



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/15/2024

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Water Resources Department

Facility: Salem, or Regional Office

New Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title, b. Classification No, c. Effective Date, d. Position No, e. Working Title, f. Agency No, g. Section Title, h. Budget Auth No, i. Employee Name, j. Repr. Code, k. Work Location, l. Supervisor Name, m. Position, n. FLSA, o. Eligible for Overtime.

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 Water Resources Department is the state agency charged with administration of the laws governing surface and groundwater resources. The department's core functions are to protect existing water rights, facilitate compliance with water laws, increase the understanding of the demands on the state's water resources, collect and provide accurate and accessible water resources data, and facilitate water supply solutions through customer service, education, enforcement and outreach.

The Field Services Division is the operational and enforcement arm of the agency, supporting the agency's mission, the Integrated Water Resources Strategy (IWRS), and the Strategic Plan. Division staff interpret statute and rule, court decrees and policies when enforcing law to responsibly steward and manage the water resources of the state. Representing the department in frequent contact with water user groups, elected officials, other state and local governments to collaborate and address complex water management challenges are integral to this role and