stakeholders. Monitor and track project budget, schedule, and performance. Coordinate project activities with internal units. Administer project contracts; monitor and evaluate contractor performance. Recommend changes to project plan in response to unforeseen changes or unexpected results. Obtain approvals to proposed changes in project scope, quality, budget, or schedule. Verify quality of project deliverables.
15%	R	E	Technical Assistance <ul style="list-style-type: none"> • Provide information and advise partners on community wildfire mitigation best practices, design, develop, and present wildfire risk mitigation strategies, coordinate wildfire safety information and training in varied formats to community, social and professional groups, employee groups, special interest groups, city, county, and state government agencies and affiliates, the fire service, and the public. • Meet with partner agencies, private and public organizations, local government, media, and members of the public to review wildfire mitigation needs; inform and educate regarding hazards and necessary corrective actions. • Conduct field trips with partners or other interested personnel relating to wildfire resilience and education activities. Explain applicable rules, regulations, and best practices associated with wildfire resilience and creating fire adapted communities. • Interpret and communicate decisions regarding community wildfire risk reduction policies, programs, and activities orally and in writing. Provide technical assistance in the application of pertinent codes to landowners, local/state/federal authorities, and other partners. • Participate in the periodic reviews of community wildfire protection plans and community evacuation plans. • Serve as a representative on local committees and collaborative groups which address wildfire risk. Represent the OSFM at fire defense board meetings, Oregon Fire Marshal's Association, and other professional groups. Give reports on OSFM program policies, resources, and activities. • Collaborate with other OSFM Fire Risk Reduction Specialists and partner agencies to develop, maintain, inform, and utilize wildfire risk reduction strategies, tactics, and best practices to develop and

			leverage successful local program implementation into at risk areas.
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. Other duties as assigned.
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.

The expectation for this position is that the employee will be able to maintain a 45-minute or less response time to the border of their region.

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

Frequent long-distance travel, often with overnight stays away from duty station. May travel and work under adverse weather conditions such as rain, snow, and extreme cold and heat for extended periods of time. Has telephone and personal contact with hostile and angry people. Interacts with emotionally distressed people. Conducting events and activities requires extended walking on hard, smooth and on rough, uneven surfaces, and stairs.

The ability to work flexible hours, evenings, or weekends may be required to participate in community events or meetings, or to assist with major incidents such as conflagrations. This position also participates in educational community outreach which requires set up and tear down of event equipment that can weigh up to 75lbs.

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
- DAS statewide policies
- OSFM policies and procedures
- National Fire Protection Association and other nationally recognized codes and standards
- Oregon Specialty Code R327
- National Cohesive Wildland Fire Management Strategy

b. How are these guidelines used?

They are used for ensuring fire safety in communities, ensuring understanding of wildfire mitigation best practices, and 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?
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
Other federal, state, local agencies and organizations	Phone/Person/ Writing	Technical assistance, Information and research, project collaboration	Daily
General Public	Phone/Person/ Writing	Technical assistance, Information and research, project collaboration	Daily
Businesses	Phone/Person/ Writing	Technical assistance, Information and research, project collaboration	Weekly
Other agency staff	Phone/Person/ Writing	Technical assistance, Information and research, project collaboration	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

In coordination with the CWRR Program Coordinator and Unit manager, this position assesses and provides community wildfire risk reduction consultative advice to impact the preparedness and resiliency of the community and could have a direct impact on life safety and community readiness.

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 curser at end of a row (outside table) and hit "Enter".</i>				
Fire Protection and Community Risk Manager	3100923	In-person, virtually, email, and phone	As needed/quarterly	Direction, guidance, and performance reviews

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?
- ☐ Plan work
 ☐ Assigns work
 ☐ Approves work
 ☐ Responds to grievances

☐ Coordinates schedules
 ☐ Hires and discharges
 ☐ Recommends hiring
 ☐ Gives input for performance evaluations

☐ Disciplines and rewards

☐ 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 engaging in and promoting a positive work environment; developing 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; demonstrating openness to constructive feedback and suggestions; and contributing 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:

- Work effectively with senior-level decision-makers and their immediate staff, the public, and media.
- Engender a collaborative approach in working with internal and external partners.
- Ability to remain flexible and adapt to shifting priorities.
- Work well in a team environment.
- Use available resources to develop strategies to address complex social and environmental challenges.

Special Requirements

- Complete FEMA/EMI Independent Study Courses 100, 200, 700, and 800 within 6 months of hire
- Complete S-130, S-190, within 1 year of hire
- Complete National Fire Academy online course: Intro to Community Risk Reduction within 6 months of hire
- Complete National Fire Academy online course: : Intro into Community Risk Assessment within 6 months of hire.
- The Ember Alliance "Leading the Modern CWPP Process" course or equivalent within 1 year of hire.
- Fire Instructor - I; M-410 or equivalent within 1 year of hire
- Coalitions and Collaboratives Community Wildfire Mitigation Best Practices long course within 1 year of hire.
- Complete NIMS and/or NWCG training for Liaison Officer (LOFR) position within 2 years of hire.
- S-290 within 2 years of hire.
- ICS 300 and 400 within two years of hire.

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 cursor 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