



POSITION DESCRIPTION



Agency: Oregon Parks and Recreation Department

Region: Valleys

Management Unit / Division: L.L. Stub Stewart

Position Description Status: New Revised

- Classified Represented
- Classified Unrepresented
- Executive Service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Employee Name	_____	Position Number	4711167
Supervisor Name	Aaron Raines	Budget Authorization Number	000942040
Position Establishment Date	07-01-2007	Agency Number	63400
Classification Title	Park Specialist	Position Revised Date	09/01/2023
Classification Number	C8445	Representation Code	OA
Working Title	Park Specialist		
Work Location (Park)	L.L. Stub Stewart State Park		

- POSITION**
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Permanent | <input checked="" type="checkbox"/> Full-Time | <input type="checkbox"/> Limited Duration | <input type="checkbox"/> Academic Year |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Intermittent | <input type="checkbox"/> Job Share |

- FLSA**
- | | | |
|--|---|---|
| <input type="checkbox"/> Exempt | IF EXEMPT: | ELIGIBLE FOR OVERTIME: |
| <input checked="" type="checkbox"/> Non-Exempt | <input type="checkbox"/> Executive | <input checked="" type="checkbox"/> Yes |
| | <input type="checkbox"/> Professional | <input type="checkbox"/> No |
| | <input type="checkbox"/> Administrative | |

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.**

Oregon Parks and Recreation Department (OPRD) fulfills its mission to *“Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations”* by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through its vision of *“Taking the long view to protect Oregon’s special places and provide the greatest experience while creating stable future funding”*. OPRD upholds its mission and vision through the following operating principles: *Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being*. The agency’s current budget information can be found at www.oregon.gov/oprd under Budget & Facts.

The **Valleys Region** is one of three field operation areas within the OPRD Operations Division. Region employees in two Districts and Ten management units maintain park facilities, provide visitor services and on-site management to OPRD properties in 12 Oregon counties. The valleys Region has 74 parks, waysides and recreational area properties. Facilities and programs include eleven overnight camps and fifteen primary day-use areas, various hiker/biker, horse and group camps, concessions, agricultural leases, State Recreation Trails and Scenic Waterways, historic buildings and volunteer groups, recreation and visitor service programs. The region staff consists of 200 year-round and seasonal FTE, and operates with a biennial budget in excess of \$24 million dollars, with buildings and volunteer groups, recreation and visitor service programs.

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
			researches discrepancies.
		E	<ul style="list-style-type: none"> Determine if vendor has established vendor number for FMS or provides information to headquarters to establish a vendor number.
		E	<ul style="list-style-type: none"> Accesses on-line price agreement system (ORPIN) for information on contract vendors and prices. Issues encumbrance purchase orders via FMS to order price agreement items.
		E	<ul style="list-style-type: none"> Create and/or process standard travel reimbursement, communicates with claimant to get missing information and clarify rates, rules or requirements, as needed.
		E	<ul style="list-style-type: none"> Prepares journal entries for corrections or to transfer payments or review to different fund sources.
		E	<ul style="list-style-type: none"> Explains state & OPRD rules and regulations pertaining to price agreements, payables, receivables and collections to staff and vendors.
		E	<p>Revenue Reconciling, Reporting and Controlled Item Inventory:</p> <ul style="list-style-type: none"> Reconciles employees' end of shift reports, tickets, etc., against revenue collected for errors and discrepancies. Researches errors and missing controlled items (such as permits, passes, etc.), using ORMS to help resolve and/or explain discrepancies.
		E	<ul style="list-style-type: none"> Keeps accurate records and logs of tellers' overages and shortages (this position is the first contact for reconciling to the Secretary of State Auditors annual audit questions and concerns explaining procedures and discrepancies as well as providing documentation for all transactions conducted at the park level in connection to all fiscal processes).
		E	<ul style="list-style-type: none"> Serves as second staff member for dual custody for preparing bank deposit and verifying accuracy of revenue; prepares ORMS revenue reports, correctly entering data & coding to fund sources in FMS2, entering controlled item data, explaining any overages or shortages, and other miscellaneous duties that support cash administration procedures (prepare additional reports, compose justification memos)
		E	<ul style="list-style-type: none"> Runs FMS unreconciled deposit report and reconciles against VenTek deposit reports to prepare automated fee machine credit card deposits. Enters data into FMS
		E	<ul style="list-style-type: none"> Enters data on controlled items into FMS for items received, distributed, sold or voided. Also enters customer information into designated FMS database.
		E	<ul style="list-style-type: none"> Inventories controlled items at end of calendar year and makes appropriate disposition. Order control items as needed and accepts delivery.
		E	<ul style="list-style-type: none"> Maintains accounting records to document funds received.
		E	<ul style="list-style-type: none"> Communicates new or updated procedures to staff
		E	<p>Budget Tracking:</p> <ul style="list-style-type: none"> Provides detailed information in response to manager's requests to be used in preparation of biennial budget, such as personnel salaries, past equipment costs, utility costs, etc.
		E	<ul style="list-style-type: none"> Inputs data on projected expenditures into spreadsheets for submittal to FMS accounting system
		E	<ul style="list-style-type: none"> Monitors monthly expenditures and assists management staff in researching and resolving problems regarding projected vs. actual expenditures.
		E	<p>Statistics:</p> <ul style="list-style-type: none"> Analyzes monthly reports for overnight camp use, day use and equipment mileages and hours depending on type of equipment.
		E	<ul style="list-style-type: none"> Verifies data for accuracy and enters statistical reports into OPRIS database.
		E	<p>Inventory Tracking: Facilities, Capital and non-Capital Equipment</p> <ul style="list-style-type: none"> Inventories controlled items at calendar year end and destroys expired items
		E	<ul style="list-style-type: none"> Maintains records of capital and non-capital equipment received and disposed of for inventory purposes.
		E	<ul style="list-style-type: none"> Fills out Property Disposition Request forms, as needed.
		E	<ul style="list-style-type: none"> Conducts Safe & Locked Cabinet Inventory for MU and assists with annual

