



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
January 3, 2023

Agency: Oregon State Police

Facility: Oregon State Fire Marshal

☐ New

☒ Revised

This position is:

☒ Classified

☐ Unclassified

☐ Executive Service

☐ Mgmt Svc – Supervisory

☐ Mgmt Svc – Managerial

☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Ops and Policy Analyst 3

b. Classification No: C0862

c. Effective Date: _____

d. Position No: 3100916

e. Working Title: Fire Service Safety Specialist

f. Agency No: 25700

g. Section Title: Logistics Unit

h. Budget Auth No: 1400238

i. Employee Name: _____

j. Repr. Code: AF

k. Work Location (City – County): Salem - Marion

l. Supervisor Name (Optional): Logistics Section Chief

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt
☒ Non-Exempt

If Exempt: ☐ Executive
☐ Professional
☐ Administrative

o. 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 Oregon State Fire Marshal (OSFM) is a bureau of the Oregon State Police. For the 21-23 biennium the OSFM will be transitioning from a bureau to a stand-alone executive agency with an operative date of July 1, 2023. In addition, the OSFM will operate with 144 FTE and a biennial budget of \$159 million. Employees are stationed in Salem and in locations throughout the state.

The mission of the Office of State Fire Marshal (OSFM) is “protecting people, property and the environment from fire and hazardous materials”. The Office accomplishes this through our four divisions and their programs. Oregon statute creates a connection by which the fire service receives various authorities through the Fire Marshal, and we work with the fire service to ensure our mutual missions and priorities are accomplished. The Oregon fire service consists of 305 fire districts/departments and more than 13,000 fire firefighters.

The Emergency Response Unit (ERU) is part of the Regulatory Services and Emergency Response Division. The ERU coordinates specialized emergency response resources to deliver more effective coordinated response services to the citizens of Oregon. The Incident Management Team Program

administers three all-hazard Incident Management Teams (IMTs) made up of members of the structural fire service from across the state. The teams mobilize primarily to fire incidents threatening lives and structures but have also managed a variety of other incidents.

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 Fire Service Safety Specialist conducts statewide policy analysis and coordination of operational safety practices that support health, safety, emergency medical, and mental wellness initiatives to ensure the resiliency and operational readiness of Deputy State Fire Marshals, Incident Management Team members, Regional Hazardous Materials Emergency Response Teams, Safety Assessment Program Evaluators, and firefighters within the Oregon Fire Service Mutual Aid System (OFSMAS) across the state.

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”. | | | |
| 30 | R | E | <p>Safety Policy Analysis and Subject Matter Expertise</p> <p>Provide technical information and guidance for development of policies and practices to improve and advance workplace safety and health for Oregon employees and volunteers who engage in structural firefighting and emergency first response.</p> <p>Serve on various committees representing the OSFM. Examples include:</p> <ul style="list-style-type: none"> • Oregon OSHA Fire Service Advisory Committee • Pacific Northwest Coordination Group Safety Working Group • Agency Safety Committee • State EMS Committee • State Trauma Advisory Board • Oregon Fire Chief’s Association EMS Section • Incident Management Team Safety Working Group • Incident Management Team Health & Wellness Working Group <p>Research current trends in safety, health, and wellness, and formulate policies and suggest legislative changes to support philosophy or changes in practice or industry standards; write or revise policy to mitigate fire service operational risk.</p> <p>Initiate and coordinate legislative changes to support safety policy</p> |

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| | | | <p>options; design systems to implement changes in legislation.</p> <p>Evaluate proposed safety legislation affecting agency programs and OFMAS for fiscal and other programmatic impact. Coordinate the writing of or write reports outlining impact of legislative proposals on agency and fire service operations.</p> <p>Develop legislative concepts through collaborative efforts with stakeholders; coordinate legislation through the Department of Administrative Services and the Legislative Offices.</p> <p>Monitor federal or state legislation and evaluate for programmatic impact; plan needed changes in fire service operations and procedures.</p> <p>Research and prepare background information on legislative proposals for use by executive management; recommend agency position.</p> <p>Translate legislation into program goals, actions and service plans; recommend changes in legislation to bring about needed changes in program operations.</p> <p>Serve as subject matter expert for OSFM and fire service.</p> <p>Serve as Safety Officer for Northwest Coordination Center Multi-Agency Coordination Group when requested.</p> <p>Develop, draft, and recommend policies and guidelines for internal and external programs and personnel relative to safety, health, and wellness.</p> |
| 20 | NC | E | <p>Mental Health Resource Coordination</p> <p>Promote statewide awareness and understanding of firefighter mental health issues; build a statewide campaign to remove the stigma of mental health issues; develop and identify resources and programs to reduce the number of firefighters lost to suicide, the rates of substance abuse, and other mental health problems.</p> <p>Identify key stakeholders and organizations who can build and sustain peer support teams; facilitate peer support training; identify behavioral health clinicians who can provide program oversight; and develop a referral network to connect firefighters to clinicians, psychiatrists, treatment centers, crisis hotlines, local support groups, and other non-behavioral health resources.</p> <p>Promote and support statewide efforts to build resiliency to, treatment for, and recovery from post-traumatic stress disorder, substance abuse, career burnout, and suicide.</p> <p>Identify and educate OFMAS on special treatment considerations for fire service personnel facing their own battle with opioid addiction, including medication alternatives, best practices in substance abuse treatment and the unique role of peer support in a fire fighter's recovery journey.</p> |

