



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/31/2026

This position is:

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

Agency: Oregon Department of Environmental Quality (DEQ)

Facility: Headquarters - Portland

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Deputy/Chief 6	b. Classification No:	7596
c. Working Title:	Deputy Director	d. PPDB No/WD ID:	0000275
e. Section Title:	Office of the Director	f. Agency No:	34000
g. Employee Name:		h. Budget Auth No:	175420
i. Supervisor Name:	Leah Feldon	j. Repr. Code:	MESN
k. Work Location (City – County):	Portland - Multnomah		
l. Position:			
☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year			
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share			
m. FLSA:	☒ Exempt ☐ Non-Exempt	If Exempt:	☒ Executive/Supervisory ☐ Administrative ☐ Professional ☐ Computer
		n. 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.

The Oregon Department of Environmental Quality (DEQ) is committed to advancing environmental protection and justice for all communities and ecosystems in Oregon, now and for future generations. DEQ is inclusive, working respectfully and engaging intentionally with communities for a safe, healthy environment. DEQ has a centralized policy and planning component and a regional component to accomplish this mission. DEQ strives to embody these values every day as part of becoming an anti-racist agency.

- Care: Creating a culture of care where all employees and the communities DEQ serves feel supported, respected and included.
- Inclusion: Centering the agency's work in the voices and stories of people who have been historically excluded, silenced, or denied access.

- Justice: Designing work to support communities that have suffered disproportionate harm and achieve more equitable environmental outcomes.
- Transparency: Conducting agency policy work and decision-making in an open and visible manner.
- Scientific integrity: Fostering honest investigation, open discussion, objectivity and a firm commitment to ethical standards.
- Accountability: Taking responsibility for the impact of our words and actions with each other and the communities DEQ serves.
- Growth mindset: Encouraging collaboration, curiosity, learning from past mistakes, trying new things, and healthy questioning of dominant systems and status quo.
- Joy: Feeling pride in and being passionate about the agency's work, knowing that work is helping improve the environmental, physical, and economic health of Oregon communities and the planet.

This position is located in the Director's office. The Director's Office, with the Agency Leadership Team, provides policy formation and guidance, goal development, problem solving, conflict resolution, leadership and accountability for the entire agency's program efforts. The team balances needs, interests and perspectives across the agency, and provides long-term strategic thinking and planning to ensure that DEQ's priorities and core work are consistent with the agency's mission, shared vision, and organization design principles. These efforts are grounded in anti-racist principles and approaches that advance diversity, equity, inclusion, and belonging (DEIB).

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:

Lead and direct the administration of implementing and enforcing laws regulating air, water, and land pollution; administer authorities delegated by U.S. Environmental Protection Agency (EPA) including the Clean Air, Clean Water, and Resource Conservation and Recovery Acts; administer state statutes including air, water, waste, and environmental cleanup; ensure the integration of Environmental Justice across Agency programs; serve on behalf of the Director as an attendee of the Governor's cabinet; and assist on behalf of the Director in efforts to coordinate Natural Resource Agencies.

Support the Director, Environmental Quality Commission (EQC), and overall effectiveness of the Agency by providing leadership and guidance to DEQ employees statewide, fostering organizational health and representing the Agency to constituent groups, interested parties, elected officials, and others.

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	Director Support Works with the Director, Agency Leadership Team and staff groups to plan the development, interpretation, and consistent implementation of policies, administrative rules and procedures and to develop the agency's biennial budget by identifying operational, legislative, and other issues and by prioritizing top issues and taking initiative to direct required analyses and formulate positions or actions.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

