

## ANALYSIS

### Item 48: Department of Consumer and Business Services Classification and Compensation Adjustments

---

**Analyst:** Emily Coates

**Request:** Increase Other Funds expenditure limitation for the Department of Consumer and Business Services by \$214,515 for classification and compensation adjustments.

**Analysis:** The Department of Consumer and Business Services (DCBS) is requesting Other Funds expenditure limitation to accommodate several position adjustments, including reclassification of five filled permanent full-time positions, approved by the Department of Administrative Services Chief Human Resources Office, to align positions with actual workload needs. Additionally, the Department is abolishing an administrative position and establishing a procurement position to address workload, for a net zero overall position impact.

The reclassifications, outlined below, include four permanent full-time positions in the Central Services Division (CSD) and one permanent full-time position in the Building Codes Division (BCD):

- One Human Resources Analyst 2 to Operations & Policy Analyst 2, effective April 2025.
- One Business Operations Supervisor 2 to Business Operations Manager 1, effective April 2025.
- One Information Systems Specialist 6 to Information Systems Specialist 7, effective June 2025.
- One Administrative Specialist 1 to Procurement & Contract Specialist 2, effective October 2025.
- One Office Specialist 2 to Administrative Specialist 1, effective April 2025.

CDS is supported by revenue transfers from the Department's operating divisions for agency-wide administrative functions, while the revenue source for BCD is derived from licensing and permit fees for programs within the division. If approved, the additional Other Funds expenditure limitation will align budgetary authority with actual position costs.

**Recommendation:** The Legislative Fiscal Office recommends that the Joint Interim Committee on Ways and Means recommend including an increase of \$214,515 in Other Funds expenditure limitation for the Department of Consumer and Business Services in a budget reconciliation bill during the 2026 legislative session for classification and compensation adjustments.

**Request:** Increase Other Funds expenditure limitation by \$214,515 to modify 13 positions to align positions with workload needs.

**Recommendation:** Approve the request during the 2026 Legislative Session.

**Discussion:** DCBS proposes to reclassify 11 positions, establish one position, and abolish one position. The request does not increase the agency's overall staffing levels, position authority, or full-time equivalent (FTE) amounts. Instead, the request increases Other Funds expenditure limitation in two divisions to reflect the higher salary ranges associated with the position changes.

Within the Central Services Division, DCBS proposes to reclassify three positions upward, reflecting increased responsibility in human resources, business operations, and IT functions. The division also proposes establishing one Procurement and Contract Specialist 2 position and eliminating one Administrative Specialist 1 position. Additionally, a representation code change for an Accounting Technician position is included as a technical adjustment. The aggregate of these actions results in an Other Funds expenditure limitation increase of \$211,015, with no effect on staffing levels or FTE.

For the Building Codes Division, DCBS requests one position reclassification from an Office Specialist 2 to an Administrative Specialist 1. This change results in a minimal fiscal impact - an increase of \$3,500 Other Funds expenditure limitation, with no effect on staffing levels or FTE.

All applicable position changes have been approved by the DAS Chief Human Resources Office.

**Legal Reference:** Increase the Other Funds expenditure limitation established by chapter 606, section 1(4), Oregon Laws 2025, for the Department of Consumer and Business Services, Central Services Division, by \$211,015 for the 2025-27 biennium.

Increase the Other Funds expenditure limitation established by chapter 606, section 1(6), Oregon Laws 2025, for the Department of Consumer and Business Services, Building Codes Division, by \$3,500 for the 2025-27 biennium.



**Oregon**

Tina Kotek, Governor



Department of  
Consumer and  
Business Services

December 8, 2025

Senator Kate Lieber, Co-Chair  
Representative Tawna Sanchez, Co-Chair  
Interim Joint Ways and Means Committee  
900 Court Street NE  
H-178 State Capitol  
Salem, OR 97301

Dear Co-Chairs:

### **Nature of the Request**

The Department of Consumer and Business Services (DCBS) requests the following positions be reclassified in the February 2026 legislative session.

### **Agency Action**

DCBS respectfully requests that the Interim Joint Committee on Ways and Means approve an increase in Other Funds expenditure limitation to reclassify positions within the agency to align positions with workload needs. Normally, these actions would be completed through a Department of Administrative Services permanent finance plan process; however, we are able to partially fund these reclassifications on our own only through this process and remain within our current legislatively approved budget. DCBS is requesting to re-classify 11 positions, establish one position, and abolish one position. If approved, this request would have a net-zero impact on the agency's position authority; however, it would modify other funds expenditure limitation among the divisions detailed below:

- Reclass upwards four positions
- Representation (REPR) code change one position
- Establish one position
- Abolish one position

## Action Requested

### Central Services Division (SCR 017-00-00-00000):

- Reclass upwards three positions:
  - From: Human Resource Analyst 2 (MMN X1321 AP – SR 26)
  - To: Operations & Policy Analyst 2 (MMN C0871 AP – SR 27)
  - From: Business Operations Supervisor 2 (MMS X7086 AP – SR 28X)
  - To: Business Operations Manager 1 (MMS X7085 AP – SR 31X)
  - From: Information Systems Specialist 6 (OAS C1486 IP – SR 29)
  - To: Information Systems Specialist 7 (OAS C1487 IP – SR 31)
- Establish one position:
  - Procurement & Contract Specialist 2 (OAS C0437 AP – SR 27)
- Abolish one position:
  - Administrative Specialist 1 (OAS C0107 AP – SR 17)
- Change REPR code
  - From: Accounting Technician (UA C0212 AP – SR 19)
  - To: Accounting Technician (OAS C0212 AP – SR 19)

Total request: \$211,015 Other Funds, 0 positions, 0.00 FTE

### Building Codes Division (SCR 019-12-00-00000):

- Reclass upwards one position:
  - From: Office Specialist 2 (AT C0104 AP – SR 15C)
  - To: Administrative Specialist 1 (AT C0107 – SR 17)

Total request: \$3,500 Other Funds, 0 positions, 0.00 FTE

## Legislation Affected

Approval of this request will increase Other Funds expenditure limitation by \$214,515 established by Chapter Law 606, section 01, subsections identified below for the Department of Consumer and Business Services biennium 2025-27:

(04) Central Services Division – \$211,015 Other Funds  
(06) Building Codes Division – \$3,500 Other Funds

Sincerely,



Sean O'Day  
Director