



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**11/20/2024**

**This position is:**

- ☒ Classified  
☐ Unclassified  
☐ Executive Service  
☐ Mgmt Svc – Supervisory  
☐ Mgmt Svc – Managerial  
☐ Mgmt Svc - Confidential

**Agency:** Oregon Water Resources Dept.

**Facility:**

☐ New ☒ Revised

**SECTION 1. POSITION INFORMATION**

<b>a.</b> Classification Title: <u>NRS 5</u>	<b>b.</b> Classification No: <u>8505</u>
<b>c.</b> Effective Date: _____	<b>d.</b> Position No: _____
<b>e.</b> Working Title: <u>Senior Water Advisor</u>	<b>f.</b> Agency No: <u>690</u>
<b>g.</b> Section Title: <u>Planning, Collaboration, &amp; Investments</u>	<b>h.</b> Budget Auth No: _____
<b>i.</b> Employee Name: _____	<b>j.</b> Repr. Code: <u>OAD</u>
<b>k.</b> Work Location (City – County): <u>Various</u>	
<b>l.</b> Supervisor Name (Optional): _____	
<b>m.</b> Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
<b>n.</b> FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>o.</b> Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative	

**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.**

Under Oregon law, all water within the state belongs to the public. Prudent management and use of this precious public resource is a shared responsibility for both Oregon residents and visitors to our state. The choices we make impact the quantity and quality of water available for others today and in the future. The Oregon Water Resources Department has a unique role in the management of water: we are the state agency responsible for allocating Oregon's surface water and groundwater supplies to a multitude of instream and out-of-stream uses. We are responsible for determining the amount of water available for these diverse uses in basins and aquifers throughout the state, relying on our measurements of surface water and groundwater conditions to help make those determinations. We work with water right holders and domestic well owners to help manage their use. We partner with basins and provide incentives to pursue integrated and innovative solutions to water challenges. All of this is done in pursuit of a more secure water future for Oregon. While OWRD's focus is water supply, we work with other state agencies such as the Oregon Departments of Environmental Quality, Agriculture, Fish and Wildlife, and others, to manage Oregon's water in an integrated manner to meet diverse and often competing uses. Oregon's 2017 Integrated Water Resources Strategy provides a blueprint for understanding and addressing our water resources needs and challenges.

The Planning, Collaboration, and Investments (PCI) Section builds partnerships and incentivizes Oregonians to pursue integrated and innovative solutions for complex water challenges and an uncertain water future. We do this work to achieve a secure and sustainable water future, addressing instream and out-of-stream needs, for all Oregonians and Oregon's environment, economy, communities, and cultures. The PCI team works in support of the Department's mission through: Cooperative Partnerships, Strategic Investments, Adaptive Planning, Accessible Information, and Effective Coordination.

Our work leads us to interact with Oregonians across the state, including citizens, consultants, policy stakeholders, local government, legislators, other state agencies, and federal agencies.

**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 primary purpose of Senior Water Advisor is to lead Department efforts to find integrated and innovative solutions to complex water management challenges in coordination with various Department sections and basin interests (i.e., tribes, stakeholder groups, communities, state/federal agencies, the public, etc.). This work involves developing/executing basin work plans with internal and external input, leading assessments/evaluations of Department programs and policies, managing complex projects, and representing the agency in negotiations.

The Senior Water Advisor serves as an agency expert on negotiating a path forward on complex water management issues. The position represents the Department in high-stakes negotiations around water management, including policy, technical work, and other projects. Many projects and activities, such as the Deschutes Mitigation Program, Willamette Basin Re-Allocation, major changes water allocation in a basin, and tribal water right settlements, have complex legal, regulatory, and technical aspects that the position must be able to comprehend and communicate clearly to internal and external partners. This position will work on highly contentious or complicated aspects of water management in the assigned basin(s) and therefore the position needs to be well-versed in and able to employ conflict resolution techniques to achieve project goals. This position, in coordination with other sections of the agency, formulates and executes basin work plans in a way that is transparent, inclusive, and professional. This position uses their experience and expertise in collaboration, conflict resolution, negotiation, and water management to make meaningful progress on various projects to achieve the agency's mission. The position may also support development of locally-led place-based integrated water resources planning efforts and implementation of state-recognized plans if a planning effort exists in the geographic area of responsibility. Specific projects and basins of focus will be assigned based on Department priorities and equitable distribution of workloads between engagement coordinators.

