



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3/29/26

Agency: Water Resources Department

Facility: North Mall Office Building

[] 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: Natural Resources Spec. 4
b. Classification No: C8504
c. Effective Date: 3/1/05
d. Position No: 9700092
e. Working Title: Hydroelectric Prog.Coordinat.
f. Agency No: 690
g. Section Title: Water Right Services Division
h. Budget Auth No: 693480
i. Employee Name:
j. Repr. Code: OA
k. Work Location (City - County): Salem-Marion
l. Supervisor Name (Optional): Katie Ratcliffe
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [] Executive [x] Professional [] Administrative
o. Eligible for Overtime: [] Yes [x] 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 Hydroelectric Program is within the Water Right Services Division in the Water Resources Department and has lead responsibility for Oregon's hydroelectric licensing program. This includes the review and processing of state hydroelectric applications and coordinating this review with those of other state agencies who have consulting and permitting responsibilities in the licensing program of the Federal Energy Regulatory Commission (FERC). The program is responsible for inspecting existing projects to be sure they are complying with the terms and conditions of state water rights or licenses. The program is responsible for billing and collecting over \$690,000 annually in project operating fees which are used to support hydroelectric programs in the departments of Water Resources, Fish and Wildlife, and Environmental Quality. The program is also responsible for representing the state's position on hydroelectric projects before FERC.

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: 1) ensure a full, fair, and open review of hydroelectric authorizations; 2) to maintain a logical, orderly process for project review and an adequate public record; and 3) to work with the division administrator in creating and maintaining a well-run, efficient, and professional office and program.

The program coordinator is responsible for the administrative and technical functions of the program. The program coordinator leads a team of professional staff conducting complex analyses of hydroelectric applications, which include detailed studies of project impacts by project applicants. This person is the coordinator for the Hydroelectric Application Review Team (HART). (The HART is an interagency review team made up of state agency representatives.)

As team leader, this position has responsibility to implement a coordinated system for evaluating applications related to hydroelectric power projects in Oregon. The economic and natural resources issues surrounding the licensing of new projects and relicensing of existing projects are often highly controversial and generate statewide interest and concern. As a member and coordinator of HART, this person will need to work closely with people of varying interests to come to consensus on sensitive public issues, manage agreements with agencies and public interest groups, and make policy recommendations to the division administrator on whether new projects should be approved and existing projects should be reauthorized. The person represents the department at informational meetings, public hearings, and before boards or commissions of state or local agencies.

The program coordinator will review the work of the other members of the team, edit reports and permits drafted by staff, and prepare reports and permits themselves. Attention to detail and quality control is key. The person needs to be able to independently interpret and evaluate data to figure out the existing or potential effects and risks from existing or proposed hydroelectric projects. This person needs to be able to interpret and apply statutes and rules to ensure actions taken by the agency are consistent with the program's regulatory framework, and to support the agency's work in rulemaking and legislative sessions. Each position supports contested case proceedings and, when applicable, litigation. While all positions are expected to facilitate process improvements, this position is responsible for ensuring the Hydroelectric Program functions efficiently and with consistency. This position should be comfortable with public speaking and with interpreting and conveying fiscal information in order to support the HART's periodic convening of the hydroelectric fee review panel.

General Expectations:

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

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. Develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere.

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 |
|-----------|--------|------|---|
| 45% | R | E | Leads the activities of HART in developing consensus on applications and study plans. Represents the department on HART. Reviews with staff applications to determine whether they should be approved/how they should be conditioned, and as member of HART makes initial public interest determination. Drafts state position papers on behalf of HART for presentation to FERC. Represents state position to FERC and participates in federal relicensing process. Negotiates appropriate application fees with the applicant and HART. Coordinates the fee review panel. |
| 25% | NC | E | Program Team leader: Works with program staff and management in developing work products. Reviews work of other staff and makes recommendations regarding performance to the Division Administrator. Edits reports. Is responsible for coordinating the development of findings of facts and the drafting of proposed final orders and final orders for HART and the department. Coordinates the collection of annual operating and application fees. |
| 15% | R | E | Rule Writing: Evaluates and recommends policy and rule changes to improve the hydroelectric program, coordinates administrative rule writing, and participates in the development of legislative concepts. Presents proposed policy and rule changes and legislative concepts to the division administrator and the public. Facilitates rule making advisory groups. |
| 10% | R | E | Liaison: Acts as point of contact for utilities and local, state and federal agencies, the public, elected officials, and others who are involved in hydroelectric issues. |
| 5% | R | E | Miscellaneous Tasks: Responds to requests for information on constructing new projects. Works with the program analyst in monitoring existing projects. Other tasks as assigned by Division Administrator. |
| 100% | | | |

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.

Field inspections require overnight travel, hiking, and working over water and in sometimes remote and adverse weather conditions in various locations throughout the state. Ability and authorization to drive is essential to completing field inspections. Periodic attendance at Commission meetings and other public forums to present information or answer questions. In-office work days are in a

cubicle environment. In-person and electronic communications with members of the public, some of whom may be frustrated.

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.

State Law-Oregon Revised Statutes Chapters 537, 543, 543A
 OAR 690-051, 690-052, 690-053, and 690-54.
 Administrative Procedures Act
 Other Department statutes and administrative rules
 Department's internal procedural manual on writing reports and drafting rules/federal licensing requirements.

b. How are these guidelines used?

To evaluate applications against statutes, rules, and policies; to prepare orders consistent with statutes, rules, and policies; to update order templates to better explain agency decisions; to respond to inquiries; to participate in contested case proceedings; to determine applicable fees; to inform rulemaking and participation in legislative session work.

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? |
|--|--------------|-------------------------------------|------------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> | | | |
| Current or potential program participants | Person/Phone | Provide and/or exchange information | Daily |
| State, Local, Federal Agencies | Person/Phone | Coordination | Daily |
| WRD Staff, Public | Person/Phone | Explain regulations and/or policies | Daily |

SECTION 7. POSITION RELATED DECISION MAKING

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

Compliance with terms and conditions of licenses and permits. These decisions impact developers' financial investments and determine feasibility of projects.

Consistency of an application with statutes, rules, and policies, which determines the outcome of a hydroelectric project.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|---|-----------------|---|--------------|---|
| Natural Resource Protection and Sustainability Manager 3 (Division Administrator) | 3000113 | Review progress towards completion of assignments, confirm interpretation of regulations and polices, and provide guidance in complicated or unclearly defined areas. | As necessary | To provide clarification of expected results. |

Note: If additional rows of the below table are needed, place curser 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:

Public speaking; quality control; project management; proficiency in fiscal concepts

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

| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|----------------|------------------------------|-----------|
| | | |
| | | |
| | | |
| | | |
| | | |

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