



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:  
June 6, 2025**

**Agency:** Oregon State Fire Marshal

**Division:** Community Risk Reduction

☐ New ☒ Revised

**This position is:**

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

**SECTION 1. POSITION INFORMATION**

<b>a. Classification Title:</b> <u>Research, Analysis, and Statistics Manager 1</u>	<b>b. Classification No:</b> <u>7725</u>
<b>c. Working Title:</b> <u>Research, Analysis &amp; Statistics Manager</u>	<b>d. PPDB No/WD ID:</b> <u>3100930/ 000000158602</u>
<b>e. Section Title:</b> <u>Analytics &amp; Intelligence</u>	<b>f. Agency No:</b> <u>26000</u>
<b>g. Employee Name:</b> <u>Vacant</u>	<b>h. Budget Auth No:</b> <u>1412376</u>
<b>i. Supervisor Name:</b> <u>Claire McGrew</u>	<b>j. Repr. Code:</b> <u>MMS</u>
<b>k. Work Location (City – County):</b> <u>Salem - Marion</u>	

<b>l. Position:</b> <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	<b>m. FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>If Exempt:</b> <input checked="" type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer	<b>n. Eligible for Overtime:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 Analytics and Intelligence (A&I) Unit partners with federal agencies, state agencies, and local government entities by using data to reduce community fire risk, improve program effectiveness and efficiency, and enhance Oregon's fire response capabilities. The A&I Unit provides accurate, actionable data for the agency's programs, partners, and the public to improve public safety through the prevention of fire-related fatalities, injuries, and economic loss. To realize this purpose, A&I performs data analytics and research, report development and generation, data governance and stewardship, and the administration of Oregon's fire incident reporting system.

**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:**

Direct, manage and administer the A&I Unit, providing premier state fire and hazardous materials incident reporting; manage and coordinate data research and analysis to include data sets impacting the Oregon fire service; develop the agency's business intelligence capabilities; lead the agency's data governance initiatives; and manage development and analysis of the agency's benchmarks. This position directs the resources and personnel of the unit, provides direction to the fire service in reporting tactics, and establishes a relationship with internal and external partners at the local, state and federal level.

**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
50%	R	E	<p><b>Administration, Management and Supervision</b> Administers, manages, directs and evaluates Unit activities to complete program goals and objectives with the most effective and efficient use of the Unit's resources.</p> <p>Participates in and works with the Executive Team to develop long-range strategic plans, goals and objectives and implement policies at the Unit level.</p> <p>Evaluates and directs all Unit areas for appropriateness and effectiveness. Researches relevant policies, procedures and trends through statutes, rules, codes, standards, and agency policies. Administers administrative rules to comply with statutes relating to Unit programs. Implements policy decisions through written policy statements, standard operating procedures, and adoption or amendment of administrative rules.</p> <p>Determines the allocation of Unit resources to meet program goals and objectives. Manages the budget for the unit, including monthly revisions. Determines program budgeting priorities through recommendations made by reporting staff. Prepares program budgets including narratives, workload measures, and decision packages for presentation the division manager and Executive Management Team. Manages the preparation of biennial and</p>

			<p>interim budget requests, determines priorities, and obtains approval from the Chief Deputy for additional resources and to implement enhanced program directives.</p> <p>Performs supervisory functions by interviewing and selecting new staff and providing training; prepares personnel evaluations, assesses training and development needs, coordinates training, and determines the best ways to meet both the Unit's and employees' needs for development. Responds to employee concerns, instructs and counsels employees, and initiates disciplinary action when appropriate.</p> <p>Addresses the community and professional organizations on agency programs and policies, evaluates and responds to appeals regarding staff enforcement actions, prepares reports and correspondence, and serves as a liaison with representatives of other agencies and the public.</p>
25%	NC	E	<p><b>Internal Collaboration, Governance, and Support</b></p> <p>Coordinates with executive leadership to identify reporting and analytical needs and develops key performance indices for core program areas. Represents the agency to the State Chief Data Officer as the agency's Data Governance/Open Data Coordinator. Co-leads and coordinates the agency's Data and Technology Governance Program to develop and meet the agency's data environment needs. Leads, coordinates, and supports cross-sectional teams of IT staff, program analyst, and manages, develops and implements the agency's business intelligence and reporting systems. Authors and presents state reports, provides data analysis project oversight and presentation and works with agency leadership to provide priorities to the Unit.</p>
15%	R	E	<p><b>External Collaboration and Support</b></p> <p>Provides technical expertise on fire and hazardous material reporting to 300+ fire agencies in Oregon. Collaborates with Oregon's fire service and other state agencies to evaluate and determine data needs, providing authoritative input on data collection efforts. Evaluates the quality of data collection by analyzing previous data compared to current data. Makes recommendations to division management and the United States Fire Administration for improvements that benefit fire agencies across Oregon and nationwide. Represents the Unit at meetings and conferences to professional organizations on a regional, state and national level. Presents to the community and professional organizations on division activities and related topics. Participates in and chairs stakeholder groups that develop and/or revise agency administrative rules impacting division programs and stakeholders. Participates in policy and program development at the state and national level. Establishes program policies to support regional, state and national level policy.</p>
5%	NC	E	<p><b>Legislative Coordination</b></p> <p>Develops and monitors branch related legislation; researches, prepares, and delivers testimony; evaluates legislative proposals for statutory change and effect on the Unit and makes recommendations to the Chief Deputy and Executive Leadership Team.</p>
5%	NC	E	<p><b>Emergency Operations and Other Duties</b></p> <p>Will be utilized during emergencies to provide assistance as assigned by a manager; such assistance may include aiding the emergency effort in the</p>

