STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
Revised 9/21/15

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: 34000

Facility: Headquarters

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Office Specialist 2	**b.** Classification No:	C0103
c. Effective Date:	07/01/1985	**d.** Position No:	0485
e. Working Title:	WQ Office Specialist	**f.** Agency No:	34000
g. Section Title:	Community and Program Assistance	**h.** Budget Auth No:	000176380
i. Employee Name:		**j.** Repr. Code:	AD
k. Work Location (City – County):	Portland		
l. Supervisor Name:	Anita Yap		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

o. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The mission of the Department of Environmental Quality (DEQ) is to be a leader in restoring, maintaining and enhancing the quality of Oregon's air, water and land. DEQ has a centralized, policy and planning component and regional offices to accomplish this mission.

The Operations Division has lead responsibility to ensure that DEQ's work is delivered in a consistent and effective manner across media and regions. The Division partners with the other divisions to ensure that implementation planning is central to policy development. The Division is responsible for optimizing the agency's processes for delivering programmatic commitments and service to Oregonians. The Division implements specific programs and supports consistent implementation of specific programs in the regional divisions.

The Community and Program Assistance Section provides oversight and support for: 1)The Clean Water State Revolving Fund Loan Program (CWSRF) by establishing, monitoring and improving processes for statewide implementation through regional offices; this includes managing program funds and loans made to public agencies for water quality improvement projects. 2) The Section also provides compliance oversight, data

management, tracking and reporting for the National Pollutant Discharge Elimination System (NPDES) and Water Pollution Control Facilities (WPCF) permit programs.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Provide administrative support and coordination to both management and technical staff in the Operations Division. The position provides administrative assistance to the various Water programs in order to ensure efficient and successful completion of projects.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
40%			**GENERAL OFFICESUPPORT**
	R	E	• Completes travel authorizations for section staff, reviews for accuracy and processes according to required time frames. Coordinates authorization and billing of third party (sponsoring organization) for reimbursement for travel expenses.
	R	NE	• Prepares staff expense advance forms and reports.
	R	NE	• Researches training opportunities for dates, times, registration requirements in coordination with program staff needs. Ensures staff training is recorded in iLearn.
	R	E	• Collects, reviews for accuracy and submits staff timesheets to payroll.
	N	E	• Orders supplies, furniture, services using SPOTS card. Where the SPOTS card cannot be used, prepares a requisition, assigns a requisition number, obtains the supervisor's signature and forwards the requisition to the Business Office for processing. Follows up on requisitions to assure prompt and accurate delivery and payment
	R	NE	• Orders supplies and service for WQ Programs printers and copiers. Coordinates moving service requests with staff and the contracted moving company..
	R	NE	• Coordinates telephone repair, new service requests and telephone changes for staff
	R	E	• Use Adobe Pro software, Microsoft Suite tools for assistance with staff needs.
	NC	NE	• Sends out building maintenance and handyman requests for staff and managers.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

40%			**WQ PROGRAM SUPPORT**
	NC	NE	• Maintains mailing lists, including public notice lists, citizen advisory committees, and technical advisory groups
	NC	E	• Tracks the 319 invoices and other documents as required and works with Business office.
	NC	NE	• Orders and prepares paperwork for Water Quality Ads and public notices from contracted vendor according to business office policies.
	NC	E	• Drafts, edits and proofreads managers' correspondence: addresses and prepares correspondence for mailing, files and archives correspondence.
	R	E	• Schedules meetings and public hearings, including reserving locations, equipment and conference call lines; prepares and circulates agendas and other material to participants, takes meeting minutes and transcribes hearing minutes.
	NC	NE	• Posts Gov Delivery notices and updates for managers and staff.
	NC	NE	• Coordination and delivery of state shuttle and US mail for the WQ programs.
	NC	E	• Prepares requisitions for supplies, services, and staff trainings and reimbursements.
	NC	E	• Registers staff and managers for workshops, conferences and trainings.
	NC	E	• Assists managers with new hire needs, i.e., cubical set-up, new telephone service, business card and name plaque order, and coordinating with IT for employee badge, and various staff document updates.
	NC	NE	• Takes messages, routes telephone calls, clarifies WQ Programs and provides general information to the public, also to the local, county, state and federal agencies.
	N	E	• Organizes, coordinates and assists WQ permitting and compliance sections with non-technical permit issuance and compliance issues.
	N	E	• Reviews application, forms or other documents for compliance with established criteria; ensures that all necessary documentation is provided and is complete: issues permits/licenses or denies applications based on review.
	N	E	• Assists WQ program staff for EPA audits, including assisting with retrieving records, files, permits and other necessary documentation.
	NC	E	• Provides administrative support, coordination and assistance to staff and managers to ensure successful completion of projects.

10%	R NC NC N	NE NE E E	**RECORDS MANAGEMENT** • Scans documents for staff into pdf format. • Organizes, maintains, and purges office files to keep current according to retention guidelines. • Maintains section record of correspondence. (Chronological File). • Performs record management activities requiring independent judgment to make decisions or select a course of action based on laws, rules, and policies. Updates section record of archived files by retrieving and sending files to Secretary of State Archives and Iron Mountain. Keeps accurate records for easy retrieval and retention of documents.
10%	NC NC R NC	E NE E E	**OTHER DUTIES** • Creates and maintains desk procedures manual. • Participates in agency-sponsored training, committees, and special projects as assigned. • Attends and participates in Section, Division and WQ program staff meetings. • Serves as backup staff to other division support staff.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The position is located in a fast paced, multiple demand office. This position requires the ability to work on multiple tasks simultaneously, sometimes under pressure of high priority deadlines; the incumbent must be able to prioritize workload with minimal oversight. Occasional day and/or overnight travel may be required to assist staff with public and advisory committee meetings. Some overtime may be necessary. There is occasional exposure to hostile or upset people.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

EPA and other federal regulations
Oregon Revised Statutes, Oregon Administrative Rules
DEQ Information Manual, Policies and Internal Management Directives
Desk procedures manual, other desk reference books

b. How are these guidelines used?

They provide guidelines on procedures, protocols, quality and administrative requirements of DEQ.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

DEQ staff and managers	Phone, person, written	Communicate messages and information; clarification of program processes and procedures	Daily
General public / regulated community / advisory committee members	Phone, person, written	Provide information, take messages, Clarification of program	As Necessary
Local, county, state, and federal agencies	Phone, person, written	Communicate information, take messages	As Necessary

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position makes decisions regarding workload and priorities, and the proper formats, procedures and processes to follow.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

PEM E	0581	Reviews work, provides supervision, and evaluates performance based on a prepared work agreement and annual written performance appraisal.	Weekly, quarterly Annually or as needed.	Monitor progress toward goals.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? N/A

How many employees are supervised through a subordinate supervisor? N/A

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Good attendance and punctuality are essential for this position. Ability to communicate with diverse group, representing the public and DEQ staff. Ability to proactively and independently communicate status of projects and identified concerns effectively. Demonstrated experience with Microsoft Office suite. Demonstrated customer service skills for internal and external stakeholders. Demonstrated abilitiy to complete accurate data entry. Detail-oriented.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature	Date	Supervisor Signature	Date
Appointing Authority Signature	Date		