



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
7/1/16

Agency: Department of Environmental Quality

Facility: Western Region-Coos Bay

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc – Supervisory
[] Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 1
b. Classification No: C0103
c. Effective Date: 07/23/2015
d. Position No: 1054
e. Working Title: Office Support Specialist
f. Agency No: 34000
g. Section Title: Regional Services
h. Budget Auth No: 000180450
i. Employee Name: Open
j. Repr. Code: AD
k. Work Location (City – County): Coos Bay, Coos
l. Supervisor Name: Chris Steindorf
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[] Full-Time [] Part-Time [] Intermittent [x] Job Share
n. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [x] 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 Western Region is responsible for field investigations of permit and tax credit applications, the drafting of facility permits, performing compliance inspections, the enforcement of permits and permit requirements, the investigation of complaints, the issuance of subsurface permits in thirteen counties, administration of a clean up and underground storage tank program, providing direct contact and liaison with local government Quality Programs. This work is accomplished through five regional offices; this position is in the Coos Bay office. The responsibilities of the Western Region Coos Bay office include inspecting industrial and municipal sources of pollution for compliance with air and water regulations, complaint response and spill/emergency response.

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:

The purpose of this position is to: provide reception and clerical support for the Coos Bay on-site sewage treatment and disposal (OSTD) permitting program ensuring that applications are complete, properly processed and recorded in the appropriate database; receive and review Federal 319 grant applications for completeness and accuracy, tracking progress during the implementation process; provide proof

reading and document organization assistance for Total Maximum Daily Load (TMDL) Program; assist in clerical work in the support of other office programs.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
25%	NC		<p>ON-SITE APPLICATION PROCESSING?PUBLIC ASSISTANCE</p> <p>E Services as a primary receptionist for the Coos Bay office. Explains basic laws, rules, and procedures to applicants for obtaining OSTD site evaluations, installation and WPCF permits, authorizations, existing system evaluations and variances.</p> <p>E Asks appropriate questions of the potential applicant to determine type of application needed, appropriate attachments required and processing fees. Determines appropriate fees by applying formulas contained in OARS.</p> <p>E Receives and evaluates applications for site evaluations, installation and WPCF permits, authorizations , existing system evaluations, and variances for administrative completeness, including receipt of all required forms and appropriate fee payments; checks legal description and legal owner through County assessor records; follows up to obtain missing information and fees in order to make applications complete.</p> <p>E Compiles site evaluation, installation or WPCF permit, authorization, existing system evaluation processing package for OSTD program technical staff.</p> <p>E Reviews site evaluation field worksheets and drafts appropriate approval letter for type and size of system approved.</p> <p>E Prepares letter responses to complaints received from the general public in regards to OSTD issues for signature by OSTD Wastewater inspector, making copies of these letters and mailing them to the appropriate parties as well as inserting a letter into the individual on site files. This action also involves the entering of complaint information into the complaint database, the tracking of the complaint, and keeping individual on site files updated until complaint resolution.</p> <p>E Assists members of the public wishing to view and obtain copies of files by retrieving and refilling the appropriate files.</p> <p>E Reviews files and provides explanations to applicant of status and</p>

