



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
7/26/24

This position is:

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

Agency: Water Resources Department

Facility: Salem, OR

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Natural Resource Protection & Sustainability Manager 2</u>		b. Classification No: <u>X7464</u>	
c. Effective Date: <u>7/26/24</u>		d. Position No: <u>4000018</u>	
e. Working Title: <u>Region I Manager – North West</u>		f. Agency No: <u>690000</u>	
g. Section Title: <u>Water Management - Field Services</u>		h. Budget Auth No: <u>431910</u>	
i. Employee Name: <u>Michael McCord</u>		j. Repr. Code: <u>MMS</u>	
k. Work Location (City – County): <u>Salem, Marion County</u>			
l. Supervisor Name: <u>Mike McCord – ACTING FSD Administrator</u>			
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 checked="" type="checkbox"/> Executive <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer	
		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.**

The person in this position provides overall management and supervision of region personnel and programs. This person is responsible for hiring and training region personnel; assigning work; providing performance accountability and feedback, discipline; preparing and managing the region operating budget; interpreting statutes, court decrees, rules and policies; working with water user groups, public interest groups and governmental agencies to solve water problems; providing reports to the Division Administrator, Director, and Commission regarding region problems and activities; participating in agency goal and objective setting processes; and translating approved objectives into region work plans.

The region manager also helps develop administrative rules to implement statutes relating to field activities; recommends members to serve on rule advisory committees for the purpose of assisting in rule development; and calls parties together and facilitates alternate dispute resolution when conflicts arise relating to water right applications. Facilitates routine staff meetings to keep staff informed on current

issues; discuss law, rule and policy changes to maintain consistency; and receive employee input on current issues to utilize in stewardship of Oregon’s water management.

The region manager fosters and promotes to employees the importance of a diverse, and discrimination and harassment free workplace; ensure orientation on the Department’s affirmative action goals and responsibilities and understand their own responsibilities for helping promote the affirmative action goals and objectives in the division; ensure all subordinate managers/supervisors are evaluated on their effectiveness in carrying out the responsibilities they have for participating in and promoting affirmative action activities; and act in a responsible manner, consistent with Department policies, if they become aware of any Department employee engaging in any type of harassment.

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 allows for more localized staff and issue management and increased presence in complicated water management challenges. The Willamette Basin as well as the watersheds of the North Coast area present multiple, challenging water issues that require significant staff involvement and field work, including a large number of irrigation districts and highly engaged and active water user communities, several large-scale storage projects and large municipalities. The complex water issues, staffing needs, turnover and recruitment, and assistance with management-level decision making and engagement in the basin require the presence of a region manager. This region manager is the Department’s primary point of contact for water management issues in the Northwest Region. Additionally, staffing and recruiting can be challenging in rural areas and the local manager assists staff in successful onboarding, achieving consistency in expectations and deliverables and more timely responses to staff needs. Region Managers provide management of field staff, support for complex water management challenges and serve as a go between for executive leadership and the local stakeholder groups regarding water management 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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
50%	R	E	Management & Supervision <ul style="list-style-type: none"> • Provide direct supervision and management over mid-level professional staff who have decision-making authority and often act as leads for other staff and operate at times autonomously without daily oversight to perform essential division functions • Provide direct supervision and management over entry level agency staff, who require daily oversight but do operate autonomously when in the field performing essential division functions • Manage unit that’s primary function is the enforcement of Oregon Water Law in the geographical area of responsibility. • Provide support to other sections and divisions through data collection, outreach, enforcement of water laws, education, and distribution and management of water resources. • Provide onboarding and trial service to new staff. • Review of established policies and oversee that staff understand and apply consistently.

			<ul style="list-style-type: none"> • Meet with staff quarterly using the established PAF process, document in WorkDay, manage performance and engage in progressive discipline when appropriate. • Review and evaluate the effectiveness of department policies, processes, training, work products, tools, technologies, methods, issues, and procedures of regional staff, adjust when appropriate and make recommendations to Department leadership on system improvements when necessary. • Assign work and staff capacity equitably to maintain environmental, social, economic, community partner, tribal nations and political relationships. • Assist in preparation of region budgets and work within approved state operating budget. Negotiate and secure funds, personnel support, other services or office space from local jurisdictions. • Coach region staff to develop their technical, interpersonal, and team skills in accordance with region priorities.
50%	R	E	<p>Technical Program</p> <ul style="list-style-type: none"> • Oversee staff performing the collection and monitoring of natural resource data via surface water gages and observation wells that are utilized by other sections and divisions within the Department as well as by other State, Federal, and County agencies. • Oversee and manage staff conducting inspections of dams and water supply wells in order to protect the public and the water resource. • Provide information, analysis, interpretation, and application of laws, rules, and policies to make decisions regarding water law and water rights that affect local water user communities that can lead to litigation and liability for the Department. • Represent the agency and resolve conflicts as they arise with the public, private entities, tribal nations, commissions or boards, irrigation districts, municipalities, interest groups, and others in the water user community. • Represent the agency in conflict resolution regarding issues that may have multi-jurisdictional overlap with other natural resource federal and state agencies. • Understand and enforce Oregon water laws to protect and manage water resources and uphold public safety. • Negotiate, report on and support grant and contract-based work and relationships with multi-jurisdictional partners in area of responsibility. • Achieve and maintain knowledge base of region area, region issues and region stakeholders to collaborate effectively in multi-agency, multi-jurisdiction activities. • Work to develop procedures, practices, and data systems to meet efficient operational needs of the region, consistent with directives and practices across the Field Services Division. • Complete special assignments such as leading in the development of administrative rules or updating policies and practices of the division or agency in coordination with Division leadership and the Director's office. Communicate with staff to solicit review and comments. • Organize and conduct meetings and workshops as needed to resolve conflicts regarding water right applications or water use. • Represent the Department as a spokesperson at meetings.

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 manager is tasked with enforcing and regulating a resource that is limited and the decisions made have significant impact to customers and stakeholders. The manager supports field staff in working with people who may get hostile and/or irate when their water diversion works and wells are regulated. This happens often during times of water distribution and regulation and when dealing with illegal water uses. There will be some overnight travel in the region, and across the state and occasional out-of-state travel. Limited field work assisting staff, including wading in streams. Occasional lifting of 25 pound loads. Limited exposure to noxious plants and insects. Required driving in all weather and road conditions, during daylight and night hours, including frequent travel around the region and to other parts of the state.

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 chapters 183, 190, 225, 261, 274, 390, 468, 498, 509, 522, 536-543, 549, 772;

OAR chapter 690

Court decrees and relevant case law

Agency policies regarding regulation of water, assisting the public, enforcement, dam safety, and well construction

Oregon Public Employees Union Collective Bargaining Agreement

DAS Human Resource Services Division Policies

Local government HR guidelines

Field Operations Manual

b. How are these guidelines used?

This knowledge is required to ensure that appropriate water rights and water use decisions are made consistently and carried out.

They are also used to enable enforcement of the dam safety and well construction programs. Managers will be called upon locally to represent the department in all respects. As such, knowledge must be considerably broader than that required to accomplish the day to day activities.

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".			
Consultants	In Person, by mail, email or telephone	Seeking technical and legal assistance	Weekly
Legislators, county commissioners, other public officials	In Person, by mail, email or telephone	Budgets, Complaints, Coordination	Weekly

Local County and Municipal Governments	In Person, by mail, email or telephone	Budgets, Complaints, Coordination, water use information	Weekly
Tribal Governments	In Person, by mail, email or telephone	Water information, technical assistance, complaints	Monthly
Other State Agencies	In Person, by mail, email or telephone	Information, meetings, coordination	Weekly
Federal Agencies	In Person, by mail, email or telephone	Information, meetings, coordination	Monthly
Public	In Person, by mail, email or telephone	General water information, complaints	Daily
Attorneys	In Person, by mail, email or telephone	Information, Testify	Monthly
State & County Law Enforcement	In Person, by mail, email or telephone	Enforcement, complaints, compliance	Monthly
News Media	In Person, by mail, email or telephone	Informational	Monthly
Water Users	In Person, by mail, email or telephone	Water right information, complaints, enforcement	Daily
Irrigation Districts	In Person, by mail, email or telephone	Water right information, complaints, enforcement, project coordination	Weekly
Well Constructors	In Person, by mail, email or telephone	Information and enforcement	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions without review by senior department staff to accomplish assigned duties and further the mission of the Department; the region manager is accountable for these decisions.

Personnel Decisions: Hiring qualified staff is required to accomplish the duties within the region and ensure a high-functioning and collaborative team. Poor decisions and inadequate skills by staff could result in loss of crops, or fish and wildlife resources as well as impacts to public safety.

Inappropriate actions by Department staff can result in large tort claims against the state.

Budget Decisions: Must prepare an adequate budget to equip and fund the region or the regulatory function will be diminished.

Department representation: As the local department representative, erroneous or emotional statements could cause image and political problems for the department.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Natural Resources Protection and Sustainability Manager 3	000000011606	In Person, by mail, email or telephone	Weekly	Work is reviewed through staff meetings, daily phone calls, email communications, and on a case-by-case basis for water disputes or other matters when required

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? 14
 How many employees are supervised through a subordinate supervisor? 0

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

Must have valid driver's license and acceptable driving record.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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