

**GENERAL DESCRIPTION**

The NATURAL RESOURCES SPECIALIST 4 is a technical expert or interdisciplinary specialist. The Natural Resources Specialist 4 works independently or leads a team of professional staff conducting complex, interdisciplinary analyses, inspections, investigations, research, or surveys. This work supports a State program directly related to the conservation, management, protection, or utilization of natural resources.

**DISTINGUISHING FEATURES**

This class is the fourth level of a five-level series. Assignment of inspections, investigations, or projects for which established procedures often do not exist, by regular involvement in issues of significant potential impact, and by involvement in controversial or complex agency policy and decision making distinguish it from the lower levels. Employees in this class are agency experts in their specific program area or function. They provide consultation and technical guidance to supervisors, peers, and subordinates.

Employees in this class frequently function as a team or project leader and coordinate complex projects. A highly controversial or a sensitive nature or high monetary value characterize complex projects.

Less responsibility for programmatic decisions upon which statewide, regional, or national policy can be established and lack of primary responsibility for formulating major controversial policy or direction at the national or interstate levels, and by the somewhat narrower and more specialized scope of assigned program or project distinguishes it from the higher level.

**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. Project Management**

Plans, leads, and implements special projects or new program activities. Develops project strategy for major projects including goals, objectives, and procedures. Develops and manages technical aspects of cooperative agreements or contracts to ensure that project or program activities are consistent with State and Federal laws, regulations, policies, and procedures.

Manages major projects. Delegates discrete elements of projects to lower level staff or technical assistants and evaluates the adequacy of the work. Develops and manages technical aspects of cooperative agreements or contracts.

Directs and coordinates consultants and contractors performing complex studies, site investigations, monitoring systems, sampling, or restoration work for the agency. This includes developing plans, scopes of work, budgets, schedules, and issuing work assignments. Reviews work in progress and completed work to ensure contractor and consultant compliance with State and Federal laws, regulations, policy, and procedures.

**2. Technical Assistance/Consultation**

In an individual or multi-disciplinary scientific area(s), responds to complex technical questions from scientific staff and others inside and outside the agency. As the agency's technical expert and principal representative, consults at all levels internally and externally in area of assignment. Represents the

agency in negotiation and settlement of conflicts. Serves on State task forces or advisory committees in areas of expertise. Provides technical data and interpretation to the public and special interest groups.

Advises the section manager, division administrator, agency director, agency commissioners, legislators, advisory committees, and the public on the effect of existing or proposed laws, regulations, standards, and policies. Reviews and interprets Federal and State statutes, regulations, policy, technical guidance, and implementation strategies for Department staff, other government agencies, consultants, and the public.

Drafts interpretive memos, guidance memorandums, and implementation strategies for Department staff and the regulated community. Ensures that appropriate staff are kept informed of current developments in the field that affect their methods and work.

### **3. Analysis/Evaluation**

Evaluates proposed investigations to decide site feasibility, to assess site conditions, to determine feasibility of alternate cleanup measures, to assess and effectively recommend assignment of resources or use of contractors or consultants, and for completeness and compliance with State and Federal laws and regulations, permit conditions, and site requirements.

Independently interprets and evaluates data to figure out the existing or potential effects and risks from existing or proposed projects or to decide if a regulated facility or other pollution source is causing the pollution. Drafts permits for complex sources (i.e., technically complex or multiple source related) that may be politically or environmentally sensitive.

Critiques in-house reports and those of other agencies for soundness of data collection and interpretation, and compatibility of proposed actions with agency statutes, rules, and guidelines. Organizes, evaluates, summarizes, and draws conclusions from records of rule making and contested case hearings.

### **4. Program Operation**

Gives program related information and interpretation about investigations or other issues raised to the agency commission, staff, director, boards or commissions of other agencies, and to various citizen and interagency committees frequently regarding major agency programs or projects. Significant public health or adverse environmental impact with extensive involvement of diverse constituencies characterize major programs or projects. They are also multi-disciplinary in nature with few, if any, established precedents and involve multiple, discrete causal components that must be identified and assessed.

Evaluates and effectively recommends policy and rule changes to improve program, writes rules, and prepares legislative concepts for program needs. Writes technically complex grant proposals and applications to fund major agency programs or projects. Presents proposed policy and rule changes and legislative concepts to section manager, division administrator, agency director, agency commissioners, legislators, internal and external advisory committees, and the public.

