



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
**5/4/2025**

**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**

<b>a.</b> Classification Title: <u>Natural Resource Spec. 2</u>	<b>b.</b> Classification No: <u>8502</u>
<b>c.</b> Effective Date: _____	<b>d.</b> Position No: <u>9921024</u>
<b>e.</b> Working Title: <u>Water Use Analyst ET/Water</u>	<b>f.</b> Agency No: <u>690</u>
<b>g.</b> Section Title: <u>Tech.Ser.Div./Surface Water</u>	<b>h.</b> Budget Auth No: _____
<b>i.</b> Employee Name: _____	<b>j.</b> Repr. Code: _____
<b>k.</b> Work Location (City – County): <u>Salem-Marion</u>	
<b>l.</b> Supervisor Name (Optional): <u>Rachel LovellFord</u>	
<b>m.</b> 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	
<b>n.</b> FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>o.</b> Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <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.**

This position resides in the Surface Water Hydrology Section of the Technical Services Division. The Surface Water Hydrology Section provides technical expertise regarding surface water and water use in Oregon. Through coordination with others in the agency, the section provides data and analysis critical for responsible water management.

**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:**

- Populate and maintain the water use reporting database. Provide assistance and information to water users regarding water use reporting requirements, compliance, and understanding measurements (program operation).

- Apply quality control standards for the review of user reported and remotely sensed data; apply GIS procedures to define spatial relationships between user reported and remotely sensed dataset. (analysis/evaluation).
- Respond to internal and external inquiries about the user reported and remotely sensed datasets; work with groups to provide training and access to datasets. (technical assistance/consultation).
- Gather needed water use and ancillary datasets and assist in performing scientifically defensible hydrologic analysis to support Department decisions. (research).

### 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
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
40%	NC	E	<b>Program Operations – Water Use Reporting data collection</b> <ul style="list-style-type: none"> <li>• Populate, maintain, perform QA/QC on data in the water use reporting database to ensure the water use reporting database is accurate and complete.</li> <li>• Provide customer support for internal and external stakeholders to ensure consistent collection and attribution of data.</li> <li>• Interpret, apply, and communicate water use reporting rules and statutes regarding requirements for different types of water uses</li> <li>• Provide technical assistance (interpretation, monitoring network design, data quality) to water users to help them connect water right with water use.</li> <li>• Negotiate compliance requirements with water users, document the agreements, and follow-up for compliance</li> <li>• Review and recommend action on time extensions requests and alternate reporting methods.</li> <li>• Review existing waivers and new requests for waivers. Coordinate with other staff on logistics related to waiver process. Prepare analysis and reports with recommendations for approval, denials, or alternatives.</li> </ul>

35%	NC	E	<b>Water Use Dataset Production and QA/QC (Analysis/Evaluation)</b> <ul style="list-style-type: none"> <li>• Apply quality control standards for the review of user reported and remotely sensed data</li> <li>• Apply GIS procedures to define spatial relationships between user reported and remotely sensed dataset</li> <li>• Assist in summarizing and publishing output of water use analysis to inform water availability, basin studies and other efforts aimed at identifying major problems of regional or local extent, and water right transactions such as transfers.</li> <li>• Review and implement methods for collecting and synthesizing water user-reported data into state-wide water use analysis.</li> <li>• Implement database improvement projects using programming or database design skills</li> </ul>
15%			<b>Training and Access to Water Use Data (Technical assistance/consultation)</b> <ul style="list-style-type: none"> <li>• Coordinate responses to inquiries for access to the water use database</li> <li>• Coordinate trainings for staff and external groups related to the water use datasets</li> <li>• Document needs and propose improvements to the water use reporting data set to increase access for staff and the public</li> </ul>
5%			<b>Hydrologic Analysis</b> <ul style="list-style-type: none"> <li>• Assist NRS 4 and NRS 3 within the section on technical analysis for special projects</li> <li>• Compile and review data pertinent for investigations and perform preliminary analysis</li> </ul>
5%			<b>Other Duties as Assigned</b> <ul style="list-style-type: none"> <li>• Maintain the WARS data tables through review and entry of water right transaction information</li> </ul>
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.**

Long hours using a computer terminal. Occasional field work and overnight travel required.

## 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.**

- ORS 537.099 and OAR 690-85-030 – Water Use Reporting
- Oregon’s Integrated Water Resources Strategy
- Department’s 2019-2023 Strategic Plan
- Oregon Revised Statutes
- Oregon Administrative Rules

**b. How are these guidelines used?**

Understanding that statutes, rules, and strategic initiatives guide the Department and staff on how business is conducted and what to focus on.

## 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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
General Public	Person/Phone/Letters	Information/Assistance	Daily
Other Staff	Person/Phone/Letters	Information/Assistance	Daily
Other Agencies	Person/Phone/Letters	Information/Assistance	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Assignment of water use to specific water rights.

Assignment determines accounting of water use in studies involving that water right.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principal/ Executive Manager E	1000031	Phone, email, video call	Infrequently/As needed.	Work progress is reviewed depending on the time of year or the need for special project assistance.
NRS 4 Hydrologist	9921039	Phone, email, video call	Daily	Oversees priority setting for work of position.

**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:

- Experience providing excellent customer service
- Intermediate level GIS knowledge and skill
- Intermediate database design and maintenance skill
- Experience using SQL, R, or Python or similar database, or programming languages and software.
- Experience fostering communication and a team-oriented approach to problem solving.

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