



STATE OF OREGON POSITION DESCRIPTION

Workday position no.
000000028910

Agency: Oregon State Marine Board

Facility: Boating Facilities 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:	Program Analyst 3			b. Classification No:	C0862		
c. Effective Date:	September 1, 2022			d. Position No:	002068		
e. Working Title:	Environmental Permitting Coordinator			f. Agency No:	25000		
g. Section Title:	Boating Facilities Program			h. Budget Auth No:	000800360		
i. Employee Name:				j. Repr. Code:	UA		
k. Work Location (City – County):	Salem-Marion						
l. Supervisor Name:	Janine Belleque						
m. Position:	<input 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"/> Exempt	If Exempt:	<input type="checkbox"/> Executive	<input checked="" type="checkbox"/> Professional	<input type="checkbox"/> Administrative	o. Eligible for Overtime:	<input type="checkbox"/> Yes
	<input type="checkbox"/> Non-Exempt						<input checked="" type="checkbox"/> 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 Oregon State Marine Board (OSMB) is Oregon's recreational boating agency dedicated to safety, education and access in an enhanced environment. This goal is achieved through the registration, business services, boating facilities, boating safety and administrative programs of the agency. There are 39.5 FTE budgeted positions at the Marine Board. This position resides in the Boating Facilities Program, whose general purpose, through partnerships, is to provide quality, safe and accessible boating access.

The Marine Board does not own or operate any boating access facilities. The Boating Facilities Program collaborates and partners with governmental entities by providing state and federal matching grants for the acquisition, planning, development and maintenance of boating access facilities. In limited cases private marinas are eligible for federal grant funding. In addition, the Program provides technical assistance in the form of design, engineering, surveying, environmental permitting, project planning and recreational boating advocacy.

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 assist grant applicants and recipients with obtaining all necessary environmental permits for recreational boating access improvements, repairs, renovations and development. This includes preparing permit applications, writing biological opinions and assessments completing wetland delineations, identifying mitigation options and locations. Working collaboratively with Facility Program staff, state, federal and local permitting agencies and the boating facility owner/operator to obtain necessary permits.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"</i>			
60		E	<p>Work collaboratively with potential grant applicants and grant recipients, to obtain all necessary environmental regulatory permits and clearances for the development, repair, renovation and maintenance of recreational boating access sites. This will include preparing and completing permit applications, technical documents such biological assessments and opinions, plans, reports such as wetland delineations or other supporting information in compliance with state and federal laws, rules and regulations to successfully obtain required permits and clearances. Prepare responses and supplemental information during the permitting and compliance process to regulatory agencies and if necessary, rebuttals to regulatory determinations or assessments.</p> <p>Prepare and facilitate permit extensions, variances and emergency actions in collaboration with grant applicants and recipients as necessary for projects.</p> <p>Investigate, inspect and identify mitigation options including visual assessment of physical sites, uses and activities. Work collaboratively with watershed councils, state, federal and local government land managers to find locations, identify types, methods and timing for potential mitigation. Prepare planting species lists, mitigation plans and review landscape planting plans.</p> <p>Facilitate onsite meetings with permit agencies, applicants, mitigation partners and other interested parties to discuss projects, permits and mitigation.</p> <p>Work collaboratively with Facility Program staff to identify potential areas of concern for permitting and commenting agencies at new or existing recreational boating access sites for site surveys, conceptual and preliminary designs, construction methodology and post-construction reporting.</p>