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
physical inventory of office equipment			
15%			<p data-bbox="475 178 914 210">HUMAN RESOURCES FUNCTIONS</p> <ul style="list-style-type: none"> <li data-bbox="475 214 1471 457"> <p data-bbox="399 214 423 237">E</p> <ul style="list-style-type: none"> <li data-bbox="475 214 1471 275">• Accesses Workday (on-line hiring center) and completes the following tasks for manager support: <ul style="list-style-type: none"> <li data-bbox="548 275 1471 331">a. Get applicant information and schedule interviews for seasonal, temporary and permanent vacancies <li data-bbox="548 331 1471 457">b. Completes notice templates to confirm interview or phone candidates to confirm and notifies candidates not selected for interview, or prepares correspondence to confirm interviews, provides maps and instructional materials to applicants. <li data-bbox="399 457 1369 514"> <p data-bbox="399 457 423 480">E</p> <p data-bbox="475 457 1369 514">c. Updates spreadsheets for manager to populate Workday to reflect consideration and hiring of candidates.</p> <li data-bbox="399 514 1045 548"> <p data-bbox="399 514 423 537">E</p> <ul style="list-style-type: none"> <li data-bbox="475 514 1045 548">• Participates on interview panels as needed. <li data-bbox="475 548 1435 581"> <ul style="list-style-type: none"> <li data-bbox="475 548 1435 581">• Communicates with applicants before, during and after the interview process <li data-bbox="399 581 1476 674"> <p data-bbox="399 581 423 604">E</p> <ul style="list-style-type: none"> <li data-bbox="475 581 1476 674">• Prepares personnel action, letters and other forms for all personnel transactions (hiring, terminations, resignations, retirements, addresses changes, etc.) for manager's review and signature. <li data-bbox="399 674 1476 737"> <p data-bbox="399 674 423 697">E</p> <ul style="list-style-type: none"> <li data-bbox="475 674 1476 737">• Accesses the DAS Personnel/Position Data Base and Workday to review salary information and accuracy of records updates. <li data-bbox="399 737 1430 800"> <p data-bbox="399 737 423 760">E</p> <ul style="list-style-type: none"> <li data-bbox="475 737 1430 800">• Completes request for background/DMV checks through Advance Reporting System <li data-bbox="399 800 1377 833"> <p data-bbox="399 800 423 823">E</p> <ul style="list-style-type: none"> <li data-bbox="475 800 1377 833">• Utilizes E-Verify to process employee employment eligibility verification. <li data-bbox="399 833 1487 926"> <p data-bbox="399 833 423 856">E</p> <ul style="list-style-type: none"> <li data-bbox="475 833 1487 926">• Administrative orientation for new and seasonal employees. Assists new and returning employees in completing basic employment documents (such as W-4,), providing basic information as to forms and requirements. <li data-bbox="399 926 1487 1018"> <p data-bbox="399 926 423 949">E</p> <ul style="list-style-type: none"> <li data-bbox="475 926 1487 1018">• Distributes and keeps records of equipment, such as keys, cell phones, badges, nametags and uniforms for new and returning employees. Updates and keeps current the Employee Equipment Issue Agreement for Park Manager's signature. <li data-bbox="399 1018 1495 1110"> <p data-bbox="399 1018 423 1041">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1018 1495 1110">• Creates and maintains confidential (unofficial, field copy) personnel files and records of seasonal availability and tracks actual time worked to determine end of trial service and service awards independently and through Workday. <li data-bbox="399 1110 1406 1144"> <p data-bbox="399 1110 423 1134">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1110 1406 1144">• Maintains personnel training records through iLearn system and Workday. <li data-bbox="399 1144 1495 1236"> <p data-bbox="399 1144 423 1167">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1144 1495 1236">• Attends training sessions on medical/dental enrollment, deferred compensation and life insurance programs for employees. Distributes information to staff and collects forms. Presents informational sessions for crew on enrollment processes. <li data-bbox="399 1236 1443 1299"> <p data-bbox="399 1236 423 1260">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1236 1443 1299">• Explains to employees about HR, payroll and benefit policies and procedures and/or refers staff to appropriate resources. <li data-bbox="399 1299 1377 1392"> <p data-bbox="399 1299 423 1323">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1299 1377 1392">• Works closely with management in a confidential capacity when handling/processing personnel related documents such as performance appraisals, medical information, and other confidential documents. <li data-bbox="399 1392 1484 1455"> <p data-bbox="399 1392 423 1415">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1392 1484 1455">• Provides on-site training to staff on use of iLearn, Workday, Dynamic Policy, and E-Paystub systems and assists in initial login processes for new users. <li data-bbox="399 1455 1484 1547"> <p data-bbox="399 1455 423 1478">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1455 1484 1547">• Works with employees and manager to convey information on programs such as OFLA/FMLA and hardship donations and communicates with Salem about employee eligibility for such programs
15%			<p data-bbox="475 1581 777 1612">PAYROLL FUNCTIONS</p> <ul style="list-style-type: none"> <li data-bbox="399 1612 1446 1675"> <p data-bbox="399 1612 423 1635">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1612 1446 1675">• Assists and trains personnel on payroll procedures and how to correctly fill out their timesheets and input payroll info into Workday <li data-bbox="399 1675 1395 1738"> <p data-bbox="399 1675 423 1698">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1675 1395 1738">• Audits Management Unit personnel time for accuracy and enters data into Workday to update schedule and shift changes. <li data-bbox="399 1738 1386 1772"> <p data-bbox="399 1738 423 1761">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1738 1386 1772">• Inputs information and contacts Payroll to arrange for termination checks. <li data-bbox="399 1772 1479 1835"> <p data-bbox="399 1772 423 1795">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1772 1479 1835">• Views personnel leave records to determine number of hours available for use or to be paid off. <li data-bbox="399 1835 1487 1898"> <p data-bbox="399 1835 423 1858">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1835 1487 1898">• Calculates all furlough obligations when applicable and verifies Personal Business accruals. Removes Personal Business from employee records when not eligible. <li data-bbox="399 1898 1330 1929"> <p data-bbox="399 1898 423 1921">E</p> <ul style="list-style-type: none"> <li data-bbox="475 1898 1330 1929">• Keeps critical records of time worked, trial service & PERS eligibility.

