

# PEM Benchmark Report

## 110 General Accounting Manager

Directs the overall accounting activities of a company • Administers accounting policies and directives • May assist in development of corporate policies and procedures • Responsible for the management and maintenance of general accounting systems to provide records of the assets, liabilities, and financial transactions of the organization | Provides financial reports | Maintains or oversees the maintenance of general and subsidiary ledgers of the company, financial statements, reconciliations and general tax reports | Develops and directs the operation of additional accounting systems and procedures to reduce costs and obtain improved information | May direct the following functions through supervisory personnel; Accounts Payable, Accounts Receivable and Payroll. This position generally reports to the chief financial officer or is the top level in a smaller organization.

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Accounting Manager)	YOUTH AUTHORITY, OREGON	00061438
7008	PEM E (Manager, Financial Management Unit)	HUMAN SERVICES, DEPARTMENT OF	00018926
7010	PEM F (Accounting Manager)	ENVIRONMENTAL QUALITY DEPT	00017349

## 115 Accounting Supervisor

Manages an accounting function of the company, a division, or an operating unit • Prepares reports and statistics reflecting financial performance, profits, cash balances, or other financial results • May be responsible for one or more accounting systems such as accounts receivable, accounts payable, payroll, etc. • May manage a special accounting section to provide specialized accounting support or management information • Supervises professional and/or clerical accounting

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (Accounting Supervisor)	TRANSPORTATION DEPARTMENT	00048466

## 120 Administrative Services Executive

Directs and coordinates a broad range of staff and service functions that provide support, service and assistance to the organization. Develops, implements and monitors related goals, policies, programs and practices. Executive level.

### Agency Position(s):

Class	Position	Agency	Authn
7010	PEM F (Administrator, Central Services)	PUBLIC UTILITY COMMISSION	00050654

## 125 Administrative Services Manager

Manages and coordinates the internal support services, which may include mail distribution, office equipment/supplies, centralized clerical support functions, office space utilization, food services, company vehicles, printing, messenger services, telecommunications, maintenance, purchasing, security and outside service contracts • May monitor and audit facility capital and operating budgets • May direct supervisors who are responsible for individual administrative functions.

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (General Services Manager)	LIQUOR CONTROL COMMISSION	00049776

## 155 Behavioral Health Director

Responsible for the overall administration, management, and long range planning and development of a Behavioral Health Program - Provides group and individual therapy to patients - Typically requires a Ph.D., 5 years post-degree experience in private practice, and/or community clinical setting; brief and group

### Agency Position(s):

Class	Position	Agency	Authn
7010	PEM F (Administrator, Counseling & Treatment Services)	CORRECTIONS DEPARTMENT	00062797

## 160 Budget Manager

Manages the preparation, consolidation, and distribution of budgets and related reports • Directs the analysis of operating results and prepares interpretive reports and recommendations to management • Develops budgetary policies and procedures • May supervise budget staff • This is typically the top budget position in an

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Budget Manager)	YOUTH AUTHORITY, OREGON	00061439
7008	PEM E (Budget and Administration Manager)	ENVIRONMENTAL QUALITY DEPT	00017344
7010	PEM F (Budget Manager)	CONSUMER/BSN SERVICES DEPT	00022952

## 165 Budget Manager (Central)

Responsible supervisory and administrative work in administration of the state budget through examination, analysis, and consolidation of agency and institutional budget requests. Assists in planning, organizing, directing activities and programs of the central budget division; works with highest executive, legislative officials, agency heads, high level personnel in developing, interpreting, administering budget documents, and matters of fiscal or administrative nature. Considerable independence in formulating work methods, assigning work, obtaining and presenting factual reports. Budget director reviews work through conferences and reports.

### Agency Position(s):

Class	Position	Agency	Authn
7012	PEM G (Budget Section Manager)	ADMIN SERVICES DEPARTMENT	00000006

## 168 Business Office Manager

Manages the activities of the patient accounting and collection functions | Establishes policies and procedures for patient billing, advance payments, collections, and third-party payments according to administrative and legal requirements | May also be responsible for the inpatient/outpatient admitting function.

### Agency Position(s):

Class	Position	Agency	Authn
7002	PEM B (Business Officer Manager)	HUMAN SERVICES, DEPARTMENT OF	00015528

## 185 Collection Manager

Directs collection operations and the development of related policies and procedures • May provide for maintenance and enhancement of automated systems • Manages collection activities of past due accounts • Monitors account status to minimize loss • Provides appropriate reports and reviews documentation to ensure compliance with company policy and legal requirements • Supervises staff of collections personnel and may personally handle the more complex and large

### Agency Position(s):

Class	Position	Agency	Authn
7000	PEM A (Personal Income Tax Unit Supervisor)	REVENUE DEPARTMENT	00003285
7000	PEM A (Payroll Tax Unit Supervisor)	REVENUE DEPARTMENT	00003242
7002	PEM B (Overpayment Recovery Unit Supervisor)	EMPLOYMENT DEPARTMENT	00027157
7002	PEM B (Collections Manager)	CONSUMER/BSN SERVICES DEPT	00022936

