



WATER RESOURCE DATA TECHNICIAN 1

8510

GENERAL DESCRIPTION OF CLASS

The WATER RESOURCE DATA TECHNICIAN 1 collects, researches, analyzes and converts tabular and spatial water resource information to a digital format for the use by staff and the public, using defined procedures and guidelines.

DISTINGUISHING FEATURES

This is the first level in a two level technical series. The Water Resource Data Technician 1 is distinguished from the higher level by the lack of assignment to complete quality control reviews AND assignment of work which include procedures or guidelines.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this classification. Individual positions may do all or some combination of the duties listed or other related duties.

1. Data

Process water resource information using final proof survey maps, tax lot maps, United States Geological Survey (USGS) quadrangle maps, aerial photography, water right applications, permits, certificates, court decrees, final orders, inspection reports, Department rules, memorandums and correspondence with water right holders, Oregon Revised Statutes and Oregon Administrative Rules.

Collect, research, interpret and enter both tabular and spatial data into appropriate databases. Employees use software to encode, edit, and define datasets. Employees prepare cartographically correct water right maps. Employees also operate GIS equipment, troubleshoot data errors and complete quality control processes.

2. Technical Assistance

Answer inquiries in person, by letter, by e-mail, or telephone on requested water right information specific to a particular property from legal descriptions or maps. Assist Department staff in the use of water resource information.

RELATIONSHIP WITH OTHERS

Employees in this class are in regular contact in person, by telephone, and via e-mail with all levels of department staff in order to keep current on water policies and to assist Department staff in the use of collected information.

SUPERVISION RECEIVED

Employees receive general supervision, within applicable State and Federal laws, rules, regulations, and guidelines. Completed work is subject to peer review to ensure accuracy and compliance with established standards and procedures. A team leader or manager occasionally reviews work upon completion for technical adequacy and accuracy and to ensure it conforms to applicable State and Federal laws, rules, regulations and guidelines.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations and interrelationships.
Electronic equipment and computer hardware and software (e.g., spreadsheets, databases and word processing).
Arithmetic, algebra, geometry, statistics, and their applications.
Design techniques, tools, and principles involved in production of precision maps.
Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Oregon water law, rules and regulations.
Cartographic procedures, standards and concepts.

Skill to:

Understand the implications of new information for both current and future problem-solving and decision-making.
Write sentences and paragraphs in work related documents.
Communicate effectively in writing as appropriate for the needs of the audience.
Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Use mathematics to solve problems.
Determine causes of operating errors and determine appropriate action needed to correct problem.
Analyze and interpret laws, rules, and regulations and apply them to specific circumstances.
Combine complex pieces of information to form general rules or conclusions.
Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
Generate or use different sets of rules for combining or grouping things in different ways.
Interpret Oregon water law, rules and regulations.
Read and interpret maps including final proof surveys, tax lot maps, USGS quadrangle maps, and other misc. maps.
Read and navigate using Public Land Survey System.
Read and interpret aerial photography.
Ability to maintain manual and computerized records of maps and property documents.
Read, interpret and apply field survey notes to mapping detail.
Read and interpret property documents such as deeds, surveys and legal descriptions and identify discrepancies.

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 4/2006

Revised

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