



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
7/16/25**

Agency: Water Resources Department

Facility:

☐ New ☒ Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Operation and Policy Analyst 3</u>	b. Classification
c. Effective Date: _____	d. Position No: <u>2311008</u>
e. Working Title: <u>Portfolio & Policy Analyst</u>	f. Agency No: <u>69000</u>
g. Section Title: <u>Policy Section</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>OAD</u>
k. Work Location (City – County): <u>Salem, Oregon</u>	
l. Supervisor Name (Optional): <u>Danielle Gonzalez</u>	
m. 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	
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input 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.

The Oregon Water Resources Department is the State of Oregon agency that is focused on “water quantity.” The Department’s mission is to serve the public by practicing and promoting responsible water management through two key goals:

- To directly address Oregon's water supply needs; and
- To restore and protect streamflows and watersheds in order to ensure the long-term sustainability of Oregon's ecosystems, economy, and quality of life

In order to achieve this mission, the Director oversees the Department's major functions, which include: (1) Collecting, analyzing, and providing water data; (2) Protecting public safety through well construction and dam safety programs; (3) Distributing water under the water rights system of prior appropriation; (4) Providing planning, technical assistance, and funding to address instream and out-of-stream water supply needs; and (5) Processing water rights transactions. The Director's office is responsible for implementing the policies established by the Water Resources Commission and providing policy formation and guidance, leadership and accountability for the entire agency. The Director's Office includes the Policy Section.

The Director’s Office Policy Section is responsible for supporting and executing the work of the Director, Deputy Director, and Water Resources Commission, working across divisions to research issues, manage special projects, resolve complaints, and identify solutions. The Director’s Office Policy Section leads agency efforts related to and provides expertise in: water policy; legislative and rulemaking processes; public records; tribal, governmental, and stakeholder relations; and agency-wide communications and outreach. The section is also responsible for leading development and implementation of the Integrated Water Resources Strategy, a framework for improving our understanding of Oregon’s water resources and meeting our instream and out-of-stream needs. The section also provides coordination and support for emergency response efforts.

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 is located in the Director’s Office and is a member of the Director’s Office policy team. The primary purpose of the position is to provide operations and policy support for the agency concerning water policy, project management and policy implementations. A key portion of the work will involve policy research, developing recommendations and work plans, project management, and interfacing agency-wide and with stakeholders and the public to solicit input on agency policies, programs, and proposals.

The Policy Section operates as a team to ensure that all functions of the section are completed efficiently and effectively as well as to distribute workloads evenly. In addition, the team is highly encouraged to share constructive ideas to identify the best outcomes, peer-review work, and help one another in completing projects. In addition to policy work and special projects, this position will work with other members of the Policy Section team on legislative coordination, emergency preparedness and response, the Integrated Water Resources Strategy, tribal affairs, policy research, public records requests, and public information and outreach activities. This position will also represent the agency before commissions, task forces, councils, and at other venues.

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 promote customer service and effective working relationships, including treating all persons courteously and respectfully; 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 through active participation in accomplishing the agency mission and resolving problems in a constructive manner; demonstrate an openness to constructive feedback in an effort to strengthen work performance; and contribute to a positive, respectful, and productive work environment.

Each member of the Policy Section Team is responsible for promoting a workplace culture that is welcoming and inclusive to all. Genuine understanding and appreciation of the differences among people and their personal experiences is vital to the success of this position. This position will help the Department to be more inclusive in its analysis of how policy impacts Black, Indigenous, Latino, Latina, Latinx, Asian, Pacific Islander, Native American, and Tribal communities and other underserved or underrepresented communities.

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
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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".

60%	N	E	<p>Policy analysis and Special Projects management</p> <ul style="list-style-type: none"> • Research, interpret, evaluate and review relevant statutes, rules and practices associated with assigned projects, develop research documents where conceptual goals and outcomes are complex, uncertain, subjective or undefined. • Independently identify, scope, and develop necessary components for new projects of agency-wide significance and many which have interest among the Legislature. Develop performance and accountability measures and track for public facing accountability. • Develop executive level written and oral water policy analysis by defining issues, assembling facts surrounding issue, define underlying assumptions, draft alternatives or options, weigh uncertainties, propose decision criteria, project the possible outcomes, identify trade-offs between proposals, make clear and concise recommendations weighing differing variables to leadership for decision-making. • Develop new workflows and necessary implementation steps for new policy areas. • Coordinate agendas and lead project and coordination meetings; execute decisions and directives resulting from meetings. • Draft presentation materials, present in person or virtually on matters of policy to project team, leadership, and to members of the public. • Prepare budget requests, projecting resource needs and revenue; support and explain project budget reports. <p>Process improvement</p> <ul style="list-style-type: none"> • Independently identify gaps in current agency workflows and services for compatibility with relevant statutes, rules and practices. Determine if new or amended statutes, rules or practices are needed to address gaps. <p>Rulemaking</p> <ul style="list-style-type: none"> • Independently research and interpret statutory language and legal authority for compliance. Research legislative intent and develop recommendations and workplans for rulemaking actions. • Lead rulemaking processes to completion consistent with agency practice and ensure full compliance to the Administrative Procedures Act for assigned projects. • Gather, document, and summarize complicated concepts and inputs on policy and projects. Lead interagency teams and water partner outreach. Coordinate efforts with
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			<ul style="list-style-type: none"> Plan for communication engagement needs, coordinate communications and independently engage verbally and in writing with internal and external groups that may be angry or hostile. Independently navigate complicated communications on complex projects.
35%	N	E	<p>Strategic Plans and Portfolio Management</p> <ul style="list-style-type: none"> Develop strategy, scoping, and action plans for agency-wide projects. Develop the methods and mechanisms to track the agency's portfolio of performance measures, projects and statutorily required deliverables (ex. Strategic Plan, Diversity Equity and Inclusion Plan, Agency Project Portfolio, IT Governance Plan) and coordinate with agency sections to ensure timely status reports. Track the agency's portfolio of Strategic Plan, legislative, and other deliverables. Develop reports for the Executive Team, Management Group, Commission and public. Identify projects at risk of not meeting timelines. Ensure dashboards or other tracking mechanisms are regularly updated. Develop new project management templates and procedures for staff across the agency to utilize to effectively scope projects, identify roles and responsibilities, and develop workplans for successful project completion in a consistent manner. Complete special projects as requested by the Director or Deputy Directors.
5%	N	N	<p>Other duties as assigned by supervisor which may include but is not limited to the following:</p> <p>A. Communications</p> <ul style="list-style-type: none"> Develop public outreach materials or respond to media inquiries as needed. Assist agency staff in developing and editing materials for conferences, workshops and other interactions with the public. Assist with the development of one-page and background articles to further the public's understanding of the Department's programs and issues. Evaluate and advise on the effectiveness of agency

