STATE OF OREGON
POSITION DESCRIPTION

Agency: OREGON DEPARTMENT OF ENERGY

Facility: 

☐ New  ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Natural Resources Specialist 5  
b. Classification No: C8505

c. Effective Date: August 1, 2016  
d. Position No: 3037001

e. Working Title: Nuclear Waste Remediation Specialist  
f. Agency No: 33000

g. Section Title: Nuclear Safety Division  
h. Budget Auth No: 000167780

i. Employee Name: Vacant  
j. Repr. Code: UA

k. Work Location (City – County): Salem - Marion

l. Supervisor Name: Ken Niles

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

With its mission to lead Oregon to a safe, clean, and sustainable energy future, ODOE helps Oregonians improve the energy efficiency of their homes, provides policy expertise to prepare for Oregon’s future energy needs, staffs the Energy Facility Siting Council, provides technical and financial assistance to encourage investments in energy efficiency and renewable energy resources, promotes the cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy related emergencies. ODOE employs approximately 105 employees and is funded with revenue from more than 40 sources, including $34 million in other funds, $3 million in federal funds, $3 million in lottery funds debt service, and $141 million in non-limited loan program and debt service funds.

This position exists within the Nuclear Safety and Energy Emergency Preparedness Division, which is responsible for protecting the environment and the health and safety of Oregonians from radioactive waste contamination and is responsible for the Department of Energy's role in energy related emergency preparedness. The Nuclear Safety program work involves providing sound, timely and reliable technical reviews, analyzing and proposing policies on the adequacy of regulatory requirements, and providing information to the public on nuclear safety issues related to the
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:

This position serves as a recognized expert on the complex nuclear waste cleanup activities at Hanford. The position provides technical evaluation of current and potential cleanup activities and consultation, guidance and assistance to influence decisions on alternatives that may better protect Oregon and the Columbia River. This position develops and maintains working relationships with technical staffs of various Federal, State and Tribal agencies, contractors, and Public Interest groups. This position also translates and explains highly technical issues to the lay public so as to involve the public as broadly as possible in Hanford cleanup.

### 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.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>75%</td>
<td>R</td>
<td>E</td>
<td>Policy and Technical Analysis/Evaluation - Initiate technical reviews of Hanford radioactive waste facility operations and cleanup activities.</td>
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<tr>
<td></td>
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<td>• As lead analyst for Hanford Tank Waste Cleanup and Treatment, perform intricate problem solving analysis of complex issues across diverse technical fields which may include many fields of engineering (chemical, nuclear, systems, control systems, mechanical, seismic and others) many fields of chemistry (principally inorganic, colloid, and actinide chemistry), physics, radiation health impacts and effects, uncertainty and risk analyses, and computer modeling of contaminant transport (involving hydrogeology, geochemistry, and geology).</td>
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<td>• Conduct detailed technical reviews of facility transition, deactivation, decommissioning, decontamination and disposal.</td>
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<td></td>
<td>• Review technical documents, such as: tank structural integrity and chemistry evaluations, technical issue reports and evaluations for fixed facilities (such as the waste treatment plant, their equipment and processes) complex risk and probability analyses, contaminant fate and transport, Systems Plans, Environmental Assessments, Environmental Impact Statements, Expedited Response Actions, Remedial Investigation/Feasibility Studies, Remedial Field Investigations/Corrective Measure Studies, Engineering Evaluation/Cost Analysis, and Natural Resource Damage Assessments.</td>
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<td>• Provide internal analysis results to team and management and create draft comments that reflect the agency’s position. Submit final comments to various federal and state agencies.</td>
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<td>• Independently conduct extensive data search and research, both on-line and in physical documents, to understand complex issues crossing many disciplines to support the technical and policy analysis.</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>• Conduct self-directed historical research on past actions, waste disposal, environmental impacts and policies; encompassing many disciplines of engineering, chemistry, biology, physics and other science disciplines, and cost or environmental studies as needed to support the technical and policy analysis.</td>
</tr>
</tbody>
</table>
- Evaluate DOE and regulator program and project management impacts and offer recommendations for changes and improvements to influence decisions on future cleanup activities.

- Monitor on-going research in a wide variety of fields impacting future conditions at Hanford, which may include fate and transport modeling, chemical speciation and modeling, various studies of chemistry, vitrification, and other solid waste forms, in-situ and ex-situ treatment and removal technologies, surface and sub-surface barrier performance, long term stewardship and institutional controls performance as needed to anticipate and support the technical and policy analysis.

- Perform independent technical evaluation of potential hazards which may impact Oregon, to determine adequacy of proposed cleanup/mitigation procedures.

- Recommend policy/positions to the Nuclear Safety Division Assistant Director that influence federal actions in Hanford cleanup.