			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.**

Normal office environment; may require infrequent travel in state; may require some evening work for meetings and committees; may be required to work various hours including holidays, nights, weekends, and long hours on short notice.

Receives calls from agitated people who have not received an answer from other local and state agencies and been referred to this agency. Responsibilities involve sensitive inter-organizational political relationships, sensitive state/local political relationships, and organizational relationships between the fire service and private and state organizational groups.

Because of the agency's mission, employees will be utilized during emergencies to provide assistance in a variety of ways. That assistance may be directly aiding the emergency effort in the field or in the Agency Operations Center (AOC). It also may be in providing backup to fill in for another position that is being used in direct aid to the emergency. The AOC may be open 24 hours and staff typically work shifts from 6 a.m. - 2 p.m., 2 p.m. - 10 p.m., or 10 p.m. - 6 a.m.

Requires a valid driver's license with an acceptable driving record. 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.**

- Oregon Revised Statutes including Chapter 476, Protection from Fire
- OSFM policies and procedures
- Department of Administrative Services policies and procedures
- NFPA 901 – Standard Classifications for Incident Reporting and Fire Protection Data
- National Fire Incident Reporting System 5 Standards and Codes
- Data Governance Policy – 107-004-160
- Data & Technology Governance Program

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

These guidelines are used to provide both general and specific guidance for carrying out position duties with regard to the A&I Unit roles and responsibilities. They are used to provide the basis for development of incident reporting rules, policies and procedures, and interpretation of laws and regulations, technical assistance and guidance to agency staff, fire service agencies, regulated parties, the public, other state agency personnel and the Oregon 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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Other federal, state, local agencies and organizations	Phone/Person/Writing	Info/rules/technical help	Weekly
General Public	Phone/Person/Writing	Info/rules/technical help	Daily
Fire Service Personnel	Phone/Person/Writing	Info/rules/technical help	Daily
Other agency staff	Phone/Person/Writing	Info/rules/technical help	Daily
International Code Council (ICC)	Phone/Person/Writing	Fire Code Development/interpretation	As needed
Underwriters Laboratories (UL)	Phone/Person/Writing	Fire Code Development/interpretation	As needed
National Fire Protection Association (NFPA)	Phone/Person/Writing	Fire Code Development/interpretation	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions and recommendations are based on technical knowledge and awareness of short- and long-term Unit goals. Decisions and recommendations are made to effectively manage statutorily mandated fire and hazardous materials incident reporting programs, determine research agendas and associated requirements. Determines best methods for identifying, analyzing, and evaluating the programs assigned to the Department of State Fire Marshal to provide the agency with internal benchmarks, key performance measures, and research dashboards to demonstrate the effectiveness of programs and their assigned metrics.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Fire Protection and Community Risk Administrator 1	3100913	In person, by phone, email, virtual	As needed; quarterly	Ensure general direction and program effectiveness; quarterly check-ins for performance evaluations

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 7  
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Plan work     | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work  | <input checked="" type="checkbox"/> Hires and discharges  |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring     |

- ☒ Responds to grievances
- ☒ Disciplines and rewards

- ☒ Gives input for performance evaluations
- ☒ 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:

- **Expertise in Data Governance** – Extensive working knowledge of data governance principles, including compliance, security, data privacy, and regulatory frameworks.
- **Data Infrastructure & Architecture** – Strong understanding of data infrastructure, architecture, and integration strategies, including cloud-based solutions, data warehousing, and system scalability to support business needs.
- **Project Management & Data Analytics** – Proficiency in project management methodologies (e.g., Agile, Lean) and data analysis techniques to drive informed decision-making and achieve agency goals.
- **Communication & Stakeholder Engagement** – Ability to translate complex technical topics into clear, accessible language for diverse audiences, including executive leadership, technical teams, and external stakeholders.
- **Leadership & Program Management** – Experience leading and supervising a data-driven program, including strategic planning, project delegation, cross-functional collaboration, change management, and performance evaluation.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		
Analytics & Intelligence Unit	\$2.6M	General Fund and Other Fund

## 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