

GENERAL DESCRIPTION

The NATURAL RESOURCES SPECIALIST 2 coordinates and oversees a variety of projects or activities, or does research or investigations. The Natural Resources Specialist 2 works in support of a State program directly related to the conservation, management, protection, or utilization of natural resources. The Natural Resources Specialist 2 frequently participates as a member of a team, project, or program and may lead some limited elements of the work of others.

DISTINGUISHING FEATURES

This class is the second level of a five-level series. Broader work assignments having more potential impacts or alternatives and greater independence of action distinguish it from the lower level. The Natural Resources Specialist 2 independently gives technical assistance and program information but does not make complex technical or policy interpretations.

The more limited scope of research or investigations in terms of project time span or constraints and degree of controversy, sensitivity, or high monetary value; lack of lead responsibility for complex projects or program responsibilities; and the lesser complexity of subject matter covered in representing the program outside the agency 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

Reviews projects, plans, and permit applications to determine impact on the environment and technical adequacy. Evaluates and does necessary procedures to assure compliance with Federal, State, and local natural resources laws and regulations. Recommends approval or disapproval of plans or applications to higher level project staff or supervisor.

Reviews and evaluates plans that control damage to natural resources, propose compliance strategies for required regulated facilities, etc. Resolves problems of moderate complexity by designing plans and measures to minimize and mitigate adverse project affects. Monitors projects during construction and upon completion for compliance with rule or permit specifications.

Writes environmental impact statements, environmental assessments, research reports, legal findings, and related documents. These support permits and form the basis for compliance with environmental or natural resources laws and regulations.

Describes project scope, purpose, and alternatives. Records the results of project development. Writes documentation of the findings of the research and analyses. Describes mitigation actions. Oversees graphics preparation and document publication.

Gathers, evaluates, and interprets environmental data to determine regulatory compliance, ambient conditions, trends, and cause-and-effect relationships between activities and observed natural resources effects. Analyzes data to identify resources and their significance, and evaluates potential effects of proposed projects using a variety of methods, including statistical analysis.

Writes staff or technical reports including analysis, conclusions and recommendations in specific program areas. Reviews proposed legislation and regulations to for impact on agency programs.

2. Inspections/Compliance/Enforcement

Individually or as a team member, investigates in response to complaints or conducts on-site review or inspection of field unit or program operations for compliance with and adherence to standards. Inspects operations or standard or minor sources for compliance with and to enforce rules, regulations, or permit conditions. Writes reports of surveys and investigations describing findings, conclusions, potential affects, and effectively recommends follow up. May periodically lead a program task force.

Advises operators, land managers, or land owners to help them develop plans that will ensure compliance. Identifies operational strengths and weaknesses, problems, or areas of non-compliance, and recommends corrections. Negotiates compliance schedules, alternate plans, and other activities with the regulated community and follows up on implementation.

Develops and implements enforcement strategies to resolve violations including issuing notices of violation and orders to cease further violations. Issues citations and repair orders, when necessary, temporary orders, and notices to appear in court.

Investigates, documents facts, and collects evidence related to civil or criminal action. Processes complaints with local district attorneys. Drafts enforcement referrals, consent agreements, and civil penalty actions. Writes permits and permit review reports. Assists and works with courts in civil and criminal matters related to violations.

3. Technical Assistance/Consultation

Consults with Federal, State, and local agencies, private consultants, other agency staff, and the public on the laws, rules, regulations, policies, guidelines, and procedures related to the assigned program.

Interprets rules, regulations, laws, and procedures by phone, in person, and in writing to answer questions or concerns for industry, the public, agency staff, and staff of other governmental agencies on specific program areas. Gives information describing available assistance, tax programs, and Federal and State laws relating to natural resource management or utilization.

Evaluates private practices and objectives to improve natural resource management, conservation, protection, or utilization. Makes basic short- and long-term economic analysis of various options for private natural resource management decisions.

Meets with land owners or managers, either in the office or field, to identify short- and long-term objectives for the property as well as any economic and environmental constraints to be placed on future operations. May conduct cursory economic or other analyses to help land owner or manager in formulating options to meet their objectives. Prepares written management plan to present recommendations.

4. Project Coordination

Reviews project or program assignment to determine scope and diversity of involvement and required procedural actions. Coordinates information, proposals, and procedures with appropriate project participants, including various internal units, other State, Federal, and local agencies, private businesses and organizations, special interest groups, local communities, and the public.

Determines methods and procedures to mitigate effects and complete projects. Develops project work plans in consultation with appropriate participants. Develops and coordinates project schedule and

forecasts budgets. Identifies resources and regulatory and administrative steps needed for project completion.

Coordinates and participates in meetings or hearings to gather input and meet procedural requirements. Serves as a member and may chair project technical advisory committees. Monitors project status to ensure progress toward completion (e.g., required procedural steps completed fully and on time, interested groups and individuals informed of progress). Ensures that project information is accurate. Modifies procedures and research plans and coordinates changes with participants.

Represents the agency at public hearings and meetings, citizen advisory committee meetings, technical advisory committee meetings, and local civic organization meetings to give written and oral information related to specific projects or natural resource concerns.

Initiates the negotiation process to resolve concerns and problems with resource users and others. Ensures that projects comply with program regulations. Negotiates project changes and mitigation measures with local, State, and Federal officials. Coordinates volunteer programs to obtain public assistance in natural resource control, management, or utilization.

5. Program Operation

Reviews program effectiveness and recommend modifications to higher level staff or supervisor. May confer on technical policy matters with line staff, team leader, or manager in program administration. Participates in program planning, operational, or review meetings.

Develops and recommends program policies and procedures to higher level staff or supervisor. Compiles information for administrative rule revisions and assists in developing new rules or guidelines. Writes technical memorandums and reports. Writes or revises policy and procedure manuals. Designs and develops program-related forms.

Advises the agency of Federal, State, and local program regulations and requirements. Reviews, evaluates, and edits technical reports and documents written by agency staff and consultants. Aides other agency staff and the public with developing alternatives to resolve problems. May conduct or assist with training sessions, technical workshops, and seminars.

6. Research

Plans, designs, and conducts general research in one or more specialized fields (disciplines). Proposes and defines the research methodology, scope, content, schedules, and budgets for studies. Evaluates the impact of projects or programs on the environment.

Obtains and evaluates data from publications, documents, files, field research, technical drawings, interviews, and engineering, biological, and environmental studies. Conducts primary research when data is not available.

7. Contract Administration

Provides guidance and direction for the work of consultants or their employees. Reviews their work product and effectively recommends needed revisions. Helps, directs, and guides their coordination with the agency, other agencies, and the public.

Informs consultant of and guides consultant through established agency procedures. Determines that the consultant is providing work items specified in the contract. Reviews and effectively recommends approval of the billings of selected consultant contracts.

8. Agency Representation

Helps or informs industry, the public, and governmental agencies on program matters or procedures. Participates in gathering and assessing public views and interests through committees, informal meetings, hearings, and surveys. Provides informational programs for various groups including schools, associations, and other formal groups.

Evaluates and responds to public or media questions, comments, and concerns. Prepares and answers correspondence from other agencies and the public. May participate in the fire prevention and suppression effort in the district or State. Responds to other minor environmental emergencies.

SUPERVISION RECEIVED

Employees receive general assignments or projects. Guidance and direction are available but generally not sought unless the employee encounters unusual or non-standard circumstances. Employees work under general supervision, within applicable State and Federal laws, rules, regulations, and guidelines. They have considerable independence in determining day-to-day methods, priorities, and activities. A team leader or manager typically reviews work upon completion to ensure it conforms with applicable State and Federal laws, rules, regulations, and guidelines.

RELATIONSHIPS WITH OTHERS

Employees have daily in-person, telephone, or written contact with agency staff at all levels, staff from other State, Federal, or local agencies, special interest groups or organizations, and the public. On team projects or program assignments, the employee works in cooperation with other staff.

They have periodic contact with representatives or members of the regulated community who are sometimes angry or hostile to conduct inspections or investigations and obtain compliance with laws, regulations, and program guidelines. They provide or exchange information, including giving technical assistance and program interpretation. They do not independently make complex technical or policy interpretations.

KNOWLEDGE AND SKILLS (KS)

General knowledge of a physical or biological science.

General knowledge of mathematics including statistics and quantitative and qualitative analyses.

General knowledge of the theories 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 project management methods and techniques.

Skill communicating verbally and in writing with a variety of people to answer questions, give information, and give assistance on basic scientific or technical aspects of department programs or requirements.

Skill gathering and analyzing natural resource data or statistics to solve technical problems and choose a prescribed course of action.

Skill writing clear and concise investigative, technical, or narrative reports that include recommendations and conclusions.

Skill applying policies, procedures, and pertinent laws and regulations to specific agency operations.

Skill gaining cooperation from others.

Skill applying research methods to a specific natural resource program or scientific field.

Some positions in this class may require the following:

Skill using computer programs to analyze specific program or scientific 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.

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Revised

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