

GENERAL DESCRIPTION

The NATURAL RESOURCES SPECIALIST 3 reviews and evaluates documents or data, solves difficult natural resource oriented problems, conducts complex research or compliance investigations and inspections, or coordinates project activities. The Natural Resources Specialist 3 works in support of a State program directly related to the conservation, management, protection or utilization of natural resources. The Natural Resources Specialist 3 may lead a team of professional, technical, and support workers to accomplish a specific project or study.

DISTINGUISHING FEATURES

This class is the third level of a five-level series. Responsibility for major or complex and often interdisciplinary programs or problems distinguish it from the lower levels. Significant potential impact if uncontrolled or the requirement for complex analyses, evaluation, or measurement techniques characterize these projects or programs. These projects or programs also require many contacts with local governments, regulatory agencies, and the public and have greater project time span or constraints.

Positions in this class frequently have day-to-day responsibility for an agency program in a field location and frequently function as a team leader to fulfill program responsibilities, or frequently lead other staff and coordinate actions to accomplish central projects or studies.

Responsibility for assignments for which the agency or the discipline normally has established procedures, guidelines, and policies and the lack of requirement to function as an expert resource for supervisors, peers and subordinates in the program area 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 and evaluates complex plans, reports, applications, variance requests, proposed compliance strategies, or other proposals. Effectively recommends approval or disapproval.

Evaluates potential effects of proposed actions or projects. Writes technical reports including analysis, conclusions, and recommendations in specific program areas. Conducts follow-up investigations.

Reviews legislation and proposed regulations for effect on agency programs. Develops and recommends agency policies and procedures to higher level staff or supervisor.

Writes environmental impact statements, environmental assessments, research reports, legal findings, and related documents. These support permits (e.g., describe project scope, purpose, and alternatives; record the results of project development; document the findings of research and analyses; describe mitigation actions, etc.) and form the basis for compliance with environmental or natural resources laws and regulations. Oversees graphics preparation and document publication. Reviews and edits permits or technical reports written by staff for thoroughness and defensibility.

2. Inspections/Compliance/Enforcement

Conducts major or complex inspections to determine compliance and enforces environmental or natural resource rules and permit conditions. Develops and implements enforcement strategies to resolve violations. Negotiates compliance schedules and activities with the regulated community and follows up on implementation.

Investigates complaints on complex sources or issues, determines compliance or noncompliance and initiates corrective action, as appropriate. Responds to major natural resource emergencies. Writes reports of investigations describing findings, conclusions, and potential effects and effectively recommends follow-up. Drafts enforcement referrals, consent agreements, and civil penalty actions. Writes permits and permit review reports for large or complex sources or sites.

3. Technical Assistance/Consultation

Provides technical expertise to other department staff, the regulated community, and the public to solve difficult problems. Helps other agency staff and the public with negotiating or developing alternatives to resolve complex problems.

Interprets rules, regulations, laws, and procedures by phone, in person, and in writing to answer questions or concerns and provide direction for agency staff, industry, the public, and other governmental agencies on specific program areas. Drafts interpretive memos, guidance memorandums, and implementation strategies for department staff and the regulated community.

Leads teams of lower level professional and technical staff. Assists in their orientation and training. Serves as technical advisor to them. Reviews their work for accuracy, comprehensiveness, and to ensure it conforms to Federal, State, and local regulations. Reviews, evaluates, and edits technical reports written by agency staff and consultants.

Consults with Federal, State, and local agencies, private consultants, and the public regarding assigned program. Advises the agency of Federal, State, and local regulations and requirements. Serves in a staff role to advisory committees preparing special reports and responding to specific inquiries. Communicates complex technical or policy information to decision makers and the public.

Evaluates technical training needs of department staff and the regulated community. Develops and conducts formal or informal training sessions, technical workshops, or seminars.

4. Program Operation

Assists program manager in developing and carrying out short- and long-range goals and objectives for special projects or specific program areas. Coordinates project or program development activities with other state agencies, advisory committees, industry, or special interest groups.

Develops, tracks, and monitors project schedules and budgets within program area and prepares status reports. Develops Federal budget applications and cooperative agreements for program activities. Writes grant proposals and applications for program funding. Reviews program effectiveness and recommends modifications to higher-level staff or supervisor.

Conducts studies on complex issues and their effects on specific natural resource program. Evaluates needs, writes rules, and prepares and presents staff reports for rule making or other decision making of director, board, or commission to carry out natural resources program activities.

