



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
June 30, 2016

Agency: Geology & Mineral Industries

Facility: Albany Office

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Administrative Specialist 2
b. Classification No: C0108
c. Effective Date: 9/1/1999
d. Position No: 0003002
e. Working Title: MLRR Office Manager
f. Agency No: 63200
g. Section Title: Mineral Land Regulation & Reclamation
h. Budget Auth No: 000413240
i. Employee Name: Vacant
j. Repr. Code: UA
k. Work Location (City - County): Albany - Linn
l. Supervisor Name (Optional): Holly Mercer
m. Position: [] Permanent [] Seasonal [x] Limited Duration [] Academic Year
[] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [x] 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 mission of the Department of Geology & Mineral Industries is to provide earth science information and regulation to make Oregon safe and prosperous. The Department has two programs: Geologic Survey & Services and Mined Land Regulation & Reclamation.

The department's Mined Land Regulation and Reclamation (MLRR) program regulates surface mining, in addition to oil, gas and geothermal resource exploration. The MLRR program also ensures that mine operators protect the environment while mining and return the land to beneficial use after mines are closed. The Oil and Gas Program has essentially the same responsibilities in regulating natural gas and geothermal exploration and production. MLRR is comprised of 11 positions supervised by an Assistant Director. The program affects public and private agencies, the mining industry, landowners, and persons who are concerned about the reclamation of mined lands.

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:

assist the Assistant Director in the ongoing direction of the MLRR Program and performs a variety of administrative functions including administrative research, special reports, analysis and evaluation. The position provides administrative support to the Mineral Land Regulation & Reclamation (MLRR) Program staff. The position provides database management, biennial budget preparation, and reports. The position requires a comprehensive knowledge of the MLRR Program and the ability to interpret and apply agency laws, regulations, policies, and procedures. Position is the primary contact for Business Office administrative functions and liaison with the Department of Administrative Services Shared Financial Services office as well as the Agency's Chief Financial Officer.

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

65%	R	E	<p>Program Support:</p> <p>Provide program knowledge to assist the Assistant Director in developing, evaluating, and monitoring the long and short terms goals of the MLRR program.</p> <p>Annually query database to provide MLRR key performance measure data to Assistant Director</p> <p>Analyze MLRR records, policies, standard operating procedures; makes recommendations for improvements and makes updates. Maintains the operating procedure manual.</p> <p>Prepare monthly report on program activities.</p> <p>Interpret agency statutes and rules to respond to inquiries about the MLRR program.</p> <p>Initiate and coordinate review and update of program policies, procedures and forms.</p> <p>As needed, may serve as communication link between Assistant Director and MLRR staff, Governor's office, legislative staff, other State agency directors or their staff, Federal government personnel, and/or the public.</p> <p>Coordinate compliance efforts for permit files, track administrative actions taken by the agency related to permits and certificate holders, ensure timely follow-up and enforcement actions</p> <p>Provide public information about agency permitting processes. Compose correspondence and responds to inquiries</p> <p>Gather and analyze data to monitor the program budget; conduct research, make recommendations, updates a variety of annual reports, and create budget and other reports as needed to the Assistant Director and agency Director. Liaises with Department and DAS budget personnel.</p> <p>Gather, analyze, and provide data for the agency's proposed biennial budget to</p>
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			<p>the Assistant Director.</p> <p>Update and maintain various monthly, quarterly and annual financial reports with historical expenditure and revenue data, as well as forecasted projections based on data analysis of contracts.</p> <p>Review program proposed legislation, statutes and rules as they relate to program procedures and processes and recommend changes.</p> <p>Track rule-write process/timeline and filing of the final rules. Perform legislative tracking activities; track legislation for Assistant Director using OLIS or Bill Tracker or other application/software; maintain a central filing system for program-related legislation.</p> <p>Research and prepare draft legislation fiscal impact statements for agency for the Chief Financial Officer's review.</p> <p>Maintain appropriate records and coordinates filing of program-related Administrative Rules with the Secretary of State. May train program staff in processing of rules; may coordinate implementation of new laws, processes or procedures, including explaining to staff, clients, or public.</p> <p>Special Projects (restoration, bond pool, information requests) that may include research, report editing, meeting attendance, providing support to technical staff or administrators, database creation/population/maintenance.</p> <p>May perform "rush" priority duties in conformance with agency policy.</p> <p>Prepare necessary documentation for enforcement actions resulting from non-payment of fees.</p> <p>Responsible for all program hard copy files to ensure security and compliance with retention schedules.</p> <p>Prepare and maintain forms and templates. Type, edit, and proofread documents. This includes publications, reports, memos, and other information, some of which are technical in nature.</p> <p>Provide the agency webmaster with content for the MLRR program's section of the agency web site. This includes initial content and updates.</p>
35%	R	E	<p>Business Services:</p> <p>Track program cost centers and requests new ones as needed.</p> <p>Coordinate purchase of and maintain inventory records for supplies, equipment, and materials; order supplies for office. Purchasing cardholder for the SPOTS program in compliance with state policy.</p> <p>Arrange for office building and equipment repairs, maintenance or installation; identify space needs and make recommendations for improvement, as needed. May need to coordinate with DAS – Facilities.</p> <p>Maintain personnel and payroll related records for the office. Communicate with DAS payroll and DAS EHRS human resources to exchange information.</p> <p>Orient new employees, explaining work procedures and performance standards.</p> <p>Prepare annual renewal invoices for MLLR permits. Receive applications and renewal fees for permits and prepares bank deposits. Deposits MLRR fees and reconcile deposits with database. Prepares deposit reports for submission to accounting.</p> <p>Generate invoices for annual permit renewals; processes enforcement actions for non-payment and other violations as needed.</p>