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| | | | Coordinate with management and staff to create and implement an employee behavioral health and peer support programs. |
| 15 | N | E | <p>Project Coordination and Division Support</p> <p>Organize, coordinate, lead, and facilitate projects on behalf of Emergency Response Services Division leadership to span a range of programs and initiatives.</p> <p>Work closely with personnel within the Business Services Division to provide subject matter expertise and influence project work.</p> |
| 10 | R | E | <p>Personal Protective Equipment Research and Evaluation</p> <p>Evaluate the use and availability of personal protective equipment (PPE) for Deputy State Fire Marshals, Incident Management Teams, Regional Hazardous Materials Emergency Response Teams, Safety Assessment Program Evaluators, and firefighters responding to all-hazards incidents in the Oregon Fire Mutual Aid System across Oregon.</p> <p>Research, understand, and recommend actions to bring about compliance with PPE safety standards and public safety/emergency services regulations and program goals.</p> <p>Examples of PPE to evaluate, research, and recommend:</p> <ul style="list-style-type: none"> • Firefighting and post-fire investigations • Hazardous materials response • Emergency medical and disease outbreaks • Technical rescue • Post-disaster <p>Collaborate with and assist program coordinators and fire chiefs across agency jurisdictions to formulate long-range objectives, short-term operational goals and PPE implementation plans.</p> <p>Assist agency management by monitoring and tracking program and operational data.</p> <p>Participate on committees to gather information or plan studies to evaluate PPE performance data; recommend refinement and development of operating procedures based on results of study.</p> <p>Facilitate the development of agency performance measures; integrate performance measures and their use into business processes; test, audit and validate system improvements to implement performance measures.</p> <p>Train staff, specialized response teams, the Oregon Fire Service, and other stakeholders on PPE standards, selection methods, maintenance practices, and the collection and use of performance data.</p> <p>Lead research studies that evaluate agency compliance with PPE</p> |

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| | | | performance measurements; prepare findings and recommend actions to agency managers; recommend training based on performance measures and new regulations. |
| 10 | NC | E | <p>Infection Control Planning and Operational Coordination</p> <p>Provide statewide guidance to the Oregon Fire Service on the NFPA 1581 Fire Department Infection Control Program standard and support efforts to implement infection control in fire stations, in fire apparatus, during incident operations, and other areas where fire department members are involved in routine and emergency operations – including fire camp – to ensure the safety and readiness of the OFMAS.</p> <p>Analyzes data from state, national, and international lessons learned and conducts after action reviews with incident commanders, health liaisons and officials and develops and implements policy, strategies and plans for mitigating risk within Oregon for the purposes of mitigating risk of the spread of COVID-19 and other infectious diseases.</p> <p>Works with state agency leadership, the Multi Agency Coordination Center, and PNWCG senior management to communicate areas of concern from analysis and develop plans and processes needed to mitigate risk</p> <p>Communicate to senior management and the COVID-19 and PNW Multi Agency Coordination Centers on legislative policy development or future policy changes.</p> <p>Develop strategies and coordinate the implementation of federal laws, regulations, or requirements; identify potential risks of infectious disease exposure, and design strategies to mitigate or avoid them.</p> <p>Coordinate efforts to streamline federal processes affecting state agencies. Partner with other agencies' COVID-specific and other infectious disease prevention personnel to ensure alignment in implementation practices.</p> <p>Provide policy advice to the State Fire Marshal, Chief Deputy State Fire Marshal and State Fire Defense Board to mitigate risks of COVID and other infectious diseases.</p> |
| 10 | NC | E | <p>OFMAS and Emergency Medical Operations</p> <p>Ensure OFMAS can appropriately leverage its emergency medical response capability when mobilized in- and out-of-state</p> <p>Coordinate with the Oregon Health Authority, the OFMAS, and other states to ensure OFMAS firefighter/EMTs appropriately acquire legal recognition to operate their EMS licensure in- and out-of-state when mobilized</p> <p>Ensure OFMAS firefighter/EMTs are properly functioning within the scope of practice and operating from the clinical guidelines (EMS</p> |

