



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
**11/18/2025**

**This position is:**

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

**Agency:** Oregon State Fire Marshal

**Division:** Community Risk Reduction

☐ New ☒ Revised

**SECTION 1. POSITION INFORMATION**

a. Classification Title: <u>Operations &amp; Policy Analyst 2</u>	b. Classification No: <u>0871</u>
c. Working Title: <u>Data &amp; Operations Analyst</u>	<u>4004036/</u>
e. Section Title: <u>Analytics &amp; Intelligence Unit</u>	d. PPDB No/WD ID: <u>000000158590</u>
g. Employee Name: <u>Vacant</u>	f. Agency No: <u>26000</u>
i. Supervisor Name: <u>Sydney Smith</u>	h. Budget Auth No: <u>1412436</u>
k. Work Location (City – County): <u>Salem – Marion</u>	j. Repr. Code: <u>AF</u>

I. Position:	<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
m. FLSA:	<input type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory	n. Eligible for Overtime:
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Yes
			<input type="checkbox"/> Professional	<input type="checkbox"/> No
			<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.

To deliver on its mission, OSFM is a data-driven and research-oriented organization, which the Analytics and Intelligence Unit is directly involved with. Consequently, the purpose of the Analytics and Intelligence Unit is to provide accurate, actionable data to OSFM'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, Analytics and Intelligence provides services related to analytics and research, report development and generation, data governance and stewardship, and the administration of Oregon's fire incident reporting system.

The Analytics and Intelligence Unit partners with federal, state, and local government entities to reduce community fire risk, increase program effectiveness and efficiency, and enhance Oregon's fire response capabilities by transforming data into advanced analytics that drive decision making. We are constantly striving to develop, integrate, and use the latest tools, techniques, and best practices to ensure we deliver on our mission. Additionally, the Analytics and Intelligence Unit aims to promote exceptional and equitable service for all stakeholders by embracing opportunities for growth and providing innovation, resources, and support to staff, the fire service, and other partners to ensure we are meeting the needs of Oregonians.

- 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 assists OSFM's Emergency Response, Fire & Life Safety, and Community Risk Reduction programs to make data-driven policy decisions by providing direct analytical support. More specifically, this position will work with program leadership to measure program efficiencies through the development and tracking of key performance indices, conducting trend and time series analysis, developing forecasts for core services, developing interactive dashboards, story maps and research reports, building surveys, and more. Furthermore, as a key data steward in the Department, this position will also partner with other analysts, program staff, and IT specialists to implement data governance best practices to ensure a healthy and functional data environment.

### 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
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
65%	NC	E	<b>Statistical Analysis and Research:</b> <ul style="list-style-type: none"> <li>• Work with program managers to develop and track key performance indices to measure program efficiencies.</li> <li>• Identify and apply appropriate statistical techniques (parametric and non-parametric) to evaluate program(s) trends, develop forecasts, and identify areas for operational enhancements.</li> <li>• Develop statistical models to empirically support business cases to enhance program's operations and resource capabilities.</li> <li>• Respond to requests for and conduct data analysis (quantitative and qualitative) using a variety of statistical software.</li> <li>• Collaborate with the Department's Research and Program Analysts on large, complex research projects and provide data and analytical support to ensure project success.</li> </ul>

			<ul style="list-style-type: none"> <li>Work with program managers to develop and conduct surveys to gather information related to program/policy assessments, evaluation, planning, etc.</li> </ul>
20%	NC	E	<b>Report Development and Generation</b> <ul style="list-style-type: none"> <li>Work with multi-functional team(s) to develop and integrate core datasets into the Department's business intelligence platform(s) (e.g., Power BI, Tableau, data warehouse, etc.) and other data systems.</li> <li>Ensure existing business intelligence dashboards are maintained, up-to-date, and functional.</li> <li>Use geo-mapping software to conduct spatial analysis and develop story maps.</li> <li>Create tables, charts, and graphs to be used in a variety of media/platforms upon request.</li> <li>Develop papers summarizing the results of research projects, methodologies used, and recommendations (if applicable).</li> <li>Develop canned reports and queries in the state's fire incident reporting system (ImageTrend Elite).</li> </ul>
10%	NC	E	<b>Data Governance and Stewardship</b> <ul style="list-style-type: none"> <li>Ensure State of Oregon and OSFM data governance policies and procedures are applied to Department datasets (when applicable).</li> <li>Work with program staff to develop and maintain data dictionaries.</li> <li>Work with program management to develop and implement data quality plans for core datasets.</li> <li>Partner with other Analytics and Intelligence Unit staff to conduct peer-reviews on key reports/publications.</li> <li>Contribute to the Department's data governance best practices.</li> </ul>
5%	NC	E	<b>Emergency Operations and Other Duties</b> 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 alternate mode of transportation.

This position works in an open office environment that involves frequent interruptions and long periods of sitting, typing, answering phone calls, etc. Occasional in-state and out-of-state travel to work with field resources may also be required.

Hybrid-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.**

- Department of Administrative Services (D.A.S.) Rules, Regulations, and Policies
- OSFM Policies, Standard Operating Guidelines, Procedures
- Oregon Revised Statutes
- Oregon Administrative Rules
- State Accounting Manual
- All other applicable rules and guidelines

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

Guidelines are used to determine proper procedures for administering team program activities and ensure team compliance with all State and Federal requirements. DAS and OSFM policies and procedures are used as daily guides by the employee in the area of general agency operations.

## 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>			
Agency Program Staff	Virtual/In-person/Email	Inquiry   Data Analytics   Collaboration	Daily
Emergency Responders	Phone/Person/Written	Inquiry	As Needed
State/Local Gov Agencies	Phone/Person/Written	Inquiry	As Needed
Public/Industry	Phone/Person/Written	Inquiry	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions can have a direct operational impact and must continue to ensure compliance and regulations are incorporated into decisions. Decisions involving policy and procedure changes, workflow, operational systems, systems dispute resolution, and setting goals and priorities. Decisions affect the Oregon fire service, staff members, program members, public safety, and overall program operations. General decisions related to establishing priorities and scheduling of projects to meet deadlines.

## 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>				
RAS Manager 1	3100930	In person; Teams; email; phone	Weekly, Quarterly	Direction/guidance, Check-ins

## 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

- Experience with analyzing the trends and operations of a business program.
- Experience with Microsoft Power BI or Tableau software.
- Experience with ArcGIS Pro.
- Experience in survey design and analysis.
- Experience with report writing and presentation development.
- Experience with key performance indices development and tracking.
- Experience with program evaluation/mapping (e.g., logic models).

**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 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