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
35%		E	<p>OFFICE COORDINATION:</p> <ul style="list-style-type: none"> • Uses a variety of system tools, software and data bases, both local and mainframe, (such as MS Word, MS Excel (spreadsheet), Outlook, FMS2, OSPS, ORPIN, OPRIS, PPDB, ORMS, TUAM, Workday, and iLearn) in the performance of duties • Serves as liaison between agency IT department and management unit • Compiles information on a variety of subjects related to agency operation at the request of the Park Manager. Researches information and composes correspondence, reports, memos and other documents. • Updates emergency manuals and other reference manuals as new information is received or processes change. Trains affected staff as needed. • Reads, sorts and distributes incoming mail and processes outgoing mail. Receives and screens callers and visitors. Serves as communication link between Park Manager and OPRD, other state agencies, federal government personnel and the public. • Arranges meetings and special conferences, takes and transcribes proceedings of meetings and conferences. • Arranges travel accommodations and prepares and submits travel and expense claims. • Manages filing system, files documents, purge files in compliance with retention schedule. Maintains up-to-date office files. Collects, sorts, and compiles financial and other documents for archiving per Archiving Policy. • Anticipates supervisor's needs by furnishing information required for official reply to correspondence, locates, assembles, edits, and summaries materials, information and data for administrative action, maintains written control of materials received, routed, assigned or disposed of in the unit. • Responds to customer complaints or concerns by obtaining all pertinent details and contacting appropriate agency official or department for necessary action. • Provides information to the public in person, on phone, virtually, and through correspondence regarding standard park operations, campground, day use and reservation information, and on park rules and policies. Issues day-use permits and annual passes and explains permit rules. • Receives reservation cancellations and makes sure field staff receive the information in a very timely manner – assists with camper check-in processes. • Responds to inquiries about specific agency/program information and services by either explaining agency programs and services or referring to the appropriate personnel. Explains and clarifies rules, processes and procedures to internal and external contacts (refers matters requiring enforcement to appropriate agency staff). • Answers and routes phone calls, conveys information and transmits messages. Monitors state two-way radio and relays information. • Drafts routine statistical reports and correspondence. • Maintains local phone system as needed, resets time, sets up Voice Mail boxes for new employees, re-sets passwords, updates main phone greeting. Orders, distributes and monitors usage for Management Unit cell phones. • Compiles and updates office procedures manuals and provides training to staff on the use of these items. Determines what items should be included and when to update. • Maintains inventory and orders office supplies and brochures. • Manages park Emergency Procedure Manual. • May train volunteers or Office Assistants in various office operations. • Manages park uniform inventory. Purchases uniform items for park staff when authorized by management. • Initiates delivery and purchasing of essential supplies for park operations. • Assists with Lost & Found items ensuring that claimed items are delivered back to visitors • Establishes relationships with OPRD Staff, in field and at HQ as well as other State, Federal and local governments to provide services as necessary
5%		E	<p>OTHER DUTIES AND ASSIGNMENTS</p> <ul style="list-style-type: none"> • Assist with Visitor Center Operations, as needed

