



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: Geotechnical Services Leader - Exempt **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: Permanent

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.

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.

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.

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 in the Geological Survey & Services Program. The primary purpose of this position is to serve as the geotechnical services leader in the Decarbonization Focus Area. The Decarbonization Focus Area will build momentum towards shovel-ready geologic carbon sequestration, hydrogen, and geothermal resource projects in Oregon by compiling and synthesizing regional geological, geophysical, and subsurface geologic information. The position is responsible for initiating, conducting, and managing complex high-profile, short and long-term applied research investigations in decarbonization geoscience, including geologic carbon sequestration, hydrogen, and geothermal systems characterization. This work includes digital mapping, subsurface characterization, spatial database development and management, grant development for federally and other funded projects, as well as providing consultation and technical guidance to Agency leadership, DOGAMI staff, external project partners, federal, tribal, state, or local agencies, contractors, other interested parties, and the public. The position will be responsible for overall management and delivery of geotechnical services, including scientific drilling, with internal teams, external collaborators, project partners, and contractors. The position will perform technical review and management of contractor reports, geophysical and petrological data obtained from exploration wells, and project deliverables, track project progress, budgets, schedules, and deliverables, prepare and participate in meetings with technical and non-technical teams, government agencies, contractors, and interested parties, and contribute to project review, reporting, and publication of results.

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

- Manages and delivers geotechnical services, including scientific drilling, with internal teams, external collaborators, project partners, and contractors.
- Performs technical review and management of contractor reports and geophysical and petrological data obtained from exploration wells.
- Plans, leads, and implements special projects or new focus area activities related to decarbonization geoscience.
- Develops project strategy for major decarbonization projects including goals, objectives, and procedures.
- Develops long-term strategies for prioritizing future decarbonization projects and guiding geoscientific goals and objectives.
- Manages multiple simultaneous projects, budgets, and administers contracts to perform work under cooperative agreements/grants or contracts.
- Manages and leads major multiple simultaneous projects and delegates discrete elements of projects to project staff and evaluates the adequacy of the work; assign duties, responsibilities, and scope of authority to project team members.
- Prepares project budgets and tracks budget expenditures that summarize total expected costs.
- Develops and manages technical aspects of cooperative agreements or contracts to ensure that project or focus area activities are consistent with State and Federal laws, regulations, policies, and procedures.
- Drafts 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.
- Reviews work in progress and complete work to ensure contractors, consultants, and project staff follow State and Federal laws, regulations, policy, and procedures.
- Provides project performance status reports for the Decarbonization Geoscience Project Manager, 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.
- 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 focus area 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 decarbonization geoscience.
- Independently interprets and evaluates data to assure data quality and control.
- Ensures that appropriate agency staff are kept informed of current developments in decarbonization geoscience that impact their methods and work.
- Drafts interpretive memos, guidance memorandums, and implementation strategies for agency staff, Decarbonization Geoscience Project Manager, Geological Survey and Services Program Manager, Agency Director, and partner entities.
- Maintains and catalogs physical geologic samples, maps, and reports.
- Consults professionally and collaborates at all levels internally and externally.
- Informs local, county, state, and federal entities of scientific-based research in this area of expertise.

- 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.

25% - N - E Technical Review and Consultation

- Responds to complex technical questions regarding decarbonization geoscience 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 Decarbonization Geoscience Project Manager, Geological Survey and Services Program Manager, Agency Director, Agency Chief Financial Officer, Governing Board members, and the public regarding technical aspects of decarbonization geoscience on the effect of existing or proposed laws, regulations, standards, and policies.
- Reviews and interprets Federal and State statutes, regulation, policy, technical guidance, and implementation strategies for agency staff, the Decarbonization Geoscience Project Manager, Geological Survey and Services Program Manager, Agency Director, Agency Chief Financial Officer, Governing Board members, and 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 decarbonization geoscience to the Decarbonization Geoscience Project Manager, Geological Survey and Services Program Manager, Agency Director, Agency Chief Financial Officer, 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 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 requires occasional to frequent field work in rugged and remote areas, long drives during all types of adverse weather, and occasional in-state or out-of-state travel for meetings and training. Work also occurs in an office environment with prolonged use of a computer that may necessitate sitting for long periods.

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 supervisor.

May be required to work overtime or odd hours to meet workload demands.

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 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.

Decisions are made continuously based on numerous and often competing priorities and resources. The employee independently decides on the day-to-day methods. The employee works with Decarbonization Geoscience Project Manager and GSS Program Manager to decide on priorities and activities necessary to achieve full, accurate, effective and efficient work results. Such decisions establish the tasks and deliverables that define the business implementation of the decarbonization focus area. Poor decisions will result in delayed implementation of solutions, inadequate communication, lack of preparation for implementations, and may have fiscal consequences for the project budget. The opinions, decisions, and information provided may have a direct impact on environmental conservation, natural resources 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
Natural Resource Protection and Sustainability Manager 2 (X7464)	6322150	In Person, by mail, email or telephone	Regularly or	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:

This position requires Advanced to expert knowledge of geology, geomorphology, geography, or closely related physical science to plan and accomplish goals across the full life cycle of a project.

The 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.

Requires skills and knowledge in the use of computer software and hardware, as well as an aptitude for working with various computer programs.

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.

Specific education, knowledge of, and experience with:

- Advanced to expert knowledge of geology, geomorphology, geography, or closely related physical science.
- Advanced to expert knowledge of decarbonization geoscience including carbon storage, hydrogen, and geothermal systems characterization.
- Advanced to expert knowledge in planning and execution of geotechnical and geologic design of scientific well drilling.
- Proven experience managing geotechnical projects including, but not limited to, scientific, geothermal, oil and gas drilling.
- Ability to interface between technical and non-technical teams, to communicate, trouble-shoot, and problem-solve on time-sensitive project activities and deliverables.
- Advanced knowledge of geographic information systems, experience using GIS applications, such as ESRI ArcGIS Pro.
- Proven experience working with and communicating (verbally and in writing) controversial and complex scientific information constructively and helpfully to technical and non-technical audiences, government agencies, scientific partners and collaborators, contractors, other interested parties, and the public.

Additional skills, abilities, and desired attributes:

- Demonstrated knowledge of natural resource management and federal and state regulatory processes.
- Experience of participating in decision making and cooperative interactions among staff and management.
- Experience in working as an agency representative and messaging work products to the media.
- Knowledge of vertical and horizontal datum, mapping projections, and geographic coordinate systems
- Advanced written and verbal communication skills.
- Advanced skill in writing clear and concise reports, legally-sufficient documents, grant proposals, technical reports and press releases.
- 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.
- Strong organizational skills: Must be able to prioritize and track a multitude of tasks, milestones, issues, action items, and decisions all while ensuring accuracy.
- Accuracy: Must be able to perform detailed and accurate work on a consistent basis.
- Time Management: Must be able to meet established deadlines for individual work and ensure that project deadlines are met. Must be able to multi task.
- Initiative: Must be proactive, take ownership of work and handle job responsibilities with minimal direction and/or supervision.
- Ability to work with individuals, in groups or independently.
- Work in a team environment and able to prioritize workload from various areas.
- Ability to provide direction to others
- 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

Quami Jay-Jew

9/11/25