



State of Oregon Position Description

Company: Water Resources Department
Organization: Water Rights Services - OWRD
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Natural Resource Protection and Sustainability Manager 1	Job Profile ID:	7465
Business Title:	Natural Resource Protection And Sustainability (Unfilled)	Position ID:	000000064008
Employee Name:		Company ID:	69000
Representation:	MMS	Budget Auth No:	430840
Location:	Salem OWRD North Mall Office Building		
Supervisor:	Dwight French (Natural Resource Protection and Sustainability Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:			
Overtime Eligible:	No		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

Water Rights are complicated documents with legal and property-value implications that affect virtually all human endeavor directly, including the following types of water uses: municipal, irrigation, agricultural, industrial, domestic, instream, wildlife habitat, power generation and mining to name a few. As such, they are a critical aspect of economic activity and maintenance of ecosystem service in Oregon. Applications for water use are technically and administratively complex, and require skilled professionals to process those applications through completion.

This position supervises those staff, and is directly responsible for all new allocations of water in Oregon. To manage allocations of Oregon's water according to water law, the position must successfully synthesize disparate information from different fields of expertise (e.g., scientific, geographic, geologic, hydrologic, legal). The position also supervises staff who provide a wide variety of customer service, including water-right research, for the lay public, realtors, agents, agencies, politicians (modes: phone, in writing and face-to-face). Assumes the role of Division Administrator when the Administrator is absent.

Foster and promote to employees the importance of a diverse, and discrimination and harassment free workplace.

SECTION 3. JOB DESCRIPTION

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.

35% NC | E

ALLOCATION OF WATER IN OREGON

Manages all new water use authorization application processing statewide, including the issuance of orders, permits, licenses, and road watering registrations. Ensures that timely evaluation of proposed water-use projects is balanced with adequate protections of the resource required by law. Ensures that applications are processed in a timely, efficient, accurate manner, and that all permits and licenses comply with Oregon water laws, administrative rules, basin programs and policies of the Water Resources Commission and Department. Decisions made contrary to Oregon law or administrative rule can result in legal judgments against the Department and State. Oversees complex technical aspects of simultaneous paired water-right transactions to facilitate water-supply efforts. Supervises publication of the weekly Departmental public notice of water transactions. Participates in analysis and development of legal strategy and testimony in dealing with formal protests and judicial review of Departmental actions. Where possible, helps to resolve formal protests without litigation by identifying creative approaches that may be allowable. Identifies solutions and makes recommendations to senior management regarding procedural and policy changes. Oversees the request for assignment process.

15% NC | E

PERSONNEL MANAGEMENT

Provide leadership and ensure that staff understand their responsibilities clearly and manage so their work is as accurate and productive as possible. Perform weekly direct supervision of all staff, or more frequently (i.e., daily) as needed. Fosters a positive team environment among staff that benefits the public, staff, and the resource. Encourages professional development and an appropriate level of risk-taking to maximize effectiveness and process improvement. Evaluation of staff performance is conducted regularly.

10% NC | E

RULES, PROGRAM, & POLICY DEVELOPMENT

Draft or revise statutes, rules, and guidance documents pertaining to Departmental programs. Contribute to legislative session and fee workgroup efforts. Manage rulemaking efforts related to the Water Rights Program. Write and regularly review standard operating procedures for the Water Rights Program, and continually streamline them by identifying inefficiencies and implementing either technology or minor changes in business processes.

Ensure staff understand agency roles and responsibilities and decision-making processes, using tools such as training, meeting, and discussion.

Works to resolve unclear business processes to alleviate confusion among staff.

Foster a work environment where employees feel empowered and take a genuine ownership of their work.

10% NC

IMPLEMENT AND OPTIMIZE TECHNOLOGICAL SOLUTIONS TO AUTOMATE & SYSTEMATIZE DOCUMENT PRODUCTION & KNOWLEDGE MANAGEMENT

Continually look for, then implement, opportunities to improve efficiency and accuracy with document production. Reduce human error and speed document production. Organize section information in a common knowledge management system, where content is maintained by subject-matter experts overseen by management.