The position serves as a liaison between the Department and those who live, work, or have an interest in a place and on agency-led initiatives as assigned. This work requires travel to areas to engage with Oregonians in basins in which the Department is working and will be expected to help the Department build trust and relationships with those who live, work, or have an interest in those places.

This position is located in the Director's Office and is a member of the Planning, Collaboration, and Investments Division. The position works with other PCI staff to implement the team's business requirements in all our work. In addition to working closely with the PCI section, this position will work closely with managers and staff from other agency divisions and sections.

The Department seeks to promote a workplace culture that understands and appreciate differences among people, where employees at all levels of the agency work together to foster fairness, equity, inclusion, and belonging. This position will integrate equity and environmental justice considerations into work products, initiatives, and include recommended actions that elevate equitable water outcomes.

The Department's core values are integrity, service, forward-looking, technical excellence, and teamwork. This position will perform work with these core values in mind. The person in this position performs duties

in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. The person in the position will:

- Engage in effective team participation through a willingness to assist and support co-workers, supervisors, and other work-related associations.
- Develop good working relationships with division and agency staff and resolving problems in a constructive manner.
- Demonstrate openness to constructive feedback in an effort to strengthen work performance.
- Contribute to a positive, respectful, and productive work environment.

### 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
<b>Note:</b> If additional rows of the below table are needed, place curser at end of a row (outside table) and hit “Enter”.			
25%	N	E	<b>Portfolio and Project Management</b> <ul style="list-style-type: none"> <li>• Develop, coordinate, and execute complex basin work plans, statewide policy project plans, and strategies in consultation with Department staff, tribes, agencies, and stakeholders to strategically identify and make progress on complex water management challenges. Projects may vary in scale from specific basin efforts to statewide issues.</li> <li>• Manage inter-sectional and inter-divisional agency projects that make progress on agency priorities as articulated in the Strategic Plan and Oregon’s Integrated Water Resources Strategy.</li> <li>• Work with local collaborative groups to identify areas of mutual interest with Department to pursue together in support of implementation of state-recognized place-based integrated water resource plans.</li> <li>• Coordinate with others in the Department, agencies, stakeholders, tribes, members of the public, and others on scoping and responding to technical assistance requests and complex water resource questions from collaboratives, stakeholders, and members of the public.</li> </ul>
25%	N	E	<b>Analysis/Evaluation and Technical Assistance</b> <ul style="list-style-type: none"> <li>• Analyze complex water management challenges, including water law (statute/rule), policy, technical information, and basin context, in order to identify factors contributing to the problem, potential solutions, and barriers to pursuing those solutions in order to develop recommendations on a path forward and pursue recommendations supported by the Department and partners.</li> <li>• Evaluate agency programs, policies, and procedures to identify areas for improvement, considering internal and external input.</li> <li>• Make recommendations to the PCI Manager, Region Manager, Deputy Director and Director on policy and management for the purpose of pursuing water management solutions or improving agency programs.</li> </ul>

			<ul style="list-style-type: none"> <li>• Develop policy/legislation and oversee rulemaking, in coordination with the Policy Manager and Policy Section.</li> <li>• Conduct research, perform analyses, and provide the assistance needed to implement projects in pursuit of solutions to address complex water issues and meet instream and out-of-stream needs.</li> </ul>
20%	N	E	<b>Agency Representation</b> <ul style="list-style-type: none"> <li>• Develop professional relationships with basin partners (including stakeholders, communities, state/federal agencies, non-governmental organizations, and members of the public) in order to work productively on contentious and complex issues.</li> <li>• Negotiate on behalf of the agency on water management, policy, and inter-governmental discussions to ensure agency interests are met. This includes bi-state negotiations and tribal water rights settlements.</li> <li>• Coordinate and facilitate stakeholder/public/workgroup meetings on technically or legally complex issues, working with agency staff, agency partners, and stakeholder to formulate approach for engagement, agendas, public meeting notices, and meeting materials.</li> <li>• Use conflict resolution strategies at multiple scales (inter-personal to interorganizational) to address or mitigate conflict.</li> </ul>
20%	N	E	<b>Communication and Coordination of Complex Issues</b> <ul style="list-style-type: none"> <li>• Coordinate closely with other sections of the agency in the development and implementation of communication and outreach plans to facilitate understanding of agency efforts, including studies, rulemakings, policy or management changes, etc. both internally and externally in pursuit of solutions to complex issues.</li> <li>• Work with program staff to translate complex technical or program information into materials accessible and understandable by a general audience.</li> <li>• Effectively communicate the Department's science, law, programs, and policy to the public for increased understanding and increased ability for basins to seek solutions to complex water challenges, including those that are bi-state, intersect with tribal sovereignty issues, or relate to highly sensitive statewide policy issues.</li> <li>• Identify and pursue opportunities to highlight agency programs, successes, challenges, and modernization efforts to heighten public awareness and understanding in the assigned region and in coordination with communication staff.</li> <li>• Coordinate with policy section to ensure communications and outreach efforts are consistent with broader agency communications efforts and practices.</li> </ul>
10%	N		<b>Training and other duties as assigned by supervisor.</b> <ul style="list-style-type: none"> <li>• Complete and duties as assigned by supervisor in support of section and Department mission.</li> <li>• Engage in training and continued education to stay informed of best practices, further understanding and practice in support of environmental justice and equity business requirement, and for continued professional development.</li> </ul>

