



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 2025

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc – Supervisory
Mgmt Svc – Managerial
Mgmt Svc - Confidential

Agency: Department of Geology & Mineral Industries

Facility: Albany Field Office - Mined Land Regulation and Reclamation Program

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Natural Resource Specialist 4
b. Classification No: C8504
c. Effective Date: 7/1/2025
d. Position No:
e. Working Title: Reclamationist
f. Agency No: 632000
g. Section Title: MLRR Program
h. Budget Auth No:
i. Employee Name: VACANT
j. Repr. Code: OAO
k. Work Location (City – County): Albany - Linn
l. Supervisor Name: Sarah L. Lewis

m. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share
n. FLSA: Exempt Non-Exempt
If Exempt: Executive Professional Administrative
o. Eligible for Overtime: Yes 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 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.

The Geological Survey and Services Program (GSS) 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 and Reclamation Program (MLRR) 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 engineering and technical issues.

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:

This position is the statewide subject matter expert on the reclamation of mined lands. The person in this position must be (qualified for registration as) a Registered Geologist with the Oregon State Board of Geologist Examiners or equivalent professional licensure. The primary purpose of this position is to perform permitting, inspection and enforcement functions related to mineral exploration, aggregate, metal and chemical process mining for the State of Oregon. This position requires knowledge in geology or natural resource science related to the operation and reclamation of surface mining activities. This position performs administrative and technical tasks as assigned, including but not limited to: special program management, research and analysis, outreach and consultation, agency representation, inter-agency coordination and leads or participates as a member of project teams.

The employee works independently to respond to complaints, conduct permit and site file review, field inspections and first-level enforcement to ensure mines and mining related activities do not cause environmental degradation or adverse impacts to adjacent or onsite natural resources. This position will work collaboratively with permittees, applicants, county and state agencies and other technical and administrative DOGAMI staff. The collaborative work results in complex, conditioned mining permits, formal agreements and reports addressing multidisciplinary issues.

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
45%	N	E	<p>Analysis, Evaluation, Inspection and Enforcement</p> <ul style="list-style-type: none"> • Evaluates proposed mining projects and application materials to assess feasibility and for completeness and compliance with relevant regulations, policies, and procedures. • Conducts field inspections of permitted and un-permitted mine sites to review surface disturbances, including the proposed and actual reclamation of surface and underground mining activities, and adequacy of reclamation securities. • Uses professional judgement and consultation with MLRR program staff, manager and other technical experts to provide appropriate and specific direction to permittees for corrective actions of existing problems. • Writes permits, inspection reports, internal memoranda and compliance notices based on office and field research describing findings, conclusions and potential for impact and recommends or performs follow-up with permittees. • Coordinates with local, tribal, state and federal agencies to ensure that permit conditions and compliance solutions are

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

			<p>consistent with State and Federal laws, regulations, policies, and procedures.</p> <ul style="list-style-type: none"> • Reviews in-house and external technical and non-technical reports for soundness of data collection and analysis methods, interpretation, and recommendations. • Independently interprets and evaluates data to assure data quality and control. • Oversees and generates original field data including complex or highly technical observations and measurements. Organizes and verifies data; interprets and explains trends. • Explains and defends findings and conclusions in a variety of settings, including and not limited to court proceedings and hearings.
30%	N	E	<p>Technical Assistance / Research / Consultation</p> <ul style="list-style-type: none"> • Serves as the agency technical expert in mined land reclamation techniques; consults professionally and collaborates at all levels internally and externally. • Responds to complex technical questions mineral resource extraction and mining geology from scientific staff and others inside and outside the agency. • Provides consultation, recommendations and technical guidance to supervisors, peers, and project staff. • Researches and develops preliminary concepts on areas identified for study in long range program development, such as site or regional reclamation techniques, reclamation bonding and abandoned mine lands. • Ensures that appropriate agency personnel are kept informed of current developments in mineral resource extraction and mining geology that impact their methods and work. • Drafts interpretive memos, guidance memorandums, and implementation strategies for agency staff, Program Manager, Agency Director and partner entities. • Reviews and interprets Federal and State statutes, regulation, policy, technical guidance, and implementation strategies for agency staff, Program Manager, Agency Director, Governing Board members, other government agencies, consultants, and the public. • Advises the Program Manager, Agency Director, Agency Chief Financial Officer, Governing Board members, and the public regarding technical aspects of mineral resource extraction and mining geology on the effect of existing or proposed laws, regulations, standards, and policies. • As directed by the Mineral Land Regulation and Reclamation Program Manager, evaluates and recommends policy and rule changes, writes rules and prepares legislative concepts for