### **5. Inspection/Compliance/Enforcement**

Independently investigates major sites or causes of significant natural resource degradation or complaints concerning hazardous substances and materials. Decides appropriate methods of investigation. Determines compliance or noncompliance and corrective actions needed. Effectively recommends enforcement actions and negotiates compliance schedules and activities with the regulated community. Prepares enforcement referrals, consent agreements and civil penalty actions. Writes and negotiates consent orders with the help of legal staff. Initiates corrective actions and

participates in implementation of such actions, as appropriate.

Responds to major natural resource emergencies and serves as on-site coordinator of State agency resources for risk assessment and required action.

## **6. Agency Representation**

Represents the department at informational meetings, public hearings, and before boards or commissions of other local or State agencies. Serves as technical expert or witness on major complex issues before the courts, legislature, or other decision makers.

Develops and coordinates intra- and interagency cooperation through planning, organizing, and scheduling meetings and work sessions with appropriate staff and management.

## **7. Research**

Defines and describes major problems of regional or local extent. Researches and develops preliminary concepts on areas identified to be studied for long range program development. Does extensive research of literature and office records, interpreting information from reports, records, and other sources. Develops investigation plans.

Oversees or generates original field data through complex or highly technical observations and measurement research. Organizes and verifies data and represents it in graphic and tabular form using technical computer software. Interprets and explains trends in data. Conducts interviews to fill gaps in measurable field data.

Identifies administrative alternatives to solve a problem and selects the best alternative for final action. Resolves problems by determining the appropriate solution and encouraging cooperative agreements based on research facts.

Writes reports and memoranda of investigations based on office and field research describing findings, conclusions, and potential for impact and effectively recommends follow-up. Explains and defends research and reporting of a problem in a variety of settings including that of expert witness in court and hearings.

## **SUPERVISION RECEIVED**

Employees work within professional standards and practices, applicable State and Federal laws, rules, regulations, and guidelines. At times, guidelines must be developed or adapted to the specific circumstances of the assignment in response to unprecedented problems or issues. There is no technical review of most of the work but review occurs for achievement of overall program objectives.

## **RELATIONSHIP WITH OTHERS**

Employees in this class have regular in-person and telephone contact with department staff, staff of Federal, State, or local agencies, and other scientific professionals. They consult on issues, offer advice, provide technical assistance, and answer concerns.

Employees have regular in-person and telephone contact with professional consultants representing private industry and the regulated community. They interpret or explain agency recommendations, research, rules, and regulations. Periodically employees have contact with elected officials, special interest groups, and the public to provide information, interpret and explain laws, rules, and regulations, report on project status, gain

compliance, mediate divergent viewpoints or to persuade them to accept ideas or take actions to protect the environment and natural resources.

**KNOWLEDGE AND SKILLS (KS)**

Extensive knowledge of the theory, practices, and principles of a specific natural resource discipline or program.

General knowledge of the laws, procedures, principles, and regulations governing a specific natural resource program or subprogram.

General knowledge of trends, technological changes, and developments in a specific natural resource discipline.

General knowledge of project or program administration methods, techniques, principles, and practices of a specific discipline area.

Skill communicating verbally and in writing with a variety of people or organizations to answer questions and explain information, policies, regulations, decisions, or actions.

Skill analyzing natural resource data and statistics to determine the effects a variable has on a program or issue and decide an appropriate course of action.

Skill writing clear and concise reports, legally-sufficient documents, grant proposals, and press releases.

Skill reviewing, applying, and advising staff about any new or revised natural resource policies, regulation, and requirements.

Skill writing and presenting agency or program information at public hearings, meetings, or conferences to explain and gain cooperation for the agency or program.

Skill coordinating a complex natural resource program or project that includes monitoring and measuring the effects.

Skill providing a professional or technical staff information, policy advice, training, and assistance.

Skill reviewing the work of an assigned staff or team.

Skill representing the agency on or serving as a staff person for project, advisory, or technical committees.

Skill serving as a research project leader who identifies resources and schedules the steps of the project.

Some positions in this class may require the following:

Skill recommending program policy, rule, or legislative changes.

Skill reviewing and revising natural resource agreements or contracts.

**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