	R	E	Formulates and evaluates key policies, proposals, legislative concepts, and other strategic decision-making packages related to agency programs and operations by consulting with Leadership and Agency teams and reviewing material from subject matter experts to determine and recommend agency policies and resource needs.
	R	E	Advises, consults, and resolves problems with agency managers and employees using collective bargaining agreements, policies and procedures, personnel law and policy, legislation, and sound management practices. Works with staff to ensure these requirements are applied consistently yet flexibly so the Agency's operational needs can be met.
	R	E	Assists Director by responding to inquiries and complaints from the public, regulated community, and legislators regarding agency policy or decisions, ensuring these concerns are investigated and responded to. Refers requests to appropriate Administrator, manager, or staff for investigation and response and monitors for timely completion.
	R	E	Reviews reports, correspondence, and other written materials from Department personnel submitted to Director for clarity, accuracy, and general conformance to agency policies, procedures, and practices to ensure the Director receives clear, accurate, and policy-aligned information. Periodically reviews correspondence for Director signature.
	NC	E	Checks in with key partners to identify early warning of pending problems or challenges confronting the Agency.
	R	E	Represents the Director as needed to other state agencies, governmental entities, interest groups, interested parties, and non-government agencies.
45%			Agency Leadership and Management
	NC	E	Serves as Agency Acting Director when Director is unavailable. Signs documents; participates in cabinet meetings, agency heads meetings, legislative hearings, and other venues; and makes decisions in the best interest of the Agency.
	R	E	Conveys, supports, and reinforces the Director's vision, priorities, and expectations throughout the agency and to interested persons or partners.
	NC	E	Consults with Agency teams and supports DEIB, anti-racist, and organizational health efforts.
	NC	E	Works with Agency Leadership and all staff to deepen and strengthen environmental justice work with Oregon communities.
	R	E	Represents the Agency at public hearings, meetings, and conferences by providing expert testimony, giving the agency's response to interagency issues, or committing the agency to a course of action to ensure appropriate authority is available as needed when assigned by the Director.
	NC	E	Provides leadership, oversight, and guidance on behalf of Director on major policy, budget, organizational health, strategic planning, Environmental Justice, enforcement, and administrative issues.
	NC	E	Meets with agency staff around the state to ensure high quality, customer service-oriented work. Evaluates agency's programs and makes recommendations to the Director.
	NC	E	Works with Leadership Team to foster effective leadership of the Agency.
	NC	E	Provides routine guidance to Leadership Team, and specifically the Laboratory, the 3 Regions, and Office of Compliance and Enforcement.
10%			Supervision and Performance Management
	R	E	Plans, assigns, and approves work, including developing, implementing, and updating position descriptions and work agreements for directly reporting managers and staff.

	N	E	Develops, coaches, and provides direction to direct reports, consistently applying principles of the State of Oregon performance management system.
	N	E	Manages recruitment by interviewing, reference checking, and making hiring decisions in accordance with agency policy, goals, and programs such as affirmative action, injured worker, and employment laws.
	N	E	Incorporates affirmative action and diversity, equity, and inclusion strategies into all hiring, retention, training, and management decisions.
	N	E	Recognizes and values the diverse backgrounds, experiences, and perspectives of coworkers and direct reports, and actively seeking and including these viewpoints when making business or service-related decisions; and consistently treats customers, interested parties, partners, and coworkers with dignity and respect.
	NC	E	Consistently applies the principles of the Performance Accountability and Feedback System to support administrators in their personal growth and contributions to the program and agency.
	NC	E	Handles personnel issues expeditiously according to procedures and collective bargaining agreement.
	R	E	Creates and maintains a work environment that is respectful and champions diversity. Sets clear guidelines for expected behaviors and clear methods for reporting inappropriate behaviors. Models inclusive leadership, serving as a role model for employees by exemplifying DEQ's stated values in its strategic plan.
	N	E	Communicates the importance of diversity, amplifies impacted voices, and fosters team-based solutions to identify and address gaps for more equitable and effective outcomes.
	NC	E	Implements agency diversity, equity, and inclusion policies and initiatives in support of a more inclusive and equitable workplace
	NC	E	Utilizes the diversity within the workforce by incorporating the diverse perspectives into business or service delivery decisions.

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.

Most work is performed in a professional office or hybrid setting with multiple demands on time. Must be able to prioritize workload to meet changing priorities, often-complicated assignments, and tight deadlines. Must be able to work extended working hours for time-sensitive deliverables, legislative sessions, inclement weather events, or other emergencies.