		<p>Prepare and code payments (accounts payable paperwork). Send to accounting for processing and payment.</p> <p>Prepare personnel recruiting and hiring paperwork for temps, limited duration, and permanent staff. Administer personnel records.</p> <p>Recommend authorization of payment of monthly bills and vendor invoices;</p> <p>Administers contracts according to laws, rules, and policies. When appropriate create and maintain contract files, process invoices for payment, track expenditures, and close out contracts.</p> <p>Composes and/or furnishes information required for official reply to correspondence; coordinates submission of program updates for agency Governing Board; maintains files of correspondence, reports, instructions, guidelines, and similar material frequently referred to by supervisor.</p> <p>Records and creates minutes of meetings and conferences; makes arrangements for meetings and special conferences as required; arranges travel itinerary and accommodations for assistant director (AD); assists with AD's calendar.</p> <p>Provides back-up to other administrative staff, performing general office, secretarial or records-processing tasks.</p> <p>Serves as point of contact for auditors.</p> <p>Coordinates quality control of data files; compliance with naming conventions and retention schedules.</p> <p>Maintains internal controls and database of all fee revenues received by the MLRR Program.</p> <p>Other duties as may be assigned.</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.

Duties are performed in a small, busy office resulting in on-going audible distractions. Requires extended time working at a computer terminal with frequent use of common office technology, including phones, computers, printers, copy machines, fax machines, etc. Requires extended work schedule at various times to meet project due dates with occasional in-state travel for meetings and functions. May have contact with confused and/or irate individuals.

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.

Department Policies and Procedure Manual
 Program Desk Procedure Manual
 OAR 632 (general agency, permit programs)
 Oregon Mined Land Reclamation Act
 DAS Contract & Purchasing Policy & Procedures
 ORS Chapter 279 (purchasing and contracting)

Oregon Revised Statutes
 Oregon Administrative Rules
 Statewide Policies and Procedures
 Oregon Accounting Manual
 DOJ Model Rules
 OAR 125 (purchasing and contracting)

b. How are these guidelines used?

Develop and update administrative policies and procedures, develop recommendations for revisions in agency programs or operations, explain laws, rules, policies and procedures to general public, ensure agency compliance, and resolve issues.

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>			
DAS HR	In person, email, phone	Exchange information regarding personnel and position management	As needed
DAS SPO	Email, phone	Request information	As needed
Agency staff	In person, email, phone	Exchange information	Daily
Other agencies	Email, phone	Exchange program information	Daily-Weekly
General public	In person, email, phone	Answer permit/program questions	Daily
Permittees	In person, email, phone	Answer their permit/program questions, request information from permittees	Daily
Vendors/Contractors	Email, phone	Exchange information. Ordering, putting out bids, RFPs.	Weekly
Agency Attorney	Email, phone	Exchange information, clarify statutes, rules, policies	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position works with a high degree of independence. Evaluates program needs and problems and prepares recommendations to improve effectiveness and efficiency of MLRR program. Determines if Violation Notices for non-payment of annual renewal fees need to be sent. Ensures permittee compliance with permit maintenance and flow of program revenue stream.

Determines when to create, review, and revise office processes and compliance order processes for efficiency/streamlining/compliance.

Make initial determination if proposed legislation has fiscal impact on agency. Decision impacts agency budget and a wrong decision can cause time delays.

Determines what data and data fields to capture in program databases which impacts the efficiency and effectiveness of reports. The Administrative Specialist, in coordination with the assistant director and technical staff, is also responsible for workload priority decisions for the support position.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

PEM E		In person	Periodically and when issues occur	Legislation and fiscal impacts are reviewed for accuracy, and adherence to deadlines. Status reports. Completion of assignments. Adherence to law, rule, policy and procedure.
		In person	Annually	Annual performance review.

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:

Knowledge of natural resource regulation and reclamation.

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. Work in a team oriented environment that requires participative decision making and cooperative interactions among staff and management. Be aware of State Affirmative Action policies and the department's Diversity strategies and goals.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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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