## 190 Computer Operations Manager

Manages computer operations in a mainframe data processing environment. Develops operating policies and procedures. Establishes detailed schedules for the utilization of all equipment to obtain maximum usage • Establishes and enforces work schedules which ensure the effective and efficient use of information technology equipment. Consults with managerial personnel and programmers to clarify program intent, indicate problems, and suggest changes to programs. Evaluates hardware problems, system failures, environmental problems, and equipment performance. Typically oversees multiple shifts and directs Operations

### Agency Position(s):

Class	Position	Agency	Authn
7008I	PEM E (I) (Manager, Information Technology)	ENVIRONMENTAL QUALITY DEPT	00017421

## 200 Chief Financial Officer

Directs the establishment and maintenance of the organization's accounting principles, practices, and procedures for the maintenance of its fiscal records and the preparation of its financial reports. Directs general and property accounting, cost accounting, and budgetary control. Appraises operating results in terms of costs, budgets, operating policies, trends and increased profit opportunities.

### Agency Position(s):

Class	Position	Agency	Authn
7012	PEM G (Chief Financial Officer)	TRANSPORTATION DEPARTMENT	00043485
7014	PEM H (Controller, DHR)	HUMAN SERVICES, DEPARTMENT OF	00018215
7014	PEM H (Administrator of the Controller's Division)	ADMIN SERVICES DEPARTMENT	00000054

## 205 Distribution Center/Warehouse Manager

Manages company distribution center to provide efficient product and parts storage and distribution - Monitors inventory levels and protects equipment, products and supplies against damage, deterioration and theft - Maintains necessary records and documentation.

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (Property Center Manager)	ADMIN SERVICES DEPARTMENT	00000857
7010	PEM F (Distribution Center Manager)	CORRECTIONS DEPARTMENT	00077335

## 210 Administrator 1

Plans, directs and controls activities of a division to accomplish budgeted financial objectives. Directs such functions as production, research, engineering, marketing/sales, human resources, purchasing and accounting.

### Agency Position(s):

Class	Position	Agency	Authn
7012	PEM G (Assistant Director for Workforce Programs)	EMPLOYMENT DEPARTMENT	00057710
7012	PEM G (Administrator, OR-OSHA)	CONSUMER/BSN SERVICES DEPT	00022656
7012	PEM G (Program Administrator)	YOUTH AUTHORITY, OREGON	00061419
7012	PEM G (Assistant Director, Correctional Programs)	CORRECTIONS DEPARTMENT	00062574
7012	PEM G (State Fire Marshal)	POLICE, OREGON STATE	00055812
7012	PEM G (Administrator, Personal Tax & Compliance Division)	REVENUE DEPARTMENT	00003217

## 215 Administrator 2

Directs and coordinates a broad range of activities and functions to ensure effective operations and the achievement of organization objectives in accordance with policies. This is a top level agency administrator in a large department; similar to an agency head.

### Agency Position(s):

Class	Position	Agency	Authn
7014	PEM H (Administrator)	HUMAN SERVICES, DEPARTMENT OF	00038218
7014	PEM H (Admin, Health Division)	HUMAN SERVICES, DEPARTMENT OF	00017127
7016	PEM I (Director, SCF)	HUMAN SERVICES, DEPARTMENT OF	00020892
7016	PEM I (Assistant Director, DHR and Administrator, SDSD)	HUMAN SERVICES, DEPARTMENT OF	00018699
7016	PEM I (Administrator, AFS)	HUMAN SERVICES, DEPARTMENT OF	00023335
7016	PEM I (Administrator MHDDSD/Assistant Director of DHR)	HUMAN SERVICES, DEPARTMENT OF	00012159

## 220 Economist, Corporate

Analyzes and interprets financial data applicable to the organization's business. Interprets economic trends and furnishes statistics and forecasts that affect corporate planning.

### Agency Position(s):

Class	Position	Agency	Authn
7010	PEM F (Research Manager)	REVENUE DEPARTMENT	0002475

## 225 Employment Dept. Local Office Manager

Management of one of the smallest local employment security offices excluding sub-offices and itinerant stations. The employee may perform duties of the regular employment security interviewer.

### Agency Position(s):

Class	Position	Agency	Authn
7004	PEM C (Field Office Manager)	EMPLOYMENT DEPARTMENT	00026534
7006	PEM D (Field Office Manager)	EMPLOYMENT DEPARTMENT	00026540

## 230 Employment Dept. Security Administrator

Responsibility for statewide planning, organizing, and directing the unemployment insurance program, the employment service program, or administrative staff and technical services of the employment security division. Supervises a large staff of professional, technical, clerical employees. Work is performed in accordance with state and federal laws and regulations and agency policies.

