



**STATE OF OREGON
UNOFFICIAL POSITION DESCRIPTION
TO PROVIDE ADDITIONAL DETAILS FOR PURPOSES OF RECRUITMENT**

Last Revised Date: 1/2/2025

Agency: Department of Geology & Mineral Industries

Facility: Albany Field Office - Mined Land Regulation and Reclamation Program

This Position Description (PD) is: New or Revised

This Position is: Classified Unclassified Executive Service

Mgmt. Service – Supervisory Mgmt. Service – Managerial Mgmt. Service – Confidential

SECTION 1. POSITION INFORMATION

Classification Title: Natural Resource Specialist 2 **Working Title:** Field Specialist

Classification No: C8502 **PPDB No/WD ID:** Click or tap here to enter text.

Section Title: MLRR Program **Agency No:** 632000

Employee Name: VACANT **Supervisor Name:** Sarah L. Lewis

Repr. Code: OAO **Work Location (City – County):** Albany - Linn

This Position is: Full-time Part-time **and**

Permanent Seasonal Limited Duration Academic Year Job Share Intermittent

FLSA Status: Non-exempt Exempt **Eligible for Overtime?** Yes No

Exempt Reason: Executive / Supervisory Administrative Professional Computer

SECTION 2. PROGRAM AND POSITION INFORMATION

Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Geology and Mineral Industries' mission is to provide earth science information and regulation to make Oregonians safe and prosperous. The mission is implemented via two primary programs and a variety of mission areas and regulatory programs.

The Geological Survey and Services Program (GSS) conducts geoscience surveys of the state, serves as the cost-effective centralized source of geoscientific information in Oregon for the public and for government, and forms partnerships for the effective use of that information to reduce risk.

The Mineral Land Regulation and Reclamation Program (MLRR) is responsible for implementing the state's statutes and rules protecting the environment and reclamation relating to exploration and development of mineral and energy resources. It also serves as a cost-effective steward of mineral production with attention paid to economic development, environment, reclamation, conservation, and other engineering and technical issues.

Describe the primary purpose of this position, and how it functions within this program.

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The primary purpose of this position is to:

The primary purpose of this position is to perform site inspections for aggregate mining in direct support of the management and protection of natural resources for the State of Oregon. This position requires knowledge in geology or natural resource science related to the operation and reclamation of surface mining. This position also performs administrative and technical tasks as assigned and participates as a member of project teams.

This position supports the aggregate permitting and compliance teams within MLRR, and provides technical assistance and program information to applicants and permittees. This position has responsibility for permit and site file review, field inspections and first-level enforcement to ensure mines and mining related activities do not cause environmental degradation or adverse impacts to adjacent or onsite natural resources.

SECTION 3. DESCRIPTION OF DUTIES

For each category of duties, list estimated time spent either as continuous/ongoing or by percentage. Indicate whether the duty is an “Essential”(E) or “Non-Essential”(NE) function. Followed by either: New updated duties as of Revised Date; No change to duties from past revision; or Revised duties as of Revised Date (R). List the major duties for the category.

Category of duty: Analysis, Evaluation, Inspection and Enforcement

Estimated time spent (continuous/ongoing, or %) – 75%

Essential function? Essential

Changes duties from past revision? New Duties as of Revised Date

Description of duty: Reviews proposed mining projects and application materials to assess completeness and compliance with relevant regulations, policies, and procedures. Conducts field inspections of permitted and un-permitted mine sites to review surface disturbances, including the proposed and actual reclamation of surface mining activities. In consultation with MLRR program staff, manager and other technical experts, communicates direction to permittees for corrective actions of existing problems. Drafts site file reviews, inspection reports, and internal memoranda based on office and field research that describe observations and potential for environmental or operational impact. Writes permits, permit conditions and compliance actions and makes recommendations to higher level project staff. Reviews in-house and external technical and non-technical reports for data collection and analysis methods, interpretation, and recommendations. Interprets and evaluates data to assure data quality and control. • Generates original field data including technical observations and measurements. Organizes and verifies data; interprets and analyzes trends.

Category of duty: Technical Assistance/Research

Estimated time spent (continuous/ongoing, or %) – 15%

Essential function? Essential

Changes duties from past revision? New Duties as of Revised Date



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Description of duty: Obtains and evaluates data from publications, documents, files, field research, technical drawings, interviews, and engineering, biological, and environmental studies. Conducts primary research when data is not available. Evaluates private practices and objectives to improve natural resource management, conservation, protection, or utilization. Makes basic short- and long-term analysis of various options for private natural resource management decisions, including reclamation bonding

Category of duty: Agency Representation and outreach

Estimated time spent (continuous/ongoing, or %) – 5%

Essential function? Essential

Changes duties from past revision? New Duties as of Revised Date

Description of duty: As directed by higher-level staff or supervisor, responds to public questions, comments or concerns related to complaints and inquiries. Participates in gathering and compiling public and stakeholder views and interests through committees, informal meetings, or hearings

Category of duty: Other duties as assigned

Estimated time spent (continuous/ongoing, or %) – 5%

Essential function? Essential

Changes duties from past revision? New Duties as of Revised Date

Description of duty: Other duties as assigned

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 requires routine visits to remote areas, construction areas, and mine sites that may require long drives, work beyond normal business hours and inspection activities during adverse weather conditions. Considerable walking in rough and steep terrain is required. Enforcement actions can result in personal confrontation. There may be occasional in-state or out-of-state travel for meetings and training. Desk work and meetings in an office environment with prolonged use of computer is routine.

SECTION 5. GUIDELINES

List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- *Oregon Revised Statutes (ORS)*
- *Governor's Executive Orders*
- *Oregon Administrative Rules (OAR)*
- *Statewide Policies and Procedures*
- *Agency Policies, Processes and Procedures*
- *SEIU Collective Bargaining Agreement - ODOT Coalition*
- *Oregon Board of Geologist Examiners licensing requirements*

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How are these guidelines used?

These references are used to provide technical and procedural guidance and ensure that the agency complies with all relevant laws, policies and 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? Followed by How contact is most often made, its Purpose, and How Often.

Local, state, and federal agencies; general public and permittees

In person, by mail, email or telephone

Maintain consistent, effective regulation, convey program rules, provide information

Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Employee implements actions and activities as directed and prioritized by higher level technical staff and MLRR Program Manager. The position conducts and approves routine permit actions and makes recommendations to higher level staff and management on more complex or contentious actions.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title: Manager 2 / MLRR Program Manager

PPDB No/WD ID: 0034041/000000055783

How: In Person, by mail, email or telephone

How Often: Regularly

Purpose of review: To ensure consistency in regulating, address goals of position, agency priorities, and annual performance

SECTION 9. OVERSIGHT FUNCTIONS - FOR SUPERVISORY POSITIONS ONLY

How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

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:

Special Requirements: Responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and



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comply with all policies and procedures. Working in a team-oriented environment requires participative decision making, cooperative interactions among staff and management, and the ability able to prioritize workload from various areas. Must be aware of Affirmative Action and the department's Diversity strategies and goals.

To be considered for this position, must meet the following minimum qualifications (required skills) Education in geology, geotechnical engineering or related physical science or engineering. Field work experience in geology or closely related natural resource science.

Additional skills, abilities, and desired attributes: Knowledge of mineral resource or mining geology or related field. Knowledge of database management, metadata, and GIS software, tools and techniques. Knowledge and experience in clearly communicating controversial and complex scientific information in a constructive and helpful manner. Advanced written and verbal communication skills. Skilled in writing clear and concise reports, legally-sufficient documents, grant proposals, technical reports and press releases. Ability to present material to technical, stakeholder and public audiences. Capacity to maintain unbiased, science-based credibility in the discussion of complex and controversial projects amongst a wide variety of audiences, perspectives, and policy agendas. Self-motivated and able to meet numerous firm deadlines with frequent interruptions in daily work schedules.