

# NATURAL RESOURCES SPECIALIST 1

8501

## GENERAL DESCRIPTION

The NATURAL RESOURCES SPECIALIST 1 performs a variety of duties for a State program directly related to the conservation, management, protection or utilization of natural resources. The Natural Resources Specialist 1 does general scientific and technical data collection, analysis, evaluation and monitoring, or inspection and investigation. The Natural Resources Specialist 1 frequently participates in the activities of a team project or program.

## DISTINGUISHING FEATURES

This class is the first level of a five-level series. Work assignments having somewhat well defined and established guidelines and procedures of the scientific discipline, and which require knowledge of general department rules, regulations, policies, and procedures, distinguish it from the higher levels.

## DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

### 1. Analysis/Evaluation

Does general scientific or technical quantitative and qualitative analyses of data according to standard procedures of the agency or scientific discipline. Develops data displays including graphs, charts, and tabulation of data records.

Does preliminary review and evaluation of technical reports, and grant and permit applications; ensures compliance with department guidelines and standards, and initiates enforcement action. Confers with other professional staff regarding findings and makes initial recommendations and gives input regarding final recommendations.

Writes reports of findings of studies and monthly or annual reports on program and project status. Participates in writing or revising program procedures or guidelines. Participates in developing or maintaining computer systems for manipulating technical program data.

### 2. Inspection/Compliance/Enforcement

Inspects minor sources or investigates complaints where the problem is typical or the origin easily identifiable. Collects or participates with manager or higher level specialists in the collection of data or field samples. Keeps accurate records in support of field survey or data gathering activities; ensures accuracy and validity of data collection processes and resources.

Prepares data summaries and analyses. Evaluates findings and writes summary reports with recommendations for action for review by higher level staff. May oversee the work of, lead, or coordinate field technicians, seasonal, part-time, or temporary employees on specific projects.

### 3. Agency Representation

Gives information and coordinates assistance to the public, industry, grant and permit applicants, State and local agencies, and others on basic scientific, technical, and administrative aspects of department activities, programs, policies or facilities. May provide informational programs for various groups, such as schools, associations, and civic groups.

**SUPERVISION RECEIVED**

Employees in this class receive assignments and work under direct supervision from a higher level specialist, supervisor, or manager. Within well defined program procedures or guidelines, they have considerable independence regarding specific day-to-day activities. Guidance and direction is available and generally sought on new or non-recurring assignments.

Work review typically occurs upon completion to ensure it conforms to established standards of timeliness, accuracy, and complies with applicable State and Federal laws, rules, regulations, and guidelines. Handbooks, operational manuals, or other guides are generally available.

**RELATIONSHIPS WITH OTHERS**

Employees in this class have frequent, daily, in-person or telephone contact with department staff to give or exchange information or coordinate schedules. They have periodic contact with other State and Federal department staff, Federal, State, local officials, and the public to give information or technical assistance or to obtain compliance with laws, regulations, or program guidelines.

**KNOWLEDGE AND SKILLS (KS)**

Basic knowledge of a physical or biological science.  
Basic knowledge of mathematics including statistics and quantitative and qualitative analyses.  
Basic knowledge of the theory and principles of natural resource conservation, management, protection, utilization, or control.  
Basic knowledge of the theories, practices, and principles of a specific discipline or program area.  
Basic knowledge of relevant equipment, instruments, tools, and vehicles.  
Basic knowledge of research methods used in a specific natural resource program or scientific field.

Skill gathering and analyzing technical or scientific information and drawing conclusions or making recommendations.

Skill communicating verbally and in writing with a variety of people to answer questions and explain information.

Skill writing clear and concise status, summary, technical, or narrative reports.

Some positions in this class may require the following:

Basic knowledge of computer programs used to analyze specific physical or biological information.

Skill using computer programs to manipulate, enter, or retrieve information.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/97

Revised

STATE OF OREGON  
Dept. of Administrative Services  
Human Resource Services Division