Interacts with other administrators, managers, staff, and the public, requiring good judgment, the ability to communicate clearly and effectively in stressful situations, and the ability to interpret agency policy in developing communications strategies and plans.

This position requires travel on official State business throughout Oregon for meetings, conferences, or public hearings that may include overnight stays. Meetings and public hearings are often held in the evenings requiring occasional irregular work hours. This position is required to drive a state vehicle so must have a valid driver's license. Compliance with ORS 807.020 (1) is required. It is required that drivers of state-owned vehicles complete a defensive driving safety class every two years.

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 policies and procedures
- Collective Bargaining Agreement
- Agency internal management directives
- DAS policies and procedures

b. How are these guidelines used?

These guidelines are used to provide the foundation for decisions necessary to successfully accomplish the tasks presented to this position and to ensure that DEQ administrative practices are consistent with applicable statutes, contracts, rules, regulations, and best practices.

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".			
DEQ Leadership Team members	E-mail, phone, video, in person	planning/information sharing/policy development	Daily
DEQ administrators, managers, staff	E-mail, phone, video, in person	information sharing/problem solving	Daily
Environmental Quality Commission	E-mail, phone, video, in person	seeking policy direction, information sharing	8 to 10 times each year
Legislators and legislative staff	E-mail, phone, video, in person	policy direction/info sharing/answer questions	Occasionally
DAS and Governor's staff	E-mail, phone, video, in person	policy direction/financial analysis/info sharing/ answer questions	Weekly/ monthly
Local government officials	E-mail, phone, video, in person	Information sharing/problem solve/answer questions	As needed
Environmental partners	E-mail, phone, video, in person	Information sharing/problem solve/answer questions	As needed
People in Oregon	E-mail, phone, video, in person	Information sharing/answer questions	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Decides on the highest-level issues confronting the Agency to determine the best course of action for the Agency, the environment, and Oregon's residents. Confers with Director, Governor's Office, and other Leadership Team members when making decisions that may be broad-reaching and precedent-setting. Directs research activities and analysis of existing system and provides sound judgment regarding determining a course of action, that may also involve business partners, to achieve successful results. Has the authority to act and make decisions on behalf of the Director to ensure these high-level issues are addressed appropriately and effectively.

Because this role works with the Director to decide on the highest-level issues facing the Agency, each decision directly shapes what the Agency focuses on, how it operates, and how effectively it protects Oregon's environment and serves residents. These choices can shift priorities, allocate resources, and influence long-term strategies. The outcomes affect not only the Agency but also statewide policies, interagency coordination, and how environmental issues are addressed at a government-wide level. The resulting actions can lead to changes in existing systems, improvements in program effectiveness, and adjustments that impact business partners, regulated entities, and community partners. With the authority to act on behalf of the Director, the role can respond quickly to urgent or complex issues. This ensures high-level problems are addressed efficiently, preventing delays that could affect environmental quality, public health, or operational stability.

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".				
Agency Head 4	0000001	In person, by video or phone	At least bi-weekly	Inform and consult on assigned activity status, problem solving, planning, personnel actions, and implementation of administrative and Agency priority work
Agency Head 4	0000001	In-person and or virtual meetings.	Quarterly	The purpose of these check-ins is to provide performance feedback and discuss performance goals and expectations. They are also a time for discussion on career goals and what professional development opportunities the employee would like to pursue.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 8

How many employees are supervised through a subordinate supervisor? 200+

b. Which of the following activities does this position do?

- | | |
|---|--|
| ☒ Plans work | ☒ Coordinates schedules |
| ☒ Assigns work | ☒ Hires and discharges |
| ☒ Approves work | ☒ Recommends hiring |
| ☒ Responds to grievances | ☒ Gives input for performance evaluations |
| ☒ Disciplines and rewards | ☒ 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 demonstrated experience in collaborating effectively with diverse groups.
- This position requires strong active listening skills, fostering inclusive and respectful communication.
- This position requires demonstrated cultural competency and a sustained commitment to professional development on unconscious bias, anti-racism, equity, and inclusion.
- This position requires skill in coordinating and executing cross-functional initiatives within complex organizational structures.

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