



State of Oregon Position Description

Company: Department of Geology and Mineral Industries

Organization: DOGAMI

Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title: Public Affairs Specialist 1 **Job Profile ID:** C0864

Business Title: Geoscience Communications Specialist **Position ID:**

Employee Name: TBD **Company ID:** 63200

Representation: OAO **Budget Auth No:**

Location: Portland | DOGAMI

Supervisor: Ruarri Day-Stirrat

Position: Public Affairs Specialist 1

Time Type: Full Time

FLSA: Non-Exempt

Exempt Reason:

Overtime Eligible: Yes

Employee Type: Limited Duration

SECTION 2. JOB DESCRIPTION SUMMARY

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

Through successful grant development and grant acquisition the Geological Survey & Services (GSS) program develops maps, reports, and earth science data and information to help Oregon understand its geologic setting, geologic history, manage its natural resources, and prepare for natural hazards. GSS core program areas include:

- Geologic mapping to support the conservation and sustainability of water resources, mineral resources, resource investigations, geohazard identification, reduction of loss, guiding rural and urban development, and understanding of Earth history and processes.
- Derivative geohazard mapping such as earthquakes, tsunamis, landslides, channel migration, floods and coastal erosion, and community vulnerability to those hazards.
- Decarbonization geoscience building momentum towards shovel-ready geologic carbon sequestration, hydrogen, and geothermal resource projects in Oregon.
- Lidar data collection, which provides a model data set that can be queried for elevation and slope and use in new generation mapping, natural resource management, planning, and many other applications.

The GSS program 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 & Reclamation (MLRR) program 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 related engineering and technical issues.

The Governing board oversees quasi-judicial proceedings as required and oversees the Department's policy development and budget.

This position exists in the Operations Program of the Agency. The primary purpose of this position is to assist in the coordination, development, copy-editing, distribution, and messaging for the agency's operations, earth science, and mining information to inform the management of natural resources at local, regional, and state-wide levels. This position is responsible for coordinating with other communications staff to ensure that the agency's information exceeds professional science communication and publications standards and maintains and manages website content.

SECTION 3. JOB DESCRIPTION

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.

50% - New – Essential Function

Communications Planning and Coordination

- In consultation with or as directed by the Governing Board, Agency leadership, and Public Affairs Coordinator, contributes to agency efforts to implement strategic plans, long-range communications, public education, and outreach activities that may include advertising, promotional events, and publicity.
- Contributes to the implementation of communications policies and procedures.
- In coordination with the Public Affairs Coordinator and Agency leadership, contributes to DOGAMI's participation on external and internal task forces and committees formed to address strategic communications issues, concerns, or implementation of policies, and legislation.

- In coordination with the Public Affairs Coordinator and Agency leadership, contributes to the implementation of communications plans for proposed legislation, budget testimony, the public, and other communications designed that advance agency programs or public policy initiatives.

Public Education and Outreach

- Coordinates with the Public Affairs Coordinator to implement public outreach and education activities.
- Works with Public Affairs Coordinator and agency staff to respond to requests for information from community members, legislators, employees, and program recipients.
- Participates in efforts to increase communications with special interest groups, stakeholders, and underrepresented populations and communities.

Communications Materials Development

- Assists the Public Affairs Coordinator and Agency leadership in developing press releases, speeches, testimony, presentations, agency documents, and other communications for internal and external audiences.
- Applies standard communication methods and technologies to communicate complex science information to diverse populations and underserved communities with diverse backgrounds and viewpoints.
- Coordinates with the Public Affairs Coordinator on the development of effective communication methods and techniques for agency managers, project managers, and project staff.
- Assists the Public Affairs Coordinator and DOGAMI's Technical Review Committee with implementation and maintenance of the agency's publication style guide and social media presence.
- Assists with the management and organization of image libraries, archive images on slides and electronic files, and images for publication with text copy.
- Coordinates with the Public Affairs Coordinator on the development of external messages including newsletters and news articles for print or web-based publication and social media.

Media and Legislative Relations

- Coordinates with the Public Affairs Coordinator, Agency leadership, and staff to apply standard communication and analytical methods to convey information responsive to media requests and public inquiries.
- In coordination with the Public Affairs Coordinator, contributes to the development of press kits, press releases, and other media information.

Website Content Management

- In coordination with the Public Affairs Coordinator, implements changes of information posted to agency websites and social media accounts.
- Assists the Public Affairs Coordinator in the compilation and/or creation of web content to further the public's understanding of the agency and its programs.
- Assists with the collection, analysis, and reporting of website analytics for improved agency communication with the public and stakeholders
- Applies standard principles and methods of website information architecture.

45% - New – Essential Function - Publications coordination for agency publications

Publication Program Operation

- Coordinates with the Public Affairs Coordinator, GS&S Program Manager, and Technical Review Committee to facilitate the internal technical review of all publications as needed.
- At the direction of the Public Affairs Coordinator, copy-edits or directs a contractor in copy-editing science investigations, draft publications, technical reports, grant applications presentation, maps, metadata, and related information to ensure documents meet or exceed DOGAMI's publication standards and adhere to the publication style guide prior to the release of any publications.

- Assists the Public Affairs Coordinator, agency leadership, and the GS&S Program Manager in the development and implementation of professional science communications and publications standards guidance and procedure documents.

5% - New – Non-Essential - *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 an individual capable of working independently with minimal instruction and supervision and will perform a high volume of detailed work in a complex and technical environment.

This position is often required to respond to questions, provide status updates, delegate tasks, and coordinate resources with committee members, project teams, and other interested parties to complete individual tasks or the overall project in a time sensitive manner. They will be frequently required to prioritize work and manage multiple projects simultaneously. Work may involve a substantial amount of time using a computer or moving between work areas.

This position requires a flexible work schedule that varies in the number of hours worked daily, but not necessarily each day, or a work schedule in which the starting and stopping times vary daily, but not necessarily each day, and does not exceed forty (40) hours in a work week. Work exceeding 40 hours per week requires prior approval by the Operations Program Manager.

The work may require infrequent long drives during all types of adverse weather; occasional in-state or out-of-state travel for meetings and training; work beyond normal business hours to meet critical deadlines; and work in an office environment with prolonged use of a computer that may necessitate sitting for long periods.

SECTION 5. GUIDELINES

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

- Oregon Revised Statutes and Administrative Rules
- Governor's Executive Orders.
- Statewide Policies and Procedures
- Oregon Board of Geologist Examiners licensing requirements
- SEIU Collective Bargaining Agreement - ODOT Coalition
- DOGAMI: Processes and Procedures, Legislatively Adopted Budget Key Performance Measures and Policies and Procedures, including DOGAMI's policy [HR 2016-003] on political, legislative, and external communication activities.
- USGS Standards for GIS data
- USGS Suggestions to Authors
- Federal Geographic Data Committee (FGDC) metadata standards
- FEMA Guidelines and Standards for Flood Risk Analysis and Mapping
- DAS GEO Oregon GIS Data Standards

How are these guidelines used?

These references are used to:

- ensure that the agency complies with all relevant laws, policies and practices and that quality products are prepared within standard guidelines; and
- guide work practices relating to professional standards and conduct; and • guide individual's professional activities to maintain scientific credibility.

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	How	Purpose	How Often?
Agency Leadership	In Person, by mail, email or telephone	Report to supervisor, project team interactions, project performance, task delegation, sharing technical information, making recommendations, professional discussions and meetings	Regularly
Agency Staff	In Person, by mail, email or telephone	Consult on issues, offer advice, provide technical assistance, and answer concerns, provide mentorship	Regularly
Consultants and Contractors	In Person, by mail, email or telephone	Share technical information, provide feedback and review, submit purchase orders	Regularly
Local Government Employees	In Person, by mail, email or telephone	To provide technical assistance	Regularly
Local, State and Federal agency employees	In Person, by mail, email or telephone	Project coordination, technical assistance, review of contract or agreements, peer review and development of partnerships	
Public/ Stakeholders and Special interest groups	In Person, by mail, email or telephone	To provide technical assistance, gain cooperation and understanding, project status and outreach, present information, serve on committees.	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

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

Employee independently decides on the day-to-day methods. Employee works with Agency leadership and in coordination with the Public Affairs Coordinator to decide priorities and activities necessary to achieve full, accurate, effective, and efficient work results. The opinions, decisions, and information provided may have a direct impact on environmental conservation, natural resource and economic development, and land use policy through the State of Oregon.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Agency Head 6	6320001	In Person, by mail, email or telephone	Regularly	Management oversight/general supervision/performance feedback and quarterly check-ins

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Responsible for promoting and fostering a diverse and discrimination/harassment-free workplace; establishing and maintaining professional and collaborative working relationships with all contacts; contributing to a positive, respectful, and productive work environment; maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures. Working in a team-oriented environment requires participative decision-making and cooperative interactions among staff and management. Must be aware of Affirmative Action and the department's Diversity strategies and goals. Works in a team environment and is able to prioritize workload from various areas.

Knowledge, expertise, and/or experience in:

- Geology, geography, geomorphology, paleontology, or related physical sciences.
- Presenting scientific and technical information orally in a logical and clear manner to explain programs, projects, or activities to both internal and external audiences.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- A wide range of writing techniques to inform and persuade different audiences with various levels of comprehension.
- Principles and methods of website information architecture and design layout.
- Techniques of publishing and layout for newsletters, news articles, and press releases.
- Theories, principles, and techniques for organizational and interpersonal communication.

Additional skills, abilities, and desired attributes:

- Experience working as an agency representative and messaging work products to the external stakeholders.
- Experience in clearly communicating complex scientific information in a constructive and helpful manner.
- Advanced written and verbal communication skills.
- Experience writing clear and concise reports, 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 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.
- Skilled in reviewing technical work and advising staff in a coaching manner.

Employee is expected to work within professional standards and practices, applicable State and Federal laws, rules, regulations, and guidelines.

SECTION 11. BUDGET AUTHORITY

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

Operating Area

Biennial Amount

Fund Type

SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee	Date
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Manager	Date
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Quam Jay-Su

5/27/26

Appointing Authority	Date
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