5. Project Management

Reviews project assignment to decide scope and diversity of involvement, necessary contacts, and required procedural actions. Determines necessary methods and procedures to mitigate impacts, assure compliance with Federal, State, and local natural resource oriented laws and regulations and assure completion.

Designs plans and measures to minimize and mitigate adverse project affects (this may include developing new mitigation procedures not previously undertaken). Identifies potential procedural and regulatory difficulties and constraints, and determines means of lessening or avoiding them. Establishes content of project technical documents.

Frequently serves as a project leader and develops and coordinates natural resource oriented project schedules and forecasts budgets. Identifies resources and regulatory or administrative steps needed for project completion. Develops project work plans in consultation with appropriate participants.

Initiates complex natural resource oriented agency projects. 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.

Serves as a member and may chair project technical advisory committees. Seeks cooperation in the project assignment, and ensures participation of interested individuals and groups. Leads the negotiation process to resolve concerns and problems and negotiates project changes and mitigation measures with State and Federal officials. Modifies procedures and research plans and coordinates changes with participants.

Monitors project status to ensure progress toward completion, for compliance with specifications, full and timely completion of required procedural steps, and that interested groups and individuals are informed of progress. May administer consultant contracts for large projects. Compiles monthly, quarterly, and annual reports on status of ongoing projects. Ensures accurate project information.

6. Research

Independently designs and conducts research in one or more specialized fields (disciplines). Establishes and defines research methodology, scope, content, schedules, and budgets for studies evaluating the affects of projects or programs.

Obtains and evaluates data from publications, documents, files, field research, technical drawings, interviews, and engineering, biological, or environmental studies. Conducts primary research when data is not available. Analyzes data to identify resources and their significance, and evaluates potential impacts of proposed projects using a variety of methods, including statistical analysis.

Compiles reports that include methods of research, objectives, results, and preliminary recommendations that may require the employee to develop hypotheses, theories, and conclusions. Submits conclusions and recommendations to unit superiors for formulation of agency policy.

7. Agency Representation

Represents the agency at public hearings and meetings, citizen advisory committee meetings, technical advisory committee meetings, and local civic organizations. Gives written and oral information relating to specific projects or concerns.

Presents agency's viewpoint and policy to advise other State and Federal agencies about the impact of

their decisions. Participates in conflict resolution. May represent the State on or serve as staff to interstate and international committees and councils dealing with issues of moderate complexity or controversy.

Evaluates and responds to public or media questions, comments, and concerns. Prepares and answers correspondence from local agencies and the public on major technical or policy issues. Analyzes, assesses, and responds to public and agency comments on draft documents. Assures news media receive press releases.

SUPERVISION RECEIVED

Within professional standards, applicable State and Federal laws, rules, regulations, and guidelines, employees complete typical assignments without supervision and independently decide day-to-day methods, priorities, and activities to achieve overall results. On new or special assignments, they work under general supervision and seek direction as needed. Work review typically occurs upon assignment completion for overall acceptability and to ensure it conforms to applicable State and Federal laws, rules, regulations, and guidelines.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily in-person, telephone, or written contact with all levels of internal staff, staff from Federal, State, and local agencies, project participants, and the public to provide or exchange information. They frequently work with managers to resolve intra-agency conflicts.

They have regular in person or telephone contact with regulated community representatives, project participants, special interest groups and the public who are sometimes hostile or angry. They explain laws, rules, and regulations to gain compliance, give technical assistance, mediate divergent viewpoints, conduct inspections or investigations, and persuade others to accept ideas or take actions to protect the environment.

KNOWLEDGE AND SKILLS (KS)

General knowledge of the theories, practices, and principles of a specific natural resource discipline or program.

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, and control.

General knowledge of project management methods and techniques.

Basic knowledge of trends, technological changes, and developments in a specific natural resource area.

Skill communicating verbally and in writing with a variety of people to answer questions, give assistance, and explain a specific natural resource programs or requirements.

Skill analyzing natural resource data and statistics to determine if a plan or program is in compliance; solve problems; decide a course of action; or monitor projects.

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

Skill applying natural resources theories, practices, principles, and pertinent laws and regulations to solve specific program problems or to complete projects.

Skill advising customers and gaining cooperation about needed plans and schedules to meet program requirements.

Skill monitoring, inspecting, and reviewing a natural resource program or project.

Skill designing and conducting specific natural resource program or area research projects.

Some positions in this class may require the following:

Skill developing computer applications to a specific natural resource program or scientific field.

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