### Agency Position(s):

Class	Position	Agency	Authn
7010	PEM F (Section Manager)	EMPLOYMENT DEPARTMENT	00026575

## 235 Employment Manager

Establishes and administers policies and procedures for the employment, placement, and transfer of employees to ensure adequate staffing to meet personnel requirements. Ensures adherence to all federal, state and local regulations governing the employment process. Establishes and implements affirmative action/equal employment opportunity programs for minority, female, veteran, and handicapped applicants in compliance with governmental legislation and management directives • May investigate and resolve complaints, and compile and submit required AAP/EEO reports.

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Recruitment Manager)	CORRECTIONS DEPARTMENT	00051707

## 240 Engineering Manager

Directs and coordinates the engineering, design and construction of new production facilities, or alteration of existing structures. Manages construction projects and ensures compliance with specifications and contract terms.

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Engineering Manager)	PARKS & RECREATION, DEPT OF	00047952
7010	PEM F (Technical Services Manager)	TRANSPORTATION DEPARTMENT	00044377
7010	PEM F (New Prison Construction Administrator)	CORRECTIONS DEPARTMENT	00062572

## 255 Environmental Manager

Plans and directs the environmental engineering function under senior management direction. Accountable for developing and implementing the policies, procedures and systems relating to the environmental pollution compliance program. Ensures that the company is in compliance with all government agencies ordinances and regulations. Assesses environmental risk and develops required regulatory documentation. May review planned expansion, modifications or closures of facilities which affect environmental discharges, emissions, and hazardous materials.

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (Environmental Program Manager)	MILITARY DEPARTMENT	00052531

## 265 Facilities Manager

Directs operations to control and maintain the organization's physical properties • Manages building operations, maintenance, and janitorial services • Coordinates construction and remodeling projects, lease arrangements, and government requirements regarding zoning, traffic, and hazardous waste • Typically directs functional managers, supervisors, and/or specialists •

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Facilities Manager)	YOUTH AUTHORITY, OREGON	00062043
7010	PEM F (Administrator, Facilities Services)	CORRECTIONS DEPARTMENT	00062561
7010	PEM F (Operations and Maintenance Section Manager)	ADMIN SERVICES DEPARTMENT	00001266

## 270 Facility Services Manager

Manages department's leasing, space planning, development, maintenance operations and projects.

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (Supervisor, Facilities Services and Support)	TRANSPORTATION DEPARTMENT	00045806

## 275 Facility Maintenance Manager

Responsible for grounds, building and building equipment. Supervises the installation, maintenance and repair of machine tools and equipment, electrical, gas, air and water installations, sewers and fire sprinklers, the operation of building equipment and facilities, plans janitorial services and the maintenance of grounds. Works with outside contractors and architects on building construction as necessary. Plans, lays out and assigns work, involving diagnosing and remedying difficult problems. Resolves technical problems regarding maintenance operations, and ensures security and electronic fire alarm systems are functional. Generally functions in a department of more than 25 employees with at least one exempt supervisor as a subordinate.

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Physical Plant Manager)	CORRECTIONS DEPARTMENT	00009047

## 280 Facilities General Maintenance Manager

Responsible for grounds, building and building equipment. Supervises the installation, maintenance and repair of machine tools and equipment, electrical, gas, air and water installations, sewers and fire sprinklers, the operation of building equipment and facilities, plans janitorial services and the maintenance of grounds. Works with outside contractors and architects on building construction as necessary. Plans, lays out and assigns work, involving diagnosing and remedying difficult problems. Generally functions in a department of less than 25 employees with only nonexempt employees as subordinates.

### Agency Position(s):

Class	Position	Agency	Authn
7004	PEM C (Maintenance Manager)	ADMIN SERVICES DEPARTMENT	00001280

## 285 Finance Director

Directs accounting, budgeting, insurance functions, and may direct purchasing and information systems • Prescribes financial reporting and controls • Designs and implements financial systems • Completes annual preparation, recommendation, and acceptance of budgets. Chief advisor to top management on fiscal matters. • May control purchase of material, equipment, supplies, and services, and manage company inventories • May direct information systems applications and operations • Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Financial Services Manager)	PARKS & RECREATION DEPARTMENT	00047301
7008	PEM E (Finance Section Manager)	REVENUE DEPARTMENT	00002423
7010	PEM F (Fiscal Services Director)	LIQUOR CONTROL COMMISSION	00049803
7010	PEM F (Financial Manager)	MILITARY DEPARTMENT	00054333

## 290 Financial/Business Analysis Manager

Prepares financial and business related analyses and research in such areas as financial and expense performance, rate of return, depreciation, working capital, and investment. Prepares forecasts and analyzes trends in finance, general business conditions and other related areas. Utilizing PC and/or mainframe based systems and software; compiles and prepares reports, graphs and charts of data developed. Assists in the development of business policies, conducts special financial and business related studies and cooperates with other departments in the preparation of analyses.