- Collaborate with technical staff and/or expert panels of federal or state agencies such as the US EPA, Washington Department of Ecology, Washington Department of Health, US DOE, Defense Nuclear Facilities Safety Board and others as needed to share technical conclusions and recommendations.

- Work with the technical staff at the Confederated Tribes of the Umatilla, the Yakima Nation, and the Nez Perce Tribe to interpret and explain technical conclusions and how to make recommendations that influence decision making at Hanford.

20% R E Technical Consultation/Policy Analysis and Public Outreach - Assist the Oregon Hanford Cleanup Board, other technical and advisory boards, and public venues.

- Provide technical consultation to the Oregon Hanford Cleanup Board. Conduct technical analysis of issues, proposals, and actions. Provide presentations to the Board that lead to recommendations to the federal government and its regulators on how to improve cleanup efforts to better protect Oregonians.

- Review and recommend policy/positions to the Oregon Hanford Cleanup Board and Department of Energy Nuclear Safety Assistant Director.

- Participate as a member or technical staff to the Hanford Advisory Board and other advisory committees. Conduct technical analysis of issues, proposals, and actions. Explain and interpret technical information and solicit public values that influence recommendations to the federal government and beneficially influence significant decisions on how to improve cleanup efforts to better protect the public and environment.

- Develop opportunities for public involvement through presenting at schools and other public venues. Create informational presentations on historical and current Hanford cleanup efforts.

5% NC E Emergency Preparedness

- Participate in emergency response drills and exercises and respond to actual emergencies involving radioactive materials or accidents which may affect Oregon.

- Serve as lead Duty Officer on a rotation schedule for response to emergency calls involving radioactive materials, nuclear accidents, or petroleum emergencies in or affecting Oregon.

On-going NC E

- Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.

- Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations.
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.

Office environment is an open landscape with cubicles and audible distractions. May include exposure to volatile or stressful situations and critical/hostile people. Requires long periods of sitting, standing and using a keyboard for word processing. Work requires lifting of up to 15 pounds, bending, crouching, use of arms above the shoulders and standing. Work environment includes use of electronic audio/visual/computer hardware equipment. These working conditions are experienced daily. Employee must be able to complete work tasks under these types of conditions in this type of environment. Must be available to work a regular 40 hour, Monday through Friday work schedule. Work requires extended hours during legislative session and as needed to accommodate short project timelines. This position may require travel, including occasional overnight travel.

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.

- Oregon Department of Energy policies and procedures
- Oregon Revised Statutes
- Oregon Administrative Rules
- Hazardous Materials Regulations - Title 49 CFR, particularly Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), Clean Water Act (CWA), and the Natural Resource Damage Assessment (NRDA) provisions of CERCLA

b. How are these guidelines used?

They are used as regulatory and enforcement standards and program guidance.

SECTION 6. WORK CONTACTS

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

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical staff from DOE, contractors, Washington</td>
<td>Phone/meetings</td>
<td>Technical meetings, coordination of activities.</td>
<td>Daily.</td>
</tr>
<tr>
<td>Department of Ecology, Native American tribes</td>
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<td>---------------------------------------------</td>
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<td></td>
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</tr>
<tr>
<td>Hanford Advisory Board members</td>
<td>Phone/meetings</td>
<td>Technical meetings, coordination of activities</td>
<td>Daily</td>
</tr>
<tr>
<td>Members of the general public and activist groups</td>
<td>Phone/meetings</td>
<td>Presentations, meetings, working groups, explain technical activities in easy to understand language</td>
<td>Weekly</td>
</tr>
<tr>
<td>Federal employees &amp; Contractors, Hanford regulators</td>
<td>Phone/meetings</td>
<td>Resolve concerns, review activities</td>
<td>Daily</td>
</tr>
</tbody>
</table>

### SECTION 7. POSITION RELATED DECISION MAKING

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

This position aids management in controversial and complex agency policy decision making and must speak for the agency on issues related to Hanford and nuclear waste cleanup. The position determines and recommends implementation of actions needed to improve U.S. Department of Energy (and contractor) performance in cleaning up the Hanford Site. Failure to perform these responsibilities could result in an increased health risk to members of the public, environmental damage, significant harm to the State’s agriculture markets, disruption of the State’s economy and heightened anxiety of the public and media. These decisions also affect the substance of state policy direction on nuclear-related issues.

### SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Position Number</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEM F</td>
<td>0034.002</td>
<td>Through informal conversations and meetings</td>
<td>Daily to weekly</td>
<td>For feedback/information exchange/direction of activities</td>
</tr>
</tbody>
</table>

### SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

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:

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:
- Must successfully pass criminal background check.
- Employee is required to possess and maintain a valid driver’s license issued by the state where the employee resides and maintain a satisfactory driving record.

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

<table>
<thead>
<tr>
<th>Operating Area</th>
<th>Biennial Amount ($00000.00)</th>
<th>Fund Type</th>
</tr>
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<tbody>
<tr>
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</table>

**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