



State of Oregon Position Description

Company: Department of Geology and Mineral Industries
Organization: Geologic Survey & Services Program - DOGAMI
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Natural Resource Specialist 4	Job Profile ID:	C8504
Business Title:	Mineral Systems Geoscientist	Position ID:	
Employee Name:		Company ID:	63200
Representation:	OAO	Budget Auth No:	
Location:	Portland DOGAMI		
Supervisor:	Jason McClaughry (GSS Program Manager)		
Position:	Natural Resource Specialist 4		
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Professional		
Overtime Eligible:	No		
Employee Type:	Limited Duration (Fixed Term)		

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 (GS&S) 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. GS&S 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.
- 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 GS&S 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.

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 exists in the Geological Survey & Services program. The primary purpose of this position is to serve as the agency expert in the specific areas of geology, geochemistry, volcanology and geologic hazards. This position is to conduct research related to complex high-profile, federally-funded critical minerals research projects. The position will initiate projects, engage with collaborators, manage and track grant progress, conduct critical minerals research, interpret complex geoscientific data sets, complete project deliverables, and in cooperation with the DOGAMI business office, complete all related grant financial reporting. This work includes digital mapping and spatial database development and management, as well as providing consultation and technical guidance to supervisors, peers, project staff and public.

As part of the Oregon Resilience Plan, this position advances resiliency through innovative communication techniques and technologies to inform the public and stakeholders of Oregon's unique and complex geology and geologic hazards.

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.

70% - N - E Project Management, Research, Technical Expertise, and Analysis

- Plans, leads, and implements special projects or new program activities related to mineral resources and mineral resource development.
- Serves as an agency technical expert in mineral resources and mineral resource development with an emphasis on industrial/ strategic/critical minerals.
- Designs, directs and executes field, literature and laboratory studies to increase understanding of and support development of mineral resources, including regional and detailed geologic mapping, geologic and geochemical sampling and analysis, and analysis of geologic, regulatory and market factors affecting the economic development of these resources.
- Develops project strategy for major projects including goals, objectives, and procedures.
- Develops long-term strategies for prioritizing future projects and guiding geoscientific goals and objectives.
- 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.
- Draft performance reports and coordinates all reporting requirements of project, grants or contracts.
- Directs and coordinates consultants, contractors and project staff performing work to support projects, including developing plans, scopes of work, budgets, schedules, and proposing purchases.
- Manages multiple simultaneous projects, project budgets and administers contracts to perform work under cooperative agreements/grants or contracts.
- Manages major multiple simultaneous projects and delegates discrete elements of projects to project staff and evaluates the adequacy of the work.
- Reviews work in progress and completed work to ensure contractor, consultant, and project staff follow State and Federal laws, regulations, policy, and procedures.
- Provides project performance status reports for Section Supervisor, Geological Survey and Services Program Manager, Agency Director, Agency Chief Financial Officer and Governing Board members.
- As directed by the Geological Survey and Services Program Manager, evaluates and recommends policy and rule changes, writes rules and prepares legislative concepts for program needs.
- Consults professionally and collaborates at all levels internally and externally.
- Serves at the state expert on mineral resources and mineral resource development informing local, county, state, and federal entities of scientific-based research in this area of expertise.
- Develops and writes technically complex grant proposals and applications to fund projects.
- Researches and develops preliminary concepts on areas identified for study in long range program development, such as implementation of new mapping and analysis methods.
- Oversees and generates original field data through complex or highly technical observations and measurements.
- Organizes and verifies data, interprets and explains trends.
- 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 findings and conclusions in a variety of settings, including and not limited to court proceedings and hearings.
- Represents the agency in negotiation and settlement of conflicts involving technical aspects of geology, geochemistry, and mineral resources and mineral resource development.

- Independently interprets and evaluates data to assure data quality and control.
- Ensures that appropriate agency staff are kept informed of current developments in economic geology that impact their methods and work.
- Drafts interpretive memos, guidance memorandums, and implementation strategies for agency staff, Section Supervisor, Program Manager, Agency Director and partner entities.
- Maintains and catalogs physical geologic samples, maps, and reports.
- Archives and maintains hard copy and digital historic mining records, maps, files, and photographs.