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (Assistant Manager, Research & Analysis)	CONSUMER/BSN SERVICES DEPT	00022981

## 295 Fleet Manager

Manages the corporate operation and maintenance of motor vehicles and equipment, both owned and leased. Provides transportation for products and personnel at minimum cost consistent with sound operating practices, safety and performance.

### Agency Position(s):

Class	Position	Agency	Authn
7010	PEM F (Deputy Administrator/Motor Fleet Manager)	ADMIN SERVICES DEPARTMENT	00000918

## 300 Fleet Supervisor

Supervises employees who maintain, repair and service all vehicles and equipment. Assigns vehicles to authorized personnel and maintains records of use, mileage, repairs and service. Supervise vehicle purchase and sale. Prepare specification sheets for equipment and process new vehicle orders.

### Agency Position(s):

Class	Position	Agency	Authn
7000	PEM A (Fleet Manager)	FORESTRY DEPARTMENT	00039966

## 305 Food Service Manager

This position is responsible for the operation of a large food service program in a state prison or institution. Directs all dietary and related food services functions I Provides overall management of diet and menu planning. Ensures the proper storage and preparation of food supplies and equipment and the maintenance of food service areas according to sanitation standards I Procures or oversees procurement of food from vendors I

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (Food Service Manager)	CORRECTIONS DEPARTMENT	00009239
7006	PEM D (Food Service Manager)	HUMAN SERVICES, DEPARTMENT OF	00015425

## 310 Government Affairs Manager

Develops, implements and maintains policies and programs to ensure the organization's awareness of and impact on federal and state legislation that affect its activities. Plans, coordinates and implements strategies to promote the organization's point of view to federal and state legislators and regulators.

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Assistant to the Director)	ENVIRONMENTAL QUALITY DEPT	00017336
7010	PEM F (Government Affairs Mgr*)	CORRECTIONS DEPARTMENT	00010995

## 320 HR/Personnel Director

Directs the development, implementation and coordination of policies and programs covering employment, placement, orientation and training, labor/employee relations, compensation, organization development, safety and health, benefits and employee services. Directs the development and consistent implementation of human resources policies and practices throughout the organization. Not intended for smaller organizations (i.e. less than 1,000 employees). This position typically has subordinate managers.

### Agency Position(s):

Class	Position	Agency	Authn
7012	PEM G (Manager, Human Resource Branch)	TRANSPORTATION DEPARTMENT	00043730
7012	PEM G (Assistant Director for Human Resources)	CORRECTIONS DEPARTMENT	00009204
7012	PEM G (Director, Personnel Services)	HUMAN SERVICES, DEPARTMENT OF	00060357
7014	PEM H (Administrator, HRSD)	ADMIN SERVICES DEPARTMENT	00064054

## 325 HR/Personnel Manager 2

Develops and/or implements human resource policies and programs within the policy guidelines formulated by top corporate human resource or general management • Typically directs the following personnel functions: staffing, affirmative action, wage/salary and benefit administration, training and development, safety and health, and employee services • Usually supervises the activities of professional and clerical Human Resource staff • Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Personnel Director)	FORESTRY DEPARTMENT	00039819
7008	PEM E (HR Manager)	YOUTH AUTHORITY, OREGON	00061406
7008	PEM E ( Human Resource Manager)	ENVIRONMENTAL QUALITY DEPT	00017541
7008	PEM E (Personnel Manager)	REVENUE DEPARTMENT	00002459
7010	PEM F (Manager, Office of Personnel Services)	CONSUMER/BSN SERVICES DEPT	00080436
7010	PEM F (Administrator, Human Resources Division)	CORRECTIONS DEPARTMENT	00010192
7010	PEM F (Director of State Personnel)	MILITARY, DEPT OF	00057081
7010	PEM F (Personnel Manager)	ADMIN SERVICES DEPARTMENT	00063327
7010	PEM F (Assistant Administrator/Section Manager)	HUMAN SERVICES, DEPARTMENT OF	00023337

### 330 HR/Personnel Manager 1

General responsibility for all human resources activities, such as employment, training, wage and salary administration, employee benefits, safety and working conditions, employee counseling and personnel records. Investigate, advise and prepare policies affecting personnel, and consult and advise on interpretation and administration. Advise line supervision in handling grievances and interpretation of personnel records and supervise the preparation of various personnel reports.