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
		NE	• Assist with Park Volunteer Program, as needed
		NE	• Serves on OPRD committees as requested
		NE	• Work with Friends Groups or other community-based advocate groups as requested
		E	• Access Dept of Motor Vehicles (DMV) data base to verify and/or identify registered owners of suspicious or abandoned vehicles in park to support OPRD enforcement officer.

100%

SECTION 4. WORKING CONDITIONS

Based on position requirements, include the appropriate working conditions section from the selections below and add any working conditions unique to the position.

Work is primarily performed in an office setting. Sits or stands for long periods of time. Operates office equipment and computers requiring regular use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings and/or training sessions and to perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other locations for training and meetings. Overnight travel may be required. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs essential duties of position with or without reasonable accommodation and complies with the OPRD Workplace Expectations.

Executive Branch Workplace: At times State offices or worksites may be closed to the public and public services shall be provided by phone and online during regular business hours. When a closure is not feasible, in-person interactions between staff and the public should be by appointment whenever possible. When public services require in-person interactions, physical distancing requirements must be maintained to the maximum extent possible. Wearing of appropriate masks may be required to support the safety and well-being of employees and/or the public.

Remote Work: State agencies may facilitate remote working and/or work-at-home by employees. When remote working options are not possible, physical distancing of at least 6 feet between people must be maintained to the extent possible. There may be occasions, based on operational circumstances/projects/meetings/, when this position may work remotely. Approval for remote work will be case by case, as needed, and based on business need.

SECTION 5. GUIDELINES

a. List established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Collective Bargaining Agreement
 OSPS Payroll Manual
 OPRD Policy and Procedures: Travel Policies & Procedures, Filing Manual, OPRIS help manual, Uniform Manual, Affirmative Action Plan
 RRAP Manual (Registration and Reservation Administrative Procedures for Reservation and Non-ReservationParks)
 Personnel Action Manual
 Oregon Revised Statutes (ORS)
 Oregon Administrative Rules (OAR)
 FMS Manual
 Emergency Management Plan
 DMV Manual and Confidentiality Agreement
 DAS statewide policies and guidelines

b. How are these guidelines used?

These guidelines form the basis for interacting with employees, the public and with other government agencies and for dealing with situations which arise in the operation of a park or region. They are used to determine the priorities and procedures needed to accomplish park and region activities and objectives.

SECTION 6. WORK CONTACTS

Excluding co-workers, list the people an employee in this position regularly contacts.

