



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 2 | Job Profile ID: | C8502 |
| Business Title: | Natural Resource Specialist 2 - SR24 - Non Exempt | Position ID: | 000000044990 |
| Employee Name: | Vacant | Company ID: | 63200 |
| Representation: | OA0 | Budget Auth No: | 413640 |
| Location: | Portland DOGAMI | | |
| Supervisor: | Jason McClaughry (GSS Program Manager) | | |
| Position: | Natural Resource Specialist 2 | | |
| Time Type: | Full Time | | |
| FLSA: | Non Exempt | | |
| Exempt Reason: | | | |
| Overtime Eligible: | Yes | | |
| 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.

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.

This position exists in the Geological Survey & Services program.

The primary purpose of this position is to serve as a member of the geologic mapping team, building detailed geologic maps needed to decipher Earth history, evaluate mineral and energy resource potential, model the conservation and sustainability of water resources, and prepare for natural hazards at local, regional, and state-wide levels. Through combined field work and office work, the position gathers, evaluates, analyzes, maps, and interprets earth science information, topographic data, and remote sensing data. This position is responsible to coordinate and collaborate with Project Managers in the development of project scope, conducting research and writing technical reports, in support of short and long-term geological fundamental and applied research investigations.

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.

Program staff are represented under a collective bargaining agreement.

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% - R - E Analysis and Evaluation related to Earth Science and Natural Hazards

- **Plans, designs, and conducts general research as a member of the geologic mapping team, building detailed geologic maps needed to decipher Earth history, evaluate mineral and energy resource potential, model the conservation and sustainability of water resources, and prepare for natural hazards.**
- Gathers, evaluates, analyzes, maps, and interprets earth science information, topographic data, and remote sensing data to build geologic maps.
- Conducts primary research when data is not available.
- Analyzes and evaluates data from publications, documents, files, field research, engineering, and environmental studies.
- Conducts spatial data analysis to meet project deliverables.
- Conducts quality assurance and quality control on collections of data, publications, maps, and reports.
- Manages and performs calculations, queries, and analysis on geospatial and non-geospatial databases.
- Analyzes environmental data to determine natural resource trends and effects.
- Writes technical reports to include mapping, analysis, conclusions and recommendations.
- Proposes and defines the research methodology, scope, content, schedules, and budgets for studies.
- Provides technical assistance and program information to Project Managers and Agency Leadership on complex technical or policy related issues.
- Ensures project information is accurate.
- Creates or modifies metadata to support data distribution and sharing to customers/clients.
- Creates maps, brochures, and presentations for communicating project scope and implementation to the public.

20% - R - E Project Team Participation, Technical Assistance, and Project Operation

- Determines methods and procedures to mitigate errors and to aid project success.
- Participates as a member of a Project Team and receives guidance and direction to address unusual or non-standard circumstances.

- Documents project workflow, data processes, and decision making necessary for achieving desired results.
- Serves as a project technical advisor, when appropriate.
- In coordination and consultation with the Business Office, assists in the preparation and review of agreements and contracts.
- Provides updates to Project Managers and track task progress and workflow as directed to ensure projects are delivered on time and within budget.

5% - R - E Agency Representation

- Helps to inform the public and governmental agencies regarding project research.
- As directed by the Program Manager, responds to public questions, comments, or concerns related to project research.
- Participates in gathering and assessing public views and interests through committees, informal meetings, or hearings.

5% - R - 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 Colleagues | In Person, by mail, email or telephone | Coordinate project tasks, share information and obtain training | Regularly |
| Federal Government/Tribes | In Person, by mail, email or telephone | Coordination and support related project research and analysis | Regularly |
| Local government, universities, mission related organizations, attorneys | In Person, by mail, email or telephone | Coordination and support related project research and analysis | Regularly |
| Professional Organizations/Peers | In Person, by mail, email or telephone | Coordination and support related project research and analysis | Regularly |
| Public | In Person, by mail, email or telephone | Outreach, respond to questions and concerns | As Needed |
| Stakeholders | In Person, by mail, email or telephone | Coordination and support related project research and analysis | Regularly |
| State Agencies | In Person, by mail, email or telephone | Coordination and support related project research and analysis | 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 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, and guidelines.

SECTION 8. REVIEW OF WORK

| Job Profile | Position ID | How | How Often | Purpose of Review |
|--|-------------|--|-----------|---|
| Natural Resource Protection and Sustainability Manager 2 | 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. Work in a team environment and able to prioritize workload from various areas.

Specific education, knowledge of, and experience with:

- Education in geography, geology, geomorphology, 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.

Additional skills, abilities and desired attributes:

- Advanced knowledge of geography, geology, geomorphology, or related physical sciences.
- Advanced knowledge of project management and project management principles.
- Advanced 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.
- Advanced skill 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.
- Skilled in reviewing technical work and advising Project Managers and Agency leadership.

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

| | |
|---------|------|
| Manager | Date |
|---------|------|

| | |
|----------------------|------|
| Appointing Authority | Date |
|----------------------|------|