			<p>decisions on type of system approved or reasons for denial.</p> <p>Makes requested copies of records and collects appropriate copy fee.</p> <p>Brings potentially sensitive/controversial issues to the attention of lead worker or manager.</p> <p>Inputs application data into the OSTD databases using a personal computer.</p> <p>Tracks expiration of installation permits that have been issued. Sends out expiration notification to permittee at least 30 days before permit expires.</p> <p>Attends and participates in meetings with other DEQ staff regarding the OSTD application process or specific issues regarding a particular application.</p> <p>Prepares bank deposit slips on a daily basis as funds are received and ensuring funds are properly deposited according to departmental guidelines.</p>
75%	NC		<p>OFFICE SUPPORT/ADMINISTRATIVE ASSIGNMENTS</p> <p>E Develops and maintains filing system for Water Quality permit files, generating new files as new permits are issued, filing correspondence and permit compliance information, retrieving files for review by DEQ staff outside the Coos Bay office and for the general public upon request.</p> <p>E Accepts payment for Asbestos Cards-worker and/or supervisor. Prepare and deposit funds locally. FAX copies of receipt with breakdown of cards purchased. Forward to appropriate AQ staff for processing.</p> <p>E Receives general storm water applications from the South Coast area and forwards them to the Eugene office for processing.</p> <p>E Receives general storm water applications from the South Coast area and forwards them to the Eugene office for processing.</p> <p>E On request, checks general storm water permit files for compliance information as a part of the consideration for permit terminations.</p> <p>E Receives, reviews and tracks Federal 319 grant applications for completeness and accuracy.</p> <p>Hosts Public Notice documents in the Coos Bay office for Department programs.</p> <p>Provides general support duties for programs represented in the office.</p> <p>Creates, maintains and purges office files to keep current according</p>

to retention guidelines.

Mails permits and other reports to applicant after signature by appropriate technical staff

Will assist in routing complaints to the Department's Complaint Intake Specialists. Will assist in the internal routing of non-program specific complaints when received from the Complaint Intake Specialists.

Processes incoming and outgoing mail, including date stamping, entering on log, routing to field staff, applying postage. Sends and receives faxes.

Maintains inventory of in house postage for outgoing mail.

Maintains office petty cash fund.

Maintains office and program supply inventories by placing supply orders, receiving and stocking shipments. Prepares purchase orders and requisitions. Conducts annual inventory of non-expendable office equipment and bi-annual inventory of expendable office equipment/supplies.

Tracks various report due dates and sees that all office reports are submitted to appropriate authority in a timely manner. Maintains a tracking log to follow-up on deadlines set by correspondence or permit issuance in all programs.

Responsible for general office operation in absence of field staff.

Collects staff timesheets and reviews for accuracy, completeness, forwards to managers for approval and signature. Data enters leave and distribution into Time Accounting System.

Makes travel and room reservations and arranges for transportation, prepares requisitions for registration(s) and/or fees.

Serves as office equipment coordinator including ordering , stocking and furnishing supplies for copy machines, printers, facsimile machines; also ensures regular maintenance and requesting service calls when necessary.

Coordinates orders for phone equipment, repair and services for staff; troubleshooting where possible and communicating with proper staff for phone repair/change requests.

Encourages sustainability practices within the Coos Bay office through proper recycle and re-use management practices along with weekly curbside recycling of recyclable products.

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.

Occasional local travel (e.g. to bank to make deposits). Occasional overnight travel for training. High volume of public contact sometimes with upset and demanding 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 Procedures
 Desk procedures manual, other desk reference books

b. How are these guidelines used?

Responding to inquires and/or determining appropriate professional/technical staff person to respond. Explaining program processes and procedures. Must be especially familiar with on-site sewage program operations to answer questions from public and evaluate applications as received for completeness and accuracy. Must be able to determine applicable fees. 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?
WQ staff	Phone, person, email, fax	Communicate messages, exchange	Daily
General public	Phone, person, email, fax	Provide information, take messages	Daily
County, State	Phone, person, email, fax	Communicate information	Daily

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 correct information to give public and regulated community. Determines proper internal routing of non-program specific complaints when received from the Complaint Intake Specialists. Determines if applications and forms are complete. Determines proper fees to charge on-site sewage applicants. Makes decisions regarding workload and priorities; also regarding 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
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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".

PEM-D	0523	In person/writing	Weekly or as needed	To assure consistency with rules, laws, procedures and agency goals and objectives.
		In person/writing	Quarterly	Review of objectives and measures in work agreement.
		In person/writing	Annually	Performance Appraisal

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

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

How many employees are supervised through a subordinate supervisor? _____

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:

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

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