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
District/Park Managers and support staff	By telephone, email, text or virtually	To communicate, receive directions, seek guidance, provide information and files	Daily
Salem Headquarters, Accounting, Personnel or Payroll Staff	By telephone, email or virtually	To communicate, receive directions, seek guidance, provide information	Daily, as needed
Other Headquarters, Reservations NW, or staff at other parks	By telephone, email or virtually	To communicate, receive directions, seek guidance, provide information	Several times a month, as needed
Public Entities	By telephone or email	Share information, promote inter-agency cooperation, ask or respond to questions	Several times a month, as needed
Park Visitors	By telephone, or in person	Provide information regarding parks operations and facilities; sell permits and passes	Daily
Park Volunteers	By telephone, email or in person	Provide information	Daily
Local Merchants	By telephone, email or in person	Resolve billing questions, obtain price quotations, make purchases	Several times a month
Emergency Service Providers	By telephone, email, in person	Request assistance during park emergency situations	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Dissemination of information decisions including method of delivery and accuracy & quality of information to diverse audience; consequences of error can create a substantial negative impression and bad publicity or misunderstanding.

Decisions creating office/booth & uniform supplies inventory methods and making purchases; consequences of error can cause staff to not be in compliance with the uniform policy and/ or not be able to conduct business or incur misuse of funds from over spending.

Decisions in vendor management to add new vendor or change existing vendor information into FMS2; consequences of error could be delay in vendor payment which can cause a negative impression of OPRD by vendors.

Decisions how and to whom to distribute incoming mail and processing outgoing mail; consequences of error include untimely delivery of pertinent or time-sensitive materials, possible delay in vendor payment, or not properly processing outgoing materials to ensure delivery which could cause impediments of efficiency of other staff within OPRD or other state agencies and/or general public.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Park Manager	4711071	Informal review and feedback, in person and electronically; Annual performance appraisal	Ongoing basis/ Daily Annual	review status of processes and records, locks in Payroll Online Set performance goals and document performance
District Manager		In person and electronically	Occasionally	Occasionally approves financial

				management system entries, locks in Payroll Online
Region Administrative Assistant		By phone, email, and review of records	Occasionally	To determine compliance with OPRD policies, standards, etc.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? N/A

How many employees are supervised through a subordinate supervisor? N/A

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plans 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 and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: Based on position requirements, include the appropriate special requirements below (delete any NOT required) and add any knowledge, skills, certificates, and licenses needed at time of hire that are not contained in the current classification specifications.

SPECIAL REQUIREMENTS

Must meet the following special requirements:

- ▶ have a criminal history background check that meets OPRD criteria
- ▶ have a driving record that meets OPRD standards and possess a valid driver's license at time of hire and throughout employment
- ▶ wear OPRD-supplied uniform and comply with appearance code when on duty
- ▶ comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies

The person in this position must have:

- Skill in communicating orally and in writing with a variety of people, answering questions, explaining information or decisions, and exchanging information
- Basic knowledge of proper grammar, punctuation, spelling, capitalization, and sentence structure
- Basic knowledge of arithmetic (addition, subtraction, multiplication, division, and percentage) and basic accounting practices
- Skill in performing technical, secretarial or administrative support functions requiring independent judgment, decision making and problem resolution.
- Basic knowledge of budgeting sufficient to monitor expenditures
- Basic knowledge of physical equipment and supply inventory methods
- Skill in operating a computer terminal to enter, update, correct, and retrieve information
- Skill in operating and servicing office equipment such as word processor, photocopier, label printers, scanners, and calculator
- Skill in evaluating situations, explaining and applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Ability to stay calm when dealing with clients or members of the public who may be angry, hostile, or abusive and/or during an emergency
- Ability to maintain confidentiality of agency and/or personnel records
- Skill in resolving problems and making independent judgments and decisions concerning course of action to be taken
- Skill in gathering and organizing data and preparing reports

In addition, the following skills are required for this position:

- Skill in communicating and training staff on payroll, banking and other procedures.
- Ability to work with frequent interruptions
- Skill in leading individuals or a small group in accomplishing basic tasks.
- Knowledge of other state agencies, especially natural resource agencies, in order to refer the public to proper agencies. Has knowledge of private and public facilities, fish and game regulations and attractions in local area in order to answer questions from the public.

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

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
	\$	
	\$	
	\$	

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, and employee name and position number. (Classification specification and salary information can be found at <http://www.oregon.gov/Pages/cgi-bin/ccrt.aspx?pg=ccrt>).

SECTION 12. SIGNATURES

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE

APPOINTING AUTHORITY SIGNATURE DATE

HRA Initials:	Entered by:
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