**Agency Position(s):**

Class	Position	Agency	Authn
7006	PEM D (HR Manager, OHD)	HUMAN SERVICES, DEPARTMENT OF	00016860

### 340 Industrial Hygiene Manager

Supervise personnel engaged in implementing programs, policies, procedures and processes for monitoring and preventing chemical, physical and biological hazards and diseases present in an organization's work areas. Provide direction to employees involved in monitoring and controlling health standards in accordance with federal and/or state programs. Keeps informed on new requirements imposed by all agencies. Primarily responsible for assuring effective utilization of

**Agency Position(s):**

Class	Position	Agency	Authn
7004	PEM C (Regional Health Manager)	CONSUMER/BSN SERVICES DEPT	00022802

### 345 Audit Manager

Directs the internal audit function to review accounting, financial, and other operations for compliance with established standards and controls • Develops internal audit procedures and programs, determines the extent of compliance with established policies and procedures, determines causes of irregularities, and prepares reports of findings • May perform cooperative audit activities with outside auditors • Supervises internal audit staff •

**Agency Position(s):**

Class	Position	Agency	Authn
7012	PEMG (Manager, Audit & Review Services Section)	TRANSPORTATION DEPARTMENT	00043366
7012	PEM G (Information Systems Auditor/Internal Audit Manager)	ADMIN SERVICES DEPARTMENT	00000160

## 350 Audit Supervisor

Audits accounting and statistical data in order to verify accuracy. Audits activities for compliance with plans, policies and procedures prescribed by management. Determines proper accountability of assets through physical count, inventory and confirmation. Prepares and submits reports on the results of audits, recommending improvements in policies and procedures. Audits accounting records of contractors regarding agreements where the company is a party of interest. Cooperates with outside auditors in any undertaking that may expedite their work. Utilizes computer to input, retrieve, or display accounting information.

### Agency Position(s):

Class	Position	Agency	Authn
7004	PEM C (Supervisor, Field Audits)	CONSUMER/BSN SERVICES DEPT	00022901
7004	PEM C (In-House Audits & Certifications Supervisor)	CONSUMER/BSN SERVICES DEPT	00022515

## 355 Chief Information Officer

Top level information officer. Directs and coordinates information systems planning and functions, including all phases of systems design, programming, installation and operations. Reviews and evaluates project feasibility studies based on management's requirements and priorities, implements the installation and operation of information systems and equipment. Provides data processing services to all user departments • Establishes technical standards, methods, and priorities • Advises senior management on data processing plans, projects, and capabilities • Directs all information systems staff • Not intended for smaller organizations (i.e. less than 1,000 employees). This position typically has subordinate managers.

### Agency Position(s):

Class	Position	Agency	Authn
7012I	PEM G (I) (Assistant Director, Info Systems & Services Division)	CORRECTIONS DEPARTMENT	00009270
7014I	PEM H (I) (Information Systems Branch Manager-CIO)	TRANSPORTATION DEPARTMENT	00043714
7014I	PEM H (I) (Chief Information Officer)	ADMIN SERVICES DEPARTMENT	00056254
7014I	PEM H (I) (Assistant Director, Chief Information Officer)	HUMAN SERVICES, DEPARTMENT OF	00018279

### 360 Information Technology Director

Direct all data processing activities and staff for the organization including computer systems, technical support, systems analysis, application programming and ancillary services or manages a large, information technology function in a centralized information technology organization.. Establish technical operating standards and methods and priorities. Provides automated information processing services and technical assistance to meet all organization requirements. Exercises supervision over subordinate supervisors and technical and/or support staff including contractor personnel. Participates in statewide information technology planning activities and procurement policy-making activities. This job is typically in organizations with more than 500 employees.

**Agency Position(s):**

Class	Position	Agency	Authn
7008I	PEM E (I) (Computer Services Director)	FORESTRY DEPARTMENT	00039822
7008I	PEM E (I) (IS Director)	YOUTH AUTHORITY, OREGON	00061451
7010I	PEM F (I) (Director of Data Processing)	REVENUE DEPARTMENT	00002587

### 365 Information Technology Manager

Manages all data processing activities, including systems analysis, programming, computer systems, and auxiliary operations • Provides data processing services to all user departments • Establishes technical standards, methods, and priorities • Advises senior management on data processing plans, projects, and capabilities • Supervises all information systems staff • Intended to be the top level of this function within smaller organizations of fewer than 500 employees.

**Agency Position(s):**

Class	Position	Agency	Authn
7006I	PEM D (I) (Information Systems Manager)	LIQUOR CONTROL COMMISSION	00049830

### 370 Laboratory Manager

Plans, organizes and manages the environmental science analytical chemistry and/or radiochemistry laboratory under senior management direction. Responsible for managing all activities related to internally performed or externally contracted environmental chemical analyses associated with the company's environmental programs. Oversees the chemical, physical, radiochemical and biological analyses, using a wide variety of laboratory instrumentation and complex analytical methodologies to isolate, identify and quantify constituents of soil, water, air, biological and other samples that may be a potential hazard in the work place and/or community. Assures proper management of all laboratory data, consistent documentation of methodology, and appropriate record keeping procedures associated with the laboratory operations. Submits capital equipment requests and manages the procurement, installation, operations and maintenance of all laboratory

**Agency Position(s):**

Class	Position	Agency	Authn
7008	PEM E (Lab Manager)	ENVIRONMENTAL QUALITY DEPT	00017441

## 395 Materials Manager

Develops and manages programs to ensure material availability and delivery - Controls movement of materials in and out of facilities - Maintains information systems for monitoring materials and supplies inventories.