			<p>messages and communications relating to policies and programs.</p> <ul style="list-style-type: none"> • Attend section meetings and actively engage and participate in policy workshops.
100%	Total		

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.

This position is based in the Director's Office in the office. Teleworking and in the office work schedule will be determined upon agreement and approval of supervisor. Hybrid (in the office and at home work) is generally a standard offering for this position, though subject to supervisor approval. Due to the nature of stakeholder engagement for this position, full time remote work is not possible as the position must be available to attend meetings in Salem, Oregon and around the state.

Periodic travel will be necessary, including overnight travel. Travel may include but is not limited to field tours to learn about agency programs, policy and workgroup meetings, Commission meetings, rules advisory committee meetings, Legislative hearings and meetings with the public, stakeholders, and elected officials. Some meetings will require overnight travel. Work will include facilitating meetings with the general public, stakeholders and public officials, facilitating public meetings, and conducting public presentations. This position may occasionally interact with the media, conducting interviews via phone, video, email, or in-person. This position is expected to work with other sections of the agency and develop strong and effective working relationships to support the agency's mission and priorities. Occasional trips to the Oregon State Capitol may be necessary, including attending meetings at Capitol hearing rooms, and legislative offices.

This position may periodically encounter angry or hostile members of the public. This position requires individuals who are resilient and professional in all their interactions.

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.**

Knowledge of Oregon water law statutes, applicable Administrative Rules and related court decisions. Oregon's Integrated Water Resources Strategy, WRC/WRD Mission Statement, Oregon Water Laws, Oregon Administrative Rules pertaining to agencies with water management responsibilities (especially Division 690), Federal Laws, state/agency budgeting principles and practices, programs relating to water management, ORS 183 Administrative Procedures Act, ORS 192 Public Records and Meeting Law, state laws pertaining to tribal relations and environmental justice, Oregon Government Ethics Commission's

b. How are these guidelines used?

The position will be engaged in analysis of Oregon Water law as it relates to particular legislative or administrative policy issues, public records or media requests. These laws and documents provide the framework.

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 cursor at end of a row (outside table) and hit "Enter".			
Staff, managers and administrators in OWRD	Phone, email, in person	To obtain and share information; to ensure teamwork	daily
Inter-agency staff	Phone, email, in person	To obtain and share information	weekly
Intra-agency staff	Phone, email, in person	To obtain and share information	weekly
Technical experts (USGS, OSU, etc.)	Phone, email, in person	To obtain and share information	weekly
Stakeholders with an interest in the outcome of the project	Phone, email, in person	To share information and listen to feedback	As needed
Members of the public	Email, in person	To share information, answer questions, and listen	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The decisions made by this position relate to all programs and policies connected to the activities of the Department. This position provides information and recommendations to assist the Policy Manager, Administrators, Deputy Directors and Agency Directors and managers of the agency in making appropriate decisions and recommendations. Agency decisions informed by this position can have direct impacts on other agencies and local governments, tribal governments and water users.

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 cursor at end of a row (outside table) and hit "Enter".				
Policy Manager		Written or verbal.	Quarterly	Evaluate performance

Policy Manager		Written or verbal	Daily to weekly	To ensure work products and projects are consistent with agency and statewide direction. Provide advice, feedback and direction on ongoing projects and work
Program Managers		Written or verbal	Daily	To ensure work products and projects related to Surface Water Availability are consistent with agency and statewide direction. Provide advice, feedback and direction on ongoing projects and work. Performance concerns will be communicated with Policy Section Manager.
Director and Deputy Director		Written or verbal	Monthly or as needed	Provide feedback and direction on ongoing projects and work. Performance concerns will be communicated with Policy Section Manager.

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 checked="" 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:

None.

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 curser at end of a row (outside table) and hit "Enter".

none		

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