



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
7/9/2023

Agency: Water Resources Department

Facility: North Mall Office Building

☒ 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:	Natural Resource Specialist 2	b. Classification No:	C8502
c. Effective Date:		d. Position No:	3000030
e. Working Title:	Hydrographer	f. Agency No:	690
g. Section Title:	TS/Surface Water Hydrology	h. Budget Auth No:	1190070
i. Employee Name:		j. Repr. Code:	OA
k. Work Location (City – County):	Salem-Marion		
l. Supervisor Name (Optional):			
m. Position:	<input checked="" 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 <input type="checkbox"/> Non-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 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.

This position resides in the Hydrographics Program within the Surface Water Hydrology Section of the Technical Services Division. The Surface Water Hydrology Section provides technical expertise regarding surface water and water use data, including the analysis and interpretation of these data, to the Department and the public. Through coordination with others in the agency, the section provides data and analysis critical for responsible water management.

The Hydrographics Program models streamflow as well as collects streamflow, water temperature, and other hydrologic data from sites statewide in partnership with Field Services staff then processes and publishes this data. The data are used for planning, scientific, and management activities within the Department as well as by planners, researchers and scientists working for other state and federal agencies. Much of the data is used as a basis for planning, regulation, hydrologic investigations, and water usage assessments for irrigators and other water users.

Staff in the Hydrographics Program are also responsible for quality control, training, and setting program standards related to measuring/estimating streamflow, operating streamgages, and producing streamflow

records. Additionally, program staff are responsible for analysis of hydrographic data, including development of streamflow statistics and other summary information used to characterize streamflow data. Finally, staff establish and maintain the appropriate databases, software, and technological assets required to produce streamflow data. .

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:

- **Produce hydrologic records and characterize streamflow records (research).** Work with other similar positions in the Hydrographics Program to support the production of original streamflow data through processing, modeling, interpreting, and publishing highly technical measurement data and instrument output.
- **Apply quality control standards for the review of streamflow data (analysis/evaluation).**

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>			
85%	NC	E	<p><u>Hydrologic Records Production and Analysis</u></p> <p>Evaluate, review, and prepare hydrologic data for publication and use within the agency and by outside users. Perform final review of streamflow data including coordination of data assembly for annual record publication.</p> <p>Review and interpret streamflow measurement data, including the development of rating models to produce records for stream gages.</p> <p>Perform fieldwork, including the collection of streamflow data and installation and maintenance of hydrographic equipment.</p> <p>Perform surveys at sites to establish and maintain gage datum. Review and compile level data. Survey channel cross sections. Troubleshoot problems with critical software used to produce hydrologic records (WISKI) in collaboration with Information Services.</p> <p>Receive, review, test, and distribute shipments of streamgage equipment to support efficient purchasing and distribution of equipment.</p> <p>Maintain neat, organized, and professional files, such that public records requests are readily fulfilled, and records retention schedules are easily tracked and implemented.</p> <p>Assist in the operation, development, and maintenance, including inventory of equipment, of the near real-time stream flow, water temperature, and crest stage data collection programs.</p>

10%	NC	E	<p><u>Quality Assurance & Quality Control</u></p> <p>Support training on the proper methods for installation and operation of streamgages, collection of streamflow measurements, and production of streamgage record for watermasters and other field staff to ensure that appropriate staff maintain skill sets and are kept informed of current developments in the field that affect their methods and work.</p> <p>Conduct quality assurance reviews for field staff by performing field measurement checks, reviewing files, and checking written work.</p> <p>Serve as a member of the Hydrologic Training Team to develop documentation and support for training of WRD staff responsible for collecting hydrologic data.</p>
5%	NC	E	<p><u>Other duties as assigned</u></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.

Extended periods using computer to process and interpret hydrographic data; frequently up to eight hours per day. The person in this position must have the ability to work under demanding conditions with short timelines. It is required that the employee in this position must maintain a high degree of accuracy when performing quality assurance for agency staff. Occasional overnight statewide travel is required. Exposure to all types of weather is generally experienced in Oregon year-round. The position involves walking over rough terrain, through fields and forests, and in and along stream. Regular attendance is an essential function of this position.

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.

USGS manuals on measurement and computation of streamflow records, measurement, and computation of streamflow, sections of WRD's Field Operations Manual. In-house documentation on computer operation and miscellaneous procedures. Accepted hydrologic/statistical analysis methods developed by USGS and by WRD.

b. How are these guidelines used?

Serve as a reference for the proper procedures to follow in making streamflow measurements, computing records, and doing hydrologic analyses.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Watermasters	Phone/Person	Information Exchange/Assistance	As Needed
Division Staff	Person	Information Exchange/Assistance	As Needed
Other Agencies	Mail/Person/Phone	Information Exchange/Assistance	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Set priorities for record computation and review. Affects the ability of the program to meet the data needs of anyone making data requests.

Sets procedures to use in computing hydrologic records. Affects quality and accuracy of record, and quality and accuracy of all subsequent uses of the data.

When and where to make streamflow measurements. Affects quality of record, and quality and accuracy of all future uses of the data.

Maintenance procedures needed, site selection for new or relocation of existing stations. Affects quality of record, and quality and accuracy of all future uses of the data.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Principal Executive Manager E	1000031	Inspection, review of finished or partially incomplete work. As work is completed or request for advice is received.	As needed.	Ensure proper procedures are followed in computing/analyzing hydrologic, quality control.
NRS 4	3000033	Inspection, review of	Daily.	Ensure proper

		finished or partially incomplete work. As work is completed or request for advice is received.		procedures are followed in computing/analyzing hydrologic, quality control.
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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:

The person in this position must have a strong understanding of the factors affecting the relationships between stage, area, velocity, and discharge for surface water gaging stations.

It is required that the person in this position must maintain a high degree of accuracy when performing quality assurance for agency staff.

This position requires the ability to work with complex computer applications for up to eight hours per day; and the ability to work under demanding conditions with short timelines.

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

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

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