			<p>Review public notices, permit applications, planning documents and other technical documents for potential impacts to recreational boating including on and in-water development, modification of submerged land, waterway activities and upland access. Assess potential effects on recreational boat operations, boating access sites and safety. Prepare comments. Work with project proponent, marine law enforcement, regulators and agency staff as needed to ameliorate project impacts to boating.</p> <p>Track and monitor permitting status, provide regular updates to program staff.</p>
20	E		<p>Review and evaluate Boating Facility and Waterway Access grant applications using the adopted application ranking criteria for permitting, environmental impacts, and maintenance</p> <p>Review Maintenance Assistance Grant (MAG) applications, inventories and site modification forms for accuracy.</p> <p>Inspect boating access sites and properties for compliance with different grant programs. Complete inspection reports, identify issues, areas of concern, potential remedies and make recommendations.</p>
20	E		<p>Serve as a knowledge based expert for environmental, permitting procurements including developing statement of work and ranking criteria. Participate on grant recipient consultant proposal review, ranking and selection process.</p> <p>Participate with Cultural and Natural Resources Tribal Cluster work groups as an alternate.</p> <p>Monitor, analyze, advise and make recommendations on environmental topics including federal and state laws, rules and rulemaking processes governing water quality, waterway development, and all related regulatory processes that may impact repair, development and improvement of recreational boating access. Participate on Rule Advisory Committees.</p> <p>Monitor and identify current trends and developments in natural resource management including endangered species, environmentally sensitive habitats, mitigation, construction techniques and practices, as well as changes in public policy.</p> <p>Develop and update best management practices for facility owners/operators on topics such as maintenance, construction, during and post permit compliance. Review and assist with a variety of forms, guidelines and other program documents and reference materials.</p>

		Present and represent agency at stakeholder or organization meetings on permitting, best management practices for construction, maintenance and operation, and other topics as needed.
		Participate on multi-agency Kaizen process, share meeting information and discuss any political, environmental or highly publicized topics with Program Manager in advance of the meeting. Engage and inform diverse audiences including government, non-governmental organizations, individuals and other stakeholders about permitting processes and rules.

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.

Work is conducted in an open office environment with constant interruptions, daily team interactions, and extensive computer use. This work requires remaining stationary for extended periods of time. Moving around to access filing/storage cabinets, use and adjust office or technological equipment, get to meetings, etc. is required. Occasional work in outdoor weather conditions is also required, as this position will inspect boating access sites and potential mitigation areas. This position will occasionally travel by boat. Statewide travel is required with occasional overnight stays. Flexible working hours may be required for evening meetings and during peak boating seasons.

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, Division 14; Clean Water Act, Endangered Species Act, National Environmental Protection Act., National Historic Preservation Act, Facility Section policies and procedures including: Design Guidelines for Recreational Boating Facilities, Grant Procedures Guides, Maintenance Guidelines, and other documents. Agency policies and other state and federal laws and codes pertaining to environmental permitting.

b. How are these guidelines used?

Application of these guidelines, laws, and codes is necessary to ensure 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 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 cursor at end of a row (outside table) and hit "Enter".</i>			
Government officials (state, federal and public)	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive	Daily

bodies)		and provide clarification, and communicate project details.	
Agency staff	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily
Stakeholders	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily
Grantees and applicants	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily
Contractors, consultants and vendors	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Prioritizes duties to ensure all tasks and assignments are completed accurately by identified timelines. Works independently with limited oversight. Develop and prepare permit applications, identify location, source and types of mitigation for boating access, and draft comments for permitting applications. This position uses various facets of information, guidelines and data to develop and prepare permit applications. This position drafts comments and recommendations which can have great recreational, economic, environmental and cultural impacts, as well as impact to the agency. This position must be very detailed, accurate, thorough and use a great deal of discretion when making decisions. The position must have excellent verbal and social skills and advanced technical writing skills.

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 cursor at end of a row (outside table) and hit "Enter".</i>				
Boating Facilities Manager	0002031	Daily communication and interaction; annual performance reviews and one-on-one information updates	Daily/monthly/quarterly/ annually as applicable.	Coordination of performance objectives and review of accomplishments 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"/> 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:

Must be able to meet strict deadlines, prioritize workloads and perform duties with limited supervision. This position requires knowledge of state, federal and local permitting processes that involve Endangered Species Act, Clean Water Act, Wetlands, Stormwater Management, National Environmental Protection Act and other related policies, laws and guidance. Experience delineating wetlands, reviewing stormwater management plans and planting plans. Excellent interpersonal skills and experience working in a collaborative team environment. Required use of MS Word, Excel and Access.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
None		

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