25% - N - E Technical Review and Consultation

- Responds to complex technical questions regarding mineral resources and mineral resource development from scientific staff and others inside and outside the agency.
- Provides consultation, recommendations and technical guidance to supervisors, peers, and project staff.
- Represents the agency by serving on State task forces or advisory committees as assigned.
- Advises the Geological Survey and Services Program Manager, Agency director, Agency Chief Financial Officer, Governing Board members, and the public regarding technical aspects of geology, geochemistry, and mineral resources and mineral resource development on the effect of existing or proposed laws, regulations, standards, and policies.
- Reviews and interprets Federal and State statutes, regulations, policy, technical guidance, and implementation strategies for agency staff, Section Supervisor, Program Manager, Agency Director, Governing Board members, other government agencies, consultants, and the public.
- Evaluates proposed project areas and applications to decide feasibility, to assess and effectively recommend assignment of resources or use of contractors and or consultants, and for completeness and compliance with State and Federal laws, regulations, policies, and procedures.
- Reviews in-house technical and non-technical reports and those of other agencies for technical soundness of data collection and analysis methods, interpretation, and recommendations.
- Provides information regarding Key Performance Measures and major projects or initiatives specific to geology, geochemistry, and mineral resources and mineral resource development to the agency director, governing board members, advisory committees, boards of commissioners of other agencies, and to various citizen and interagency committees.
- Represents the agency at informational meetings, public hearings, media inquiries ,and before boards or commissions of other local or State agencies.

5% - N - E 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 occasional to frequent field work in rugged and remote areas; 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 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;
- 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 Program Manager, 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.

Employees independently decide on the day-to-day methods. Employee works with GS&S 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.

Employee is expected to work within professional standards and practices, applicable State and Federal laws, rules, regulations, guidelines, and adheres to Oregon State Board of Geologist Examiners (OSBGE) professional stamp requirements and code of conduct.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Natural Resource Protection and Sustainability Manager 2 (X7464)	6322150	In Person, by mail, email, Or telephone	Regularly	Assign and review work, performance evaluations, coaching, training, etc.

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 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 and cooperative interactions among staff and management. Must be aware of Affirmative Action and the department's Diversity strategies and goals.

Works independently, collaboratively, or leads a team of professional staff to identify innovative products, publishing and layouts to reach diverse underrepresented populations and underserved communities. Work in a team environment and able to prioritize workload from various areas.

Specific education, knowledge of, and experience with:

- Education in geology, geomorphology, geography, or related physical sciences.
- Experience using GIS applications, such as the Esri ArcGIS Desktop suite.
- Knowledge of vertical and horizontal datum, mapping projections, and geographic coordinate systems.

Qualifications, required, & requested skills:

To be considered for this position, must meet the following minimum qualifications (required skills)

- Oregon Registered Geologist or a Certified Engineering Geologist

Additional skills, abilities and desired attributes:

- Expert knowledge of geology and geochemistry.
- Knowledge of clay mineralogy
- Knowledge of elemental analysis and methods of elemental analysis
- Knowledge of building elements to minerals models
- Experience in log to core and core to log interpretation
- Experience in outcrop to core correlation
- Knowledge of lithium chemistry
- Knowledge of lake chemistry
- Experience in sedimentology
- Some experience in geologic mapping and field work methods
- Experience in manipulating and interpreting regional geophysical data sets, including airborne magnetic and radiometric data.
- Expert knowledge of project management and project management principles.
- Knowledge of database management, metadata, and GIS software, tools and techniques.
- Experience in working as an agency representative and messaging work products to the media.
- Knowledge and experience in clearly communicating controversial and complex scientific information in a constructive and helpful manner.
- Advanced written and verbal communication skills.
- 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.
- Skilled in reviewing technical work and advising staff in a coaching manner.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

Employee	Date
Manager	Date
Appointing Authority	Date

[Handwritten signature: Juanita Jay-Stu] *[Handwritten date: 4/28/26]*