



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/31/2025

This position is:

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

Agency: Water Resources Department

Facility: Salem

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Natural Resource Specialist 2</u>	b. Classification No: _____
c. Working Title: <u>Groundwater Data Specialist</u>	d. PPDB No/WD ID: _____
e. Section Title: <u>Groundwater Hydrology</u>	f. Agency No: _____
g. Employee Name: _____	h. Budget Auth No: _____
i. Supervisor Name: <u>Tim Seymour</u>	j. Repr. Code: _____
k. Work Location (City – County): <u>Salem - Marion</u>	
l. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
m. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer
n. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input 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 exists in the Groundwater Section of the Technical Services Division. The groundwater section supports the agency's mission "to serve the public by practicing and promoting responsible water management" through implementation of the Groundwater Act of 1955 (ORS 537.505 to 537.795 and 537.992) and related administrative rules. Groundwater section staff participate in all facets of the agency's core work as described in its 2019 strategic plan; they are the primary entity responsible for collecting groundwater data statewide, organizing and interpreting that data, and applying that data and information to support groundwater right transactions (supporting WRSD), the distribution and regulation of groundwater (supporting FSD), and planning efforts to meet future groundwater needs (supporting WRDP and the DO).

The groundwater section contributes directly to advancing Recommended Action Items 1a (Conduct Additional Groundwater Investigations), 1b (Improve Water Resources Data Collection and Monitoring), 1c (Coordinate

Inter-Agency Data Collection, Processing, and Use), and 11e (Develop Additional Groundwater Protections) of the State’s 2017 Integrated Water Resources Strategy.

The Oregon Water Resources Department seeks to promote a workplace culture that understands and appreciates differences among people, utilizes that understanding and appreciation to improve our services, and fosters a work culture that is welcoming and inclusive to all.

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:

The Groundwater Data Specialist support the Groundwater Section by processing, analyzing, and maintaining groundwater data from a variety of sources. The position also provides occasional field and technical support for data collection and instrumentation, as well as for water right transactions. As part of a groundwater data team, this position supports the Groundwater section, other Department sections, and the public. This position receives assignments from the section manager, assistant section manager, groundwater data developers, and senior hydrogeologist staff.

This position performs duties to promote customer service and harmonious working relationships, including treating all persons courteously and respectfully. This position engages in effective team participation through a willingness to assist and support co-workers, supervisors, and other work-related associates. This position develops good working relationships with other agency staff by accomplishing the agency mission and resolving problems in a constructive manner. This position promotes continuous process improvement by identifying challenges and opportunities and suggesting improvements. This position demonstrates openness to constructive feedback in an effort to strengthen work performance, and contribute to a positive, respectful, and productive workplace.

This position fosters and promotes the importance of a diverse, discrimination-free, and harassment-free workplace; improves Diversity, Equity, and Inclusion practices within the Department; understands their responsibilities for promoting the affirmative action goals and objectives in the Department; and acts in a responsible manner if they become aware of any Department employee engaging in any type of harassment or other unacceptable workplace behaviors.

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>			
80%			Data Entry, Management, and Customer Service Database Maintenance <ul style="list-style-type: none">Collate, organize and enter hydrogeologic data in the groundwater databases, including groundwater, IT, the CGWA database, and others. Data includes water level, water use, aquifer parameters, and other data and information associated with groundwater sites (groundwater, IT), as well as groundwater use and allocation information (CGWA). This task includes review, analysis, maintenance, and entry of the data submitted on the State Observation Well Net, permit conditions compliance programs, and Pump Test Programs.

			<ul style="list-style-type: none"> • Review database errors and omissions log – correct/update identified database fields, and/or assign to basin hydrogeologist as necessary. Advise Groundwater Data Developers on systemic data quality problems, and assist in design of solutions for processing and managing data. • Enter groundwater data from historic paper records into databases. • Support data entry from current observation well sites as needed. • Collaborate with the Groundwater Data Developer and Sr. Data Developer to create, modify, and run software to query, manipulate, and update data in the database. • Provide customer service to external parties who are interacting with public facing databases <p>Coordinate Permit Condition Static Water Level Program</p> <ul style="list-style-type: none"> • Coordinate the tasks necessary to ensure successful collection of permit condition water levels submitted by water right holders. • Build and send reminder letters, receive submittals, enter submittals into database, update address records, document processes, and other tasks as needed for program to operate efficiently. • Provide customer service via phone and email to water right holders and licensed professionals regarding questions about compliance with the program. • Evaluate and document systematic problems with data collection and processing tools and workflows. <p>Coordinate Pump Test Program</p> <ul style="list-style-type: none"> • Coordinate the pump test program outlined in OAR 690-217. • Receive submittals, enter data into the database, perform initial assessment, distribute for senior hydrogeologist assessment/review, and document/route assessment results. • Provide customer service via phone and email to water right holders or licensed professionals regarding questions about compliance with the program. <p>Process Recorder Well Data</p> <ul style="list-style-type: none"> • Process high-frequency, time-series transducer data using WISKI, correct data with manual measurements, and ensure data is automatically uploaded to public facing website. • Maintain and update data from current recorder wells and process backlog of recorder data. <p>Maintain Groundwater References</p> <ul style="list-style-type: none"> • Maintain physical and electronic groundwater references. • Transfer electronic references to the Zotero reference management software platform and work to integrate these references with GIS and other software used by the groundwater section. • In coordination with groundwater manager and hydrogeologists, design and implement a modern electronic file structure for
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			<p>groups/gwater and review/transfer historic data to new file structure as needed.</p> <p>Support Records Retention Policy Implementation</p> <ul style="list-style-type: none"> Assess existing physical and electronic documents with regards to records retention policy. <p>Support Documentation of Groundwater Section Processes</p> <ul style="list-style-type: none"> Support development and maintenance of documentation related to groundwater section processes and tasks in a Desktop Reference Manual.
10%			<p>Data and Information:</p> <p>Groundwater Data Collection and Processing</p> <ul style="list-style-type: none"> Collect and organize hydrogeological data, including water level data, processing and logging of cuttings and other stratigraphic samples, confirming groundwater site locations, installation of water level recorders/dataloggers, organize and conduct aquifer tests. Test, calibrate, and maintain water level meters (etapes), transducers, and pressure gages including keeping an accurate inventory of all equipment. Maintain templates for data collection forms used by OWRD staff when measuring groundwater levels. <p>Observation Well Program Support</p> <ul style="list-style-type: none"> Support installation and retrofits of dedicated observation wells. Tasks include supporting establishment of site access agreements, utility locates, archaeological clearance, technical specification development, proposal assessment, and contractor scheduling and invoice assessment.
10%			<p>Water Right Transactions:</p> <p>Water Right Application Review Support</p> <ul style="list-style-type: none"> Prepare groundwater applications for technical groundwater review. Translate information from applications into spatial and tabular groundwater databases, make correlations between proposed water right points of appropriation (POAs) and well logs, prep factual information in groundwater review forms. Work with groundwater data developers and the IT section to develop and implement tools to make the review process more efficient. <p>Water Right Evolution Tracking</p> <ul style="list-style-type: none"> Work with groundwater data developers, IT, and WRSD to develop protocols to track POA development and maintain correlations of POAs to groundwater sites as proposed POAs are established and reported in transfer applications, claims of beneficial use, and other water right transactions.

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.

Frequent office work. Occasional lifting up to 50 lbs. Occasional contact with hostile or angry people via phone or email. Occasional field work in possible inclement weather, including below freezing conditions.

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.

Oregon water law, administrative rules of the Water Resources Department, Oregon's 2025 Integrated Water Resources Strategy, the agency's 2025 Strategic Plan, the Groundwater Section's Groundwater Desktop Policy and Procedures Manual (in development). Scientifically accepted groundwater principles, peer-reviewed reports and journal articles.

b. How are these guidelines used?

Laws and rules are applied to formulate management plans. Principles are the conceptual standard for groundwater data analysis. Protocols describe accepted procedures for field and office work, assure consistency, and reduce department exposure to risk. These guidelines are used to base and judge the appropriateness of recommendations and to assure the adequacy, consistency, and quality of research.

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".			
Well Owners	In person, by mail, email, or telephone	Give/Receive info, determine problems	Weekly
Department Staff	In person, by mail, email, or telephone	Give/Receive info, coordinate projects	Weekly
Federal Employees	In person, by mail, email, or telephone	Give/Receive info, coordinate projects	Weekly
People outside State Government	In person, by mail, email, or telephone	Give/Receive info,	Daily
Other State Agencies	In person, by mail, email, or telephone	Give/Receive info or coordinate projects	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes recommendations on initial solutions to assigned tasks or those given from the section manager, assistant section manager, groundwater data chief, groundwater data developer or a senior hydrogeologist.

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 curser at end of a row (outside table) and hit "Enter".				
NRS-3 and NRS-4 Hydrogeologist		In person, by mail, email, or telephone	As needed	May review the technical work of this position. Review topics include work prioritization, progress, and schedule.
NRS-3 and NRS-4 Data Developer		In person, by mail, email, or telephone	As needed	May review the technical work of this position related to data entry and database maintenance.
NRPSM-1 Groundwater Section Assistant Manager		In person, by mail, email, or telephone	Weekly	Reviews the work of this position in formal or casual conferences. Review topics include work progress, schedule, quality of data and analysis, support needs, and miscellaneous assignments.
NRPSM-2 Groundwater Section Manager		In person, by mail, email, or telephone	Bi-weekly and monthly	Reviews the work of this position in formal or casual conferences. Review topics include work progress, schedule, quality of data and analysis, support needs, and miscellaneous assignments.
Principal Exec. Manager F (Technical Services Division Administrator)		In person, by mail, email, or telephone	As needed	Periodically review project progress and program direction. May direct work on special projects.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? _____
How many employees are supervised through a subordinate supervisor? _____
- 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 |

☐ Disciplines and rewards

☐ 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 incumbent must have experience with data entry, data quality control, and data analysis. Several of the above duties and responsibilities require the incumbent to have a basic understanding of hydrogeologic, geologic and other scientific principles. Desirable for the incumbent to have familiarity with complex data entry processes, relational databases, Python or R programming languages, the Department's Groundwater Information System, water level transducers and dataloggers, electric tapes, and barometric instruments. A valid driver's license is preferred for occasional field work but not required.

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