### Agency Position(s):

Class	Position	Agency	Authn
7010	PEM F (State Printer; Print Services Program Manager)	ADMIN SERVICES DEPARTMENT	00000986

## 405 Nursing Director

Highly responsible administrative work as director of a complete nursing service program in a large facility; organizes, supervises and coordinates work of a large staff of professional and paraprofessional nurses and nursing assistants including subordinate managers and/or supervisors; work is reviewed by a medical director or administrator for results achieved.

### Agency Position(s):

Class	Position	Agency	Authn
7004	PEM C (Nursing Coordinator)	HUMAN SERVICES, DEPARTMENT OF	00016486
7006	PEM D (Health Services Manager)	CORRECTIONS DEPARTMENT	00009439

## 410 Office Manager

Responsible for the coordination of general business and administrative activities in an office. Supervise a staff engaged in some or all of the following: mail and messenger, addressing and duplicating, central filing, typing pool, telephone and facsimile, supplies, order processing, security, personnel records and employment, payroll and/or various accounting functions. Develop and organize office procedures and systems. May audit reports and summaries. Negotiates the purchase and maintenance of office supplies and equipment and supervises the related shipping and receiving activities • Conducts special analyses and studies to determine comparative operational costs • Typically supervises 6-10 employees.

### Agency Position(s):

Class	Position	Agency	Authn
7000	PEM A (Manager, General & Support Services)	HUMAN SERVICES, DEPARTMENT OF	00012202

## 417 Operations Manager

Manages a segment of the organization's operations in a non-manufacturing environment. Develops, interprets and implements policies and procedures. Participates in reviewing the feasibility of new or revised operating systems and procedures. Manages the study of operations policies and procedures; develops and implements improvements. Prepares periodic reports regarding the unit's activities and progress. Ensures conformance to policies and procedures.

### Agency Position(s):

Class	Position	Agency	Authn
7010	PEM F (Field Services Manager)	TRANSPORTATION DEPARTMENT	00048403
7010	PEM F (Field Services Operations Manager)	EMPLOYMENT DEPARTMENT	00061260
7010	PEM F (Assistant Superintendent, Program Services)	CORRECTIONS DEPARTMENT	00060445

## 425 Payroll Manager-Central

Directs the preparation, documentation, and disbursement of payroll checks, taxes, and payroll deductions • Coordinates payroll systems development and maintenance • Develops payroll accounting controls and procedures • Maintains accurate reporting of federal, state, and related payroll taxes and payments • This is the top payroll position.

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Oregon State Payroll System Manager)	ADMIN SERVICES DEPARTMENT	00000118

## 430 Payroll Manager

Supervise the payroll section with responsibility for all levels of payroll and timekeeping and distribution of the organization's payrolls for single or multiple locations.. Prepare or supervise the preparation of extensions and calculations, computation and checking of straight time, overtime and special earnings and calculations of various deductions. Prepare or supervise the preparation of payroll reports, tax reports and statements. Serves as liaison with other departments, units, or locations in the resolution of payroll problems. Recommends changes in methods or procedures to improve the efficiency of the payroll function. Does not include employees who spend more than 20 percent of their work time performing nonexempt payroll tasks. This is not a Lead position.

### Agency Position(s):

Class	Position	Agency	Authn
7002	PEM B (Payroll and Benefits Manager)	POLICE, OREGON STATE	00092152

## 440 Program Administrator

Program direction ensuring that stated objectives are met and that programs continue to support the mission of the organization. Plans, develops, evaluates, and oversees the on-going management of various programs. Develops the overall budget and monitors expenditures for the programs. Provides direction and support to assure effectiveness and efficiency of programs. Develops monitoring systems and standards for evaluation purposes.

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Director, State Lands Program)	FORESTRY DEPARTMENT	00039854
7008	PEM E (Enforcement Policy Manager)	CONSUMER/BSN SERVICES DEPT	00022801
7008	PEM E (Program Services Supervisor)	REVENUE DEPARTMENT	00002524
7008	PEM E (Program Services Director)	HUMAN SERVICES, DEPARTMENT OF	00016429
7010	PEM F (Administrator, Child Care Division)	EMPLOYMENT DEPARTMENT	00026271
7010	PEM F (Deputy Administrator)	CONSUMER/BSN SERVICES DEPT	00051048
7010	PEM F (Deputy Administrator)	CONSUMER/BSN SERVICES DEPT	00022305
7010	PEM F (Administrator, Conservation Resources)	ENERGY OFFICE	00016733
7010	PEM F (Assistant Superintendent-Security Services)	CORRECTIONS DEPARTMENT	00010999
7010	PEM F (Assistant Superintendent, Program Services)	CORRECTIONS DEPARTMENT	00009272

## 445 Program Manager/Social Services

Responsible work in the operation of a regional office or managing a specialized support unit for a social services agency. Maintains qualitative and quantitative controls. May provide direction to professional staff in the inspection of long-term care facilities, certification of facilities and participation in Title XVII and Title XIX programs, and providing assistance in program specifications.