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| | | | <p>protocols) authorized by the AHJ in the community they are serving</p> <p>Facilitate supervising medical physician oversight as needed for OFMAS firefighter/EMTs when mobilized in- or out-of-state</p> <p>Coordinate with IMT Medical Unit Leaders to connect them with OFMAS resources mobilized to their incidents</p> <p>Assist with the development of medical plans (ICS 206) to ensure they are current and aligned with operational plans and tactics and in coordination with local EMS.</p> <p>Identify and understand limitations of medical units, aid stations, local EMS systems, local/regional/specialty hospitals, local/regional hoist/extraction resources, and local/regional air ambulance resources and make them clearly know to OFMAS resources mobilized in- and out-of-state</p> |
| 5 | NC | E | <p>Emergency Operations</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 field or in the Agency Operations Center, as well as backfilling a position that is being used in direct support to the emergency.</p> <p>Assist other staff and programs in the overall mission of the OSFM.</p> |

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.

- General office environment to include sitting, computer and telephone use, and reading.
- Will present information or deliver training to small and large groups
- Occasional attendance at industry conferences and other professional development opportunities.
- Will require some in-state travel. May include out-of-state travel.
- Requires a valid driver's license with an acceptable driving record.

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
- OSP/OSFM Standard Operating Policies
- DAS policies and procedures
- National Incident Management System
- Oregon Fire Service Mobilization Plan
- Mobilization Plans in use in other states
- OSFM Standard Operating Guidelines
- Pacific Northwest Coordinating Group
- National Wildfire Coordinating Group
- NFPA 1581 Fire Department Infection Control Program

- NFPA 1851 – Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
- NFPA 1951 – Standard on Protective Ensembles for Technical Rescue Incidents
- NFPA 1971 – Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
- NFPA 1975 – Station/Work Uniforms for Fire and Emergency Services
- NFPA 1977 – Standard on Protective Clothing and Equipment for Wildland Fire Fighting
- NFPA 1991 – Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies
- NFPA 1992 – Standard on Liquid Splash-Protective Clothing for Hazardous Materials Emergencies
- NFPA 1994 – Standard on Protective Ensembles for First Responders to CBRN Terrorism Incidents
- NFPA 1999 – Standard on Protective Clothing for Emergency Medical Operations (EMS)

b. How are these guidelines used?

These regulations, emergency orders, and guidelines provide direction for the development of emergency plans, required notifications, and response procedures.

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> | | | |
| OSP Staff | phone/person/email | Response collaboration, training and resource coordination, preparedness planning, etc. | daily |
| Other State Agencies | phone/person/email | Response collaboration, training and resource coordination, preparedness planning, etc. | weekly |
| Fire Service | phone/person/email | Response collaboration, training and resource coordination, preparedness planning, etc. | daily |
| General Public | phone/person/email | Program inquires, technical consultation, etc. | monthly |

SECTION 7. POSITION RELATED DECISION MAKING

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

Prioritize work to ensure deadlines are met. Develop procedures to accomplish work. Determine best methods for accomplishing goals for a variety of tasks. Makes recommendations on program and legislative issues.

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".

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|-------|---------|---|-----------|---|
| PEM E | 3100987 | In person; via email; teleconference | Weekly | To ensure alignment with agency direction and budget requirements |
| PEM E | 3100987 | In person; via email; teleconference | Quarterly | Quarterly check-in to review work performance, desired trainings, and setting personal goals. |

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:

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent communication skills – both oral and written – including be able to convey technical terms and present to small and large groups
- Experience working for or supporting an emergency services organization (*preferred*)
- Intermediate knowledge of incident safety, health, infection control, and emergency medical operations principles (*preferred*)
- Familiarity with the principles of NIMS, fire service mobilization, mutual aid, and incident management teams (*preferred*)
- Experience evaluating, researching, and recommending the use of personal protective equipment (*preferred*)

- Basic understanding of writing executive summaries and legislative reports (*preferred*)
- Basic understanding of firefighter mental health issues (*preferred*)
- Experience with building collaborative partnerships and committee engagement (*preferred*)
- Experience with project management (*preferred*)

POST-HIRE REQUIREMENTS

- Completion of ICS 300 & 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". | | |
| N/A | | |
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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

Mariana Ruiz-Temple

Appointing Authority Signature

01/03/23
Date