



STATE OF OREGON POSITION DESCRIPTION

Agency: Oregon State Marine Board 25000

Section: Policy and Environmental

This position is: ☒ Unrepresented
☐ Executive Service
☐ Managerial

☐ New Position

☒ Revised: 01/23/2024

Section 1. Position Information

- | | |
|--|-----------------------------------|
| a. Class Title: Program Analyst 3 | b. Classification No: C0862 |
| c. Position Effective Date: | d. Position No: 0002075 |
| e. Working Title: Boating Policy and Environmental Coordinator | f. Agency No: 25000 |
| g. Program: Policy and Environmental Program | h. Budget Authority No: 000942140 |
| i. Employee Name: | j. Representation Code: UA |
| k. City Location: Salem | |
| l. Program Manager: | |

- | | | | | |
|---------------------------|--|------------------------------------|---|---|
| m. Position: | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Limited Duration | <input type="checkbox"/> Academic Year |
| | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Intermittent | <input type="checkbox"/> Job Share |
| n. FLSA: | <input checked="" type="checkbox"/> Non-Exempt | <input type="checkbox"/> Exempt | if Exempt : | <input type="checkbox"/> Executive |
| | | | | <input type="checkbox"/> Professional |
| | | | | <input type="checkbox"/> Administrative |
| o. Eligible for Overtime: | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | | |

Section 2. Program and Position Information

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

The Mission of the agency is to serve "Oregon's recreational boating public through education, enforcement, access and environmental stewardship for a safe and enjoyable experience." There are 40 FTE budgeted positions at the Marine Board. This position is located within the Policy and Environmental Program, whose general regulatory purpose is to provide clean, safe and accessible boating access.

- 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:

The primary purpose of this position is to administer and coordinate the Salvaged Vessel Subaccount and Vessel Turn-In Program and provide research and assistance in the development of agency administrative rules and policies.

Section 3. Descriptions 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.

Percentage	Duties	Essential	Duty
Continuous	N	E	The Marine Board is committed to diversity and inclusion. Diversity and Inclusion efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by the Marine Board.
60	R	E	<p>Coordinate the application of the abandoned vessel, marine debris and small oil spill prevention efforts. Evaluate and recommend program priorities and strategies to achieve program goals. Develop incentives to encourage program participation.</p> <p>Work with law enforcement, other state agencies, marinas and associated facilities to identify and track abandon and potentially derelict vessels for removal from state waters.</p> <p>Identify vessels whose removal is eligible for reimbursement from the salvaged vessels subaccount. Assist enforcement agencies with the identification of ownership records for an abandoned or derelict vessel.</p> <p>Track pre- and post-seizure notices including coordinates, photographs and law enforcement reports. Review and maintain record of estimated disposal costs and itemized expenses incurred during removal action.</p> <p>Review eligible expenses, secure matching funds and prepare Intergovernmental Project Agreements. Complete needed environmental permits for removal of vessels.</p> <p>Prepare project funding expenditures for management approval. Implement and monitor cost recovery procedures and communications with vessel owners on abandoned/derelict vessel removal projects post-removal.</p> <p>Develop and identify program-related grant funding; completing complex grant applications and proposals.</p> <p>Coordinate the Abandoned/derelict Commercial Vessel Task force for the Oregon coast, led by the agency. Seek out, develop, and administer grant opportunities for marine debris removal related to abandoned/derelict vessels.</p> <p>Represent the agency on state and local task forces to manage abandoned vessel, marine debris and small oil spill prevention efforts.</p> <p>Administer the agency's Polystyrene Foam Encapsulation Certification program including developing outreach materials, maintaining a database of contractors, establishing monitoring procedures and working with partner agencies to ensure compliance.</p>

40	R	E	<p>Lead issue specific policy research and analysis for rulemaking activities of the agency. Develop reports, briefings and presentations. Engage diverse groups and stakeholders in Oregon Administrative Rule related planning and implementation.</p> <p>Evaluate the need for changes in policies, rules and statutes to improve the efficiency and effectiveness of agency programs. Draft Oregon Administrative Rules.</p> <p>May draft legislative concepts to expand or revise agency program operations.</p> <p>Assist in the development, implementation and stewardship of agency surveys, datasets and GIS projects as needed.</p>
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 is located in an office setting and requires occasional lifting and exertion for short periods. Frequent out-of-town meetings, policy hearings, field-inspections and statewide travel with possible overnight stays. Walking and boating in all kinds of weather. Flexible working hours may be required during peak boating seasons. Incumbent must have a valid driver's license and a good driving record or an alternate means of transportation.

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, Chapter 830; Oregon Administrative Rules, Chapter 250, Laws and rules relating to general state and federal government administrative practices; Marine Board publications; Program policies, guidelines and procedures; US Coast Guard laws and regulations governing boating on inland and coastal waters and commercial passenger carrying regulations; Generally accepted boating safety standards and practices; Marine Board Policies and Procedures.

- b. How are these guidelines used?**

An understanding of boating law and safety practices is necessary when dealing with service provides, government officials, the media, and the general public. Knowledge of existing rules and responsibilities for the abandon vessel program. Application of these guidelines, laws, and codes is necessary to ensure fiscal accountability, program compliance, and that public resources are utilized in an efficient and economic manner.

Section 6. Work Contacts

With whom, outside of co-workers in this work section, must the employee in this position regularly come in contact?

Whom Contacted	How	Purpose	How Often
Law Enforcement, State and Local Government, Marina Owners and salvage operators	In person, telephone, meetings and written correspondence	Provide, solicit and discuss information about abandon and derelict vessels. Assist and respond to inquiries.	Daily
Recreational boaters, boating clubs and organizations, media and private citizens	In person, telephone, meetings and written correspondence	Provide information and discuss boating safety practices and procedures, plans and proposed actions for administrative rules.	As needed

Section 7. Position Related Decision Making

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

Incumbent must be able to interpret and apply state, federal agency rules, policies/ procedures and make a variety of recommendations and decisions which may result in modifications to budget, expenditures, policies, administrative rules, procedures, and practices. Work is generally performed independently and complies with policy and procedures and other state rules and regulations.

Section 8. Review of Work

Who reviews the work of the position?

Class Title	Position No.	How	How Often	Purpose of Review
Policy and Environmental Manager	0002074	Daily observation and interaction; annual performance reviews and one-on-one informal updates.	Daily/monthly/ quarterly/annually as applicable.	Coordination of performance objectives and review of accomplishments in order to maintain high level of customer service, productivity and quality of performance of job duties.

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"/> Coordinate schedules |
| <input type="checkbox"/> Assign 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 in for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and 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:

Incumbent in this position must be able to meet strict deadlines, prioritize workloads and perform duties with limited supervision. This position requires broad-based knowledge of environmental and best management practices.

Budget Authority: if this position has the authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type

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

Program Manager

Date

State Marine Director

Date