### Agency Position(s):

Class	Position	Agency	Authn
7004	PEM C (Manager, Health Plan Unit)	HUMAN SERVICES, DEPARTMENT OF	00019550
7006	PEM D (Survey Supervisor, Client Care Monitoring Unit)	HUMAN SERVICES, DEPARTMENT OF	00057191

## 450 Project Engineer Manager

Manages a group of design engineers, drafters, and technical engineering employees dedicated to the development of a major engineering project or several small projects • Supervises the development of complex designs, coordinates construction of test products, directs project testing and evaluates the efficacy of completed projects • This position typically reports to the Chief Engineer •

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Preliminary Design Engineer)	TRANSPORTATION DEPARTMENT	00044308

## 455 Public Relations Manager

Manages public relations activities to promote and improve understanding of the organization's objectives and achievements to the general public, customers, and local communities. • Develops and administers organization policies regarding public relations and information dispersal • Oversees press releases and articles and may act as chief spokesperson to the media • Assist personnel in the writing of speeches, letters and articles which are to be made public. May arrange interviews between executives and the media. Direct the writing, editing and publishing of publications. May supervise a small staff of public relations specialists • May include community affairs.

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (Communications Manager)	REVENUE DEPARTMENT	00002478
7008	PEM E (Communication Director)	ENVIRONMENTAL QUALITY DEPT	00017341

## 465 Purchasing Manager

Manages the purchasing activities of a company or operating unit - Establishes purchasing policies and departmental procedures - Determines sources of supplies, raw materials and components by receiving and analyzing quotations and proposed bids - Negotiates purchasing contracts, monitors vendor quality and maintains necessary records and documentation - Coordinates with production, engineering and other departments.

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (Purchasing/Contracts/Property Control/Central Trust Mgr)	CORRECTIONS DEPARTMENT	00009246

## 470 Purchasing Manager-Central

Develops policies, procedures, and objectives for the procurement of goods and plans for the organization.

### Agency Position(s):

Class	Position	Agency	Authn
7010	PEM F (State Purchasing Manager)	ADMIN SERVICES DEPARTMENT	00072432

## 475 Real Estate Acquisitions Manager

Purchases or negotiates short- and long-term real estate lease agreements for the organization's own use. Works with divisional and senior managers to determine organization needs for additional space. Inspects prospective properties to evaluate suitability. Keeps informed as to current developments in real estate markets and financing to determine the most cost-effective approach to acquisitions.

### Agency Position(s):

Class	Position	Agency	Authn
7010	PEM F (Project Management Section Manager)	ADMIN SERVICES DEPARTMENT	00001020

## 480 Records Manager

Supervises the records management program, which includes overseeing the development and maintenance of cost effective systems for controlling the use, maintenance, reproduction, protection, and disposition of all records • Supervises a records management staff which may include on/off site record support, micrographics, computer output microfilm, and computer-assisted retrieval • Consults with all levels of management to determine records management

### Agency Position(s):

Class	Position	Agency	Authn
7004	PEM C (Records Section Manager-DMV)	TRANSPORTATION DEPARTMENT	00071984

## 485 Regulatory Compliance Manager

Plans and manages the regulatory compliance function under senior management direction. Implements an on-site inspection program required to ensure compliance with regulations related to environmental control, health and safety of employees and the public. Ensures that all sites meet the required regulatory standards. Determines through independent investigation all existing and potential health, safety, and environmental control problems within an organizational unit. Prepares regulatory compliance reports that fairly and objectively detail inspection results and recommendations for remedial action. Keeps fully informed on all technical and legal regulations. Provides leadership and direction to professional personnel assigned to the compliance function.

### Agency Position(s):

Class	Position	Agency	Authn
7008	PEM E (Northern Regional Manager)	CONSUMER/BSN SERVICES DEPT	00071460

## 490 Risk Manager-Central

Plans and directs the development of risk management and loss prevention programs that provide maximum protection of the organization's assets at the most economical rates. Assures timely investigation of accidents involving the organization's products and oversees coordination between insurance companies and attorneys. Develops risk minimization programs and ensures compliance with legislation.

