



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/2/15

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Department of Environmental Quality

Facility: Headquarters - Operations, 8th FL

New Revised

SECTION 1. POSITION INFORMATION

Form with fields a-j: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, Eligible for Overtime.

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.

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 purpose of the Hazardous Waste Program is to protect human health and the environment by reducing the generation and ensuring safe management of hazardous waste and toxic chemicals.

conditionally-exempt generators. The program is responsible for inspecting hazardous waste generators, working with businesses to reduce toxics chemical use, and for providing technical to business on hazardous waste issues.

The purpose of the Underground Storage Tank program is to prevent and detect leaks early; ensure the tank owner has financial resources available to pay for cleanup; and to reduce or eliminate the risk of tank leaks. These programs affect over 1800 UST facilities, 1200 motor fuel cleanups, and 50,000 heating oil tank owners.

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 general administrative support to the Hazardous Waste and UST Compliance Sections in headquarters.

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
50%	NC	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>NE</p> <p>NE</p> <p>NE</p> <p>NE</p> <p>NE</p>	<p>HAZARDOUS WASTE SUPPORT</p> <ul style="list-style-type: none"> • Receives, analyzes and evaluates forms and reports to assure completeness and accuracy of technical information. • Communicates with the regulated businesses to obtain correct information for completing technical reporting forms. • Researches and resolves discrepancies within timeframes or refers to project lead. • Enters and updates data into electronic information systems from forms per program and agency procedures and protocols as requested by the Reporting Coordinator. • Issues RCRA Site Identification numbers. • Mails Acknowledgement and Personal Identification Number letters to regulated community for new or revised notification activities. • Manages Internet email account for businesses reporting by checking regularly and either responding or forwarding to appropriate staff for resolution. • Assists with recordkeeping associated with program activities. • Reviews Department of Justice invoices for correct funding codes for payment. Resolves discrepancies with hazardous waste program staff. • Assembles materials and helps coordinate large program mailings. • Researches and prepares program documents to support program and project reporting, measures, and other outcome-based efforts, in consultation with relevant program coordinator. • Assists staff with priority program projects, including planning, organizing and arranging logistics.

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

		NE NE	<ul style="list-style-type: none"> Assists with coordinating public hearing logistics. Coordinates logistics for programs' state-wide meetings. Processes outgoing mail according to instructions.
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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 work of this position is performed in a general office environment. The job involves occasional lifting of objects which weigh up to 50 pounds.

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
- Desk procedures manual, other desk reference books
- Secretary of State Retention Guidelines and DEQ Special Schedule

b. How are these guidelines used?

Responding to inquiries and/or determining appropriate professional/technical staff person to respond.
Explaining program processes and procedures. Determining proper format for documents.

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?
DEQ Staff	Phone/email/in person	Communicate messages and information, clarification of program processes/procedures	Daily
Public/Regulated community	Phone/email/in person	Provide program information Take messages	Weekly
County, State & Federal agencies	Phone/email/in person	Communicate information Take messages	Monthly

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

SECTION 7. POSITION RELATED DECISION MAKING

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

Decides proper information to give in response to inquiries. Makes decisions regarding workload and priorities; also regarding proper formats, procedures and processes to follow. Makes decisions regarding the completeness and accuracy of data submitted. Independent decisions will be required regarding data entered and maintained in database; determine whether records are complete and ready for processing and identifying any data quality issues.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Executive/ Manager E	#0359	Regular meetings and annual review.	Bi-weekly, Quarterly and Annually	To check in on work activities and to review work agreements and performance.

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

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0

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

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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:

This position participates in meetings and drafting of documents that may contain confidential information. The person in this position must adhere to rules and policies that prevent unauthorized sharing of the confidential information.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor 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