			program needs.
15%	N	E	<p>Project Management</p> <ul style="list-style-type: none"> • Plans, leads, and implements special projects or program activities related to surface and underground mining, compliance and reclamation. • Manages multiple simultaneous projects and may delegate discrete elements of projects to project staff or contractors and evaluates the adequacy of the work performed. • Develops project strategy including goals, objectives, and procedures, and develops long-term prioritization of future projects and guidance for regulatory program goals and objectives. • Develops and manages technical aspects of cooperative and interagency agreements or contracts to ensure that project or activities are consistent with State and Federal laws, regulations, policies, and procedures. • Directs and coordinates consultants, contractors and project staff performing work to support projects, including developing plans, scopes of work, budgets, schedules, and proposing purchases. • Provides project performance status reports for Mineral Land Regulation and Reclamation Program Manager, Agency Director, Agency Chief Financial Officer and Governing Board members.
5%	N	E	<p>Agency Representation and Outreach</p> <ul style="list-style-type: none"> • Represents the agency in negotiation and settlement of conflicts involving technical aspects of mineral resource extraction and mining geology. • Represents the agency at informational meetings, public hearings, media inquiries and before boards or commissions of other local and tribal governments, or State and federal agencies. • Represents the agency by serving on State task forces or advisory committees as assigned.
5%	N	E	Other Duties as Assigned
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 requires routine visits to remote areas, construction areas, and mine sites that may require long drives, work beyond normal business hours and inspection activities during adverse weather conditions. Considerable walking in rough and steep terrain is required. Enforcement actions can result in personal confrontation. There may be occasional in-state or out-of-state travel for meetings and training. Desk work and meetings in an office environment with prolonged use of computer is routine.

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 (ORS)
- Governor's Executive Orders
- Oregon Administrative Rules (OAR)
- Statewide Policies and Procedures
- Agency Policies, Processes and Procedures
- SEIU Collective Bargaining Agreement - ODOT Coalition
- Oregon Board of Geologist Examiners licensing requirements

b. How are these guidelines used?

These references are used to provide technical and procedural guidance and ensure that the agency complies with all relevant laws, policies and practices.

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?
Local, state, and federal agencies; general public and permittees	In person, by mail, email or telephone	Maintain consistent, effective regulation, convey program rules, provide information	Daily

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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 MLRR 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.

Enforcement of surface mining regulations requires permitting, penalizing and coordinating of technical mining decisions. Strategies must be developed for reconciling problems, concerns and regulatory requirements in a constructive manner. Errors could result in serious financial and environmental impacts to operators or the state. On-site decisions must be made quickly, correctly, and fairly.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Manager 2 / MLRR Program Manager	0034041/000000 055783	In Person, by mail, email or telephone	Regularly	To ensure consistency in regulating, address goals of position, agency priorities, and quarterly performance evaluation

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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:

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, cooperative interactions among staff and management, and the ability able to prioritize workload from various areas. Must be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities, and desired attributes:

- Expert knowledge of mineral resource geology, surface mining, mined land reclamation, geology or related field.
- Expert knowledge of project management and project management principles.
- Expert 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.
- Experience in natural resource regulation, policy development and interpretation and application of statute and rule.
- Experience in coordinating projects among local, state, federal, and Tribal partners.
- Knowledge and experience in clearly communicating controversial and complex scientific information in a constructive and helpful manner.
- Advanced written and verbal communication skills.
- Skilled 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.

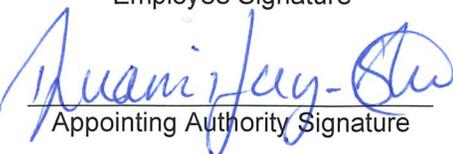
BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

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>		

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	7/9/25 Date		