10% NC

LIAISON TO INTERNAL CUSTOMERS

Ensure other divisions have adequate understanding of evolving statutes, rules, and practices regarding water-rights. Foster collaboration with other divisions in WRD, and effect such changes in concert with others in those divisions. Work closely with Information Services management to optimize integration of technology workflow processes. Work closely with Field Services management to maximize coordination. Assist Director's Office in responding to legislative inquiries or general complaints, usually through delegation by the Director. Provide an authoritative voice for staff and the public, seeking clarification of Divisional or Departmental protocols, practices, and interpretation of certain statutes, rules, and policies.

5% NC

LIAISON TO EXTERNAL CUSTOMERS

Facilitate completion of controversial transactions by meeting jointly with staff and customers to identify specifically what is possible or not under Oregon water law. Interact with management and staff of other state and federal agencies (e.g., state: DOJ, ODFW, DEQ, ODA, DSL, OPRD, DOGAMI, ODOE, ODOT, Governor's Office; federal: USGS, USFS, USBOR, USACE, USDOJ, USDOE, NOAA) and non-governmental organizations to facilitate water-supply projects statewide.

5% NC

MANAGE DELIVERY OF CUSTOMER SERVICE

Ensure that customers receive responsive, professional and excellent service in regard to water-right information through various modes (phone, in writing, and face-to-face). Ensure the timeliness and quality of service, increasing accuracy, helpfulness and

expertise of staff.

5% NC

BUDGET PREPARATION & ANALYSIS

Section budget (including human resources, operating costs (e.g., supplies, postage, professional development, and technology-implementation initiatives)) is prepared on time with appropriate iteration and review. Manage section budget operationally to stay within prescribed ranges, and identify any specter of significant imbalance.

5% NC | E

OTHER DUTIES AS ASSIGNED BY SUPERVISOR.

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.

Work is primarily office-oriented and includes the use of a computer terminal. Occasional travel including overnight is required.

SECTION 5. GUIDELINES

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

ORS Chapters 537, 538, 539, and 540; Oregon Administrative Rules Chapter 690; WRC Goals and Policies. Written procedures and guidelines for the preparation and issuance of proposed permits and certificates of water right and cancellation of forfeited and abandoned rights.

How are these guidelines used?

All applications for water right permits; special orders; final proof surveys; claims of beneficial use; and certificates of water rights must be in compliance with statutes, rules, procedures and Commission policies.

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	How	Purpose	How Often?
All Levels of WRD Staff	In Person, by mail, email or telephone	Water right information	Daily
Certified Water Right Examiners	In Person, by mail, email or telephone	Water right information	As Needed
Legislators and Legislative Staff	In Person, by mail, email or telephone	Water right information	As Needed
Public	In Person, by mail, email or telephone	Water right information	Daily
State agency and federal staff	In Person, by mail, email or telephone	Water right information	As Needed
Water Resources Commission	In Person, by mail, email or telephone	Water right information	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Principal Executive Manager makes decisions on water right fee collection and budget preparation and expenditure; staff recruitment, selection, training and guidance; staff promotion, transfer and/or discipline; receipt and evaluation of water right applications; cancellation of water rights; and production of water right technical information and customer service procedure. Personnel decisions could lead to staff promotion, transfer, discipline or discharge. Water right decisions will lead to the creation, denial or forfeiture of legal property rights, and thus could lead to contested case proceedings and/or litigation by water right applicants, interested parties, including municipalities, other state agencies, federal agencies or Indian tribes. Allocation of water to beneficial uses and protection of water supplies are affected by the decisions made by the Manager.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
PEM/F	3000113	In Person, by mail, email or telephone	As Needed	provide policy guidance and budget review

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

Plan Work
Assign Work
Approves Work
Responds to grievances
Disciplines and rewards
Coordinates schedules
Hires and discharges
Recommends hiring
Gives input for performance evaluations
Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

With a few statutory exceptions, water may not be used in Oregon without a water right. The Water Right Section is responsible for the receipt of applications and issuance of all water rights in Oregon. In addition, the Water Resources Department is the custodian of all water right records in the State. The Water Right Section is responsible for creation, maintenance and preservation of this record. The Manager must have specialized training or experience in the complex field of water rights and must possess the technical skill and ability to communicate this complicated information to technical staff and the lay public. In order to discharge the duties of this position, the Manager must possess skill in diplomacy and tact. The Manager must provide guidance in delicate customer service where extremely valuable property rights could be granted or denied.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee	Date
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Manager	Date
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Appointing Authority	Date
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