### Agency Position(s):

Class	Position	Agency	Authn
7014	PEM H (Risk Manager)	ADMIN SERVICES DEPARTMENT	00000860

## 495 Safety Manager

Establishes and promotes the maintenance of safe and healthy working conditions, and recommends measures to reduce or eliminate industrial accident and health hazards in compliance with OSHA regulations. Provides technical leadership and functional guidance to assure prevention of accidents and elimination of safety hazards within the work area. Directs the inspection and survey of facilities and sites to identify unsafe working conditions. Investigates industrial accidents to find ways to eliminate any unsafe conditions. Promotes employee awareness of safety through publications, posters and training seminars. Ensures that safety requirements are included in the design, construction, installation, operation and maintenance of facility systems and the applicable training and procedures are given operating personnel. Maintains working knowledge of current and proposed Federal, State and local standards and regulations and recommends actions in anticipation of potential impacts on operations. Provides advice, instructions, requirements and reports on matters pertaining to employee and facility safety to

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (Safety, Health and Security Manager)	ENVIRONMENTAL QUALITY DEPT	00017734

## 500 Security Director

Establishes and maintains adequate security regulations and procedures for the organization. Ensures an adequately staffed and trained guard force, and directs their activities. Assists, advises, and guides all departments regarding security regulations and procedures. Coordinates contacts with outside law enforcement

### Agency Position(s):

Class	Position	Agency	Authn
7002	PEM B (Security Director)	YOUTH AUTHORITY, OREGON	00061956

## 510 Social Services County Director

Responsible professional work directing social and family services programs in a rural county where the case load requires a moderate sized professional staff; coordinates work activities with county court, county welfare commission, other family assistance agencies, professional and civic groups; daily contacts with the general public including applicants and recipients of program services.

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (SOCP Administrator)	HUMAN SERVICES, DEPARTMENT OF	00012432

## 520 Superintendent Institution

Organizes, directs, and controls the entire operation of a large state institution; plans, directs, administers, and coordinates all programs, activities, and curriculum; issues, maintains, and revises institutional policies and practices. Directs daily operation of the institution including all programs, fiscal planning and budget administration, labor contract administration and facility maintenance. Provides medical/dental, counseling, housing and food services; vocational training, academic education, recreation, religious and constructive work programs for inmates or patients. Includes special housing units.

### Agency Position(s):

Class	Position	Agency	Authn
7012	PEM G (Superintendent, OSCI)	CORRECTIONS DEPARTMENT	00008737
7012	PEM G (Superintendent)	HUMAN SERVICES, DEPARTMENT OF	00016655
7014	PEM H (Superintendent, Oregon State Penitentiary)	CORRECTIONS DEPARTMENT	00009000
7014	PEM H (Superintendent)	HUMAN SERVICES, DEPARTMENT OF	00015308

## 540 Telecommunications Manager

Plans, develops and directs all aspects of the organization's voice and data communication networks. Oversees the planning, design, installation and maintenance of networks in support of information systems. Develops plans to ensure that the organization's long-term telecommunications needs are identified and met.

### Agency Position(s):

Class	Position	Agency	Authn
7010I	PEM F (I) (Telecommunications Manager)	ADMIN SERVICES DEPARTMENT	00000874

## 550 Training Manager

Develop, implement and administer programs to train employees. Supervise other training personnel, and plan, organize and develop related tests and visual aids. Conduct training classes and develop criteria for evaluating the effectiveness of course content and material. Coordinate class arrangements and laboratory sessions. Keep abreast of training research, new materials, methods and techniques and make recommendations for their use. May negotiate with outside consultant for purchase or development of specialized programs.

### Agency Position(s):

Class	Position	Agency	Authn
7006	PEM D (Organization Development/Training Manager)	CONSUMER/BSN SERVICES DEPT	00071215
7008	PEM E (Training Administrator)	CORRECTIONS DEPARTMENT	00008733

## 555 Transportation Executive

Plans, organizes, directs a major branch in the Department of Transportation, in administration of major transportation programs. Supervises branch employees; coordinates work with other organizational units; prepares impact notes on specific programs. Work performed within policy guidelines with wide latitude for independent judgment in establishing procedures and recommending policies. Work reviewed by agency director. Directs and coordinates a broad range of activities and functions to ensure effective operations and the achievement of organization objectives in accordance with policies.

### Agency Position(s):

Class	Position	Agency	Authn
7014	PEM H (DMV Manager)	TRANSPORTATION DEPARTMENT	00047984
7014	PEM H (Branch Manager, Technical Services Branch)	TRANSPORTATION DEPARTMENT	00043591

## 560 Treatment Unit Director-OSH

Directs the operation of a treatment unit within a state hospital; responsibilities include program administration, development, management and coordination of a service delivery system consisting of evaluation, diagnosis, treatment of mentally ill adults and adolescents; evaluates programs to assure completion of program goals and objectives; represents the work unit to outside groups and the general public; participates in operating budget development; reviews and evaluates work of subordinate supervisors.

### Agency Position(s):

Class	Position	Agency	Authn
7010	PEM F (Program Director)	HUMAN SERVICES, DEPARTMENT OF	00016017