## 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.**

Working conditions involve an office/cubicle environment, with attendant office noise and distractions. Regular travel will be necessary, particularly to areas where groundwater basin study work is being conducted. This requires a valid driver's license and an acceptable driving record. Meeting with stakeholders and public officials, frequent office visits, facilitating public meetings, and public presentations where tensions and conflict is high. As a result, this position requires strong written and verbal communication skills, as well as conflict resolution and facilitation skills.

This position is expected to work with other sections of the agency and develop strong working relationships to support the agency's mission and priorities. This position will be required to help communicate highly technical and complex information into a format that is easily understood by the public and others.

## 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.**

WRC/WRD Mission Statement, Oregon Water Laws (Oregon Revised Statutes (ORS) Chapters 536, 537, 539, 540, and 541), Oregon Administrative Rules pertaining to agencies with water management responsibilities (especially Division 690), Oregon Attorney General's Administrative Law Manual and Public Meetings Manual and associated laws (e.g., ORS 183.333), Federal Laws and programs relating to water management. Oregon's Integrated Water Resources Strategy, Oregon Environmental Justice Task Force: Handbook on Best Practices for Oregon's Natural Resource Agencies.

**b. How are these guidelines used?**

Oregon Revised Statutes, Oregon Administrative Rules, and internal Department directives, policies, and guidance documents, policies of state and federal resource management agencies, and land use planning statutes direct the implementation of the state's transfer programs. Model rules of procedure guide the decision-making processes, particularly the conduct of various meetings and hearings. All special orders issued on water right transfer requests must be in compliance with statutes, rules, procedures, and Commission policies. They provide the legal and technical framework for state agencies and, in some instances, specifically the Water Resources Department.

## 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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Members of the public and stakeholder organizations; public officials and staff, stakeholders, technical	Telephone, e-mail, or meetings (in-person and virtual)	Data collection, relationship building, collaboration, or negotiations on agency initiatives. To advance work in an area and increase local understanding, buy-in, trust and input	As needed

staff from other federal and state agencies,			
WRD staff across all sections of the agency	Telephone, email, Teams, and face-to-face.	Collaboration on agency priorities. Coordinate projects on complex water management issues across divisions. Development and implementation of outreach and communication efforts.	Daily
Tribes	Telephone, email, virtual platforms (e.g., Zoom and Teams) and face-to-face		As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position will make decisions regarding projects, program improvements, and policies to tackle in a basin work plan. These decisions will be made with Department priorities and statutory requirements in mind. They will also be made in consultation with others in the Department (particularly the Department executive team) and external partners.

The decisions made by this position affect the Department's reputation and relationships. The decisions will affect the Department's ability to collaborate with others in the implementation of or updates to Department's laws, policy, and science.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<b>Note:</b> If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Planning, Collaboration, and Investments (PCI) Manager, Administrator Deputy Director		Written or verbal	As needed	Review project status, answer questions, provide guidance, troubleshoot challenges.
PCI Manager		Written or verbal.	Quarterly to yearly	Communicate performance expectations and evaluate performance
PCI Manager		Written or verbal	As needed	To ensure public information, outreach and communications are consistent with agency and statewide direction

## 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 requires a valid driver's license and an acceptable driving record.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A		

**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