



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
April 2025

Agency: Department of Geology & Mineral Industries

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

☒ 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: Natural Resource Specialist 4

b. Classification No: C8504

c. Effective Date: 7/1/2025

d. Position No: _____

e. Working Title: Energy Resources Geologist

f. Agency No: 632000

g. Section Title: MLRR Program

h. Budget Auth No: _____

i. Employee Name: VACANT

j. Repr. Code: OAD

k. Work Location (City – County): Albany - Linn

l. Supervisor Name: Sarah L. Lewis

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☒ Exempt ☐ Non-Exempt
If Exempt: ☐ Executive ☒ Professional ☐ Administrative
o. 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 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.

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 the state and agency expert on all oil, gas, and geothermal exploration and development, with responsibility for administering the requirements of Oregon Revised Statutes 520 and 522. The person in this position must be (qualified for registration as) a Registered Geologist with the Oregon State Board of Geologist Examiners or equivalent professional licensure. The primary purpose of this position is to perform permitting, inspection and enforcement functions, statutory and rule drafting, policy development, and federal and state regulatory agency coordination related to the exploration and development of oil, gas and geothermal resources in the State of Oregon. This position requires expertise in petroleum geology, petroleum engineering or other field related to the development, operation and reclamation of exploration, hydrocarbon, and hydrothermal / geothermal drilling projects.

This position works collaboratively with permittees, applicants, county and state agencies and other technical and administrative DOGAMI staff. The collaborative work results in complex, conditioned permits and reports that address multidisciplinary issues. The position conducts permit and site file review, field inspections and first-level enforcement to ensure drilling and related activities do not cause environmental degradation or adverse impacts to groundwater and adjacent or onsite natural resources. This position also performs administrative and technical tasks as assigned, including but not limited to: special project management, research and analysis, outreach and consultation, and agency representation.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
30%	N	E	Technical Assistance / Consultation <ul style="list-style-type: none"> Acts as Oregon’s statewide expert on Oil, Gas, Geothermal exploration, development and other related drilling regulatory functions. Responds to all inquiries relating to technical and non-technical oil, gas and geothermal regulatory questions from individuals, industries and agencies. Gives technical presentations as the statewide expert during legislative hearings, board meetings, judicial hearings and other public, federal or state agency meetings. As directed by State Geologist or MLRR Program Manager, evaluates and recommends statute and rule changes, writes rules and prepares legislative concepts for program needs. Collaborate with department geologists to maintain statewide database of oil/gas and geothermal resources. Evaluates technical training needs of the regulated community. Develops and conducts formal or informal training sessions, technical workshops, or seminars.

			<ul style="list-style-type: none"> Leads teams of lower-level professional and technical staff, assists in their orientation and training, and serves as technical advisor. Reviews their work for accuracy, comprehensiveness, and to ensure it conforms to federal, state, and local regulations. Consults with federal, state, and local agencies, private consultants, and the public. Advises the agency on federal, state, and local regulations and requirements. Serves as a member and may chair working groups or advisory committees. Seeks cooperation in the project assignment, and ensures participation of interested individuals and groups. Leads the negotiation process to resolve concerns and problems and negotiates project changes and mitigation measures with State and Federal officials. Modifies procedures, agreements and research plans and coordinates changes with participants.
25%	N	E	Inspection / Compliance <ul style="list-style-type: none"> Conducts onsite compliance inspections of oil & gas and geothermal wells and projects to determine operational compliance with technical permit conditions and relevant regulations. Conducts inspections as needed, prepares reports of those inspections and provides recommendations to permittee regarding compliance issues with State, federal and county rules and statutes. Monitors site compliance with drilling and reclamation plans and recommends and/or negotiates necessary enforcement actions and strategies. Develops and implements enforcement strategies to resolve violations. Negotiates compliance schedules and activities with the regulated community and follows up on implementation. Investigates complaints, determines compliance or noncompliance, and initiates corrective action as appropriate. Writes reports of investigations describing findings, conclusions, and potential effects and effectively recommends follow-up. Draft enforcement referrals, consent agreements, and civil penalty actions.
25%	N	E	Analysis / Evaluation <ul style="list-style-type: none"> Evaluates drilling applications, including engineered well designs, technical reports, plans and proposals to determine technical sufficiency and compliance with relevant regulations. Reviews reports, environmental impact statements, technical assessments, and related documents that support permit development and compliance monitoring. Writes permits, permit conditions, technical reports including

			<p>analysis, conclusions, and recommendations concerning on and off-site impacts of proposed exploration and drilling project development.</p> <ul style="list-style-type: none"> • Facilitates coordination with county, state and federal agencies for permit applications, permit conditioning, and compliance monitoring. • Reviews and edits permits or technical reports written by staff for thoroughness and defensibility. • Reviews legislation and proposed regulations for effect on agency programs. Develops and recommends agency policies and procedures.
10%	N	E	<p>Agency Representation and Outreach</p> <ul style="list-style-type: none"> • Works with county and other state agencies to provide interagency understanding and cooperation on drilling and energy resource related issues, their impacts, and opportunities for Oregon energy resource development. • Represents the agency at public hearings and meetings, citizen advisory committee meetings, technical advisory committee meetings, and local civic organizations. Gives written and oral information relating to specific projects or concerns. • May evaluate and respond to public or media questions, comments, and concerns. Prepares and answers correspondence from local agencies and the public on major technical or policy issues. Analyzes, assesses, and responds to public and agency comments on draft documents. • May represent the state on, or serve as staff to, interstate and international committees and councils dealing with issues of sensitivity, complexity or controversy.
5%	N	E	<p>Project Management</p> <ul style="list-style-type: none"> • Plans, leads, and implements special projects or new program activities related to energy resources and subsurface drilling. • Develops project strategies, including goals, objectives, and procedures. Determines necessary methods and procedures to mitigate impacts and assure compliance with project requirements. • Develops and manages technical aspects of cooperative agreements or contracts to ensure that project or program activities are consistent with State and Federal laws, regulations, policies, and procedures. resource oriented laws and regulations and assure completion. • Directs and coordinates consultants and contractors performing complex studies, site investigations, monitoring systems, sampling, or reclamation work for the agency.

			<ul style="list-style-type: none"> Monitors project status and reviews work to ensure progress toward completion, for compliance with specifications, full and timely completion of required procedural steps, and that interested groups and individuals are informed of progress. Complies monthly, quarterly, and annual reports on status of ongoing projects. Ensures accurate project information.
5%	N	E	Research <ul style="list-style-type: none"> Defines and describes major problems of regional or local extent. Researches and develops preliminary concepts on areas identified to be studied for long range program development. Does extensive research of literature and office records, interpreting information from reports, records, and other sources. Develops investigation plans. Oversees or generates original field data through complex or highly technical observations and measurement research. Organizes and verifies data and represents it in graphic and tabular form using technical computer software. Interprets and explains trends in data. Writes reports and memoranda of investigations based on office and field research describing findings, conclusions, and potential for impact and effectively recommends follow-up. Explains and defends research and reporting of a problem in a variety of settings including that of expert witness in court and hearings.
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.

This position requires routine visits to remote areas and project 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

a. 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

b. 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?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
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 independently decides on the day-to-day methods. Employee works with MLRR Program Manager 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.

Enforcement of mining regulations requires permitting, penalizing and coordinating of technical mining decisions. Strategies must be developed for reconciling problems, concerns and regulatory requirements in a constructive manner. Errors could result in serious financial and environmental impacts to operators or the state. On-site decisions must be made quickly, correctly, and fairly.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>				
Manager 2 / MLRR Program Manager	0034041/000000 055783	In Person, by mail, email or telephone	Regularly	To ensure consistency in regulating, address goals of position, agency priorities, and

				quarterly performance evaluation
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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:

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 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.

Additional skills, abilities, and desired attributes:

- Experience in well drilling techniques, regulations, and project management.
- Experience in coordinating projects among local, state, federal, and Tribal partners.
- Experience in policy development and interpretation and application of statute and rule.
- Knowledge of petroleum, geothermal, mineral resource or mining geology or closely related field
- Knowledge of database management, metadata, and GIS software, tools and techniques.
- Knowledge of well logging instrumentation, software, data analysis and interpretation.
- 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 to 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.

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.

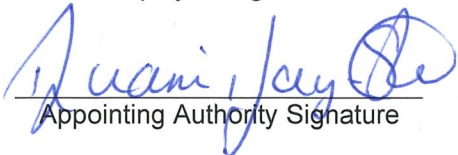
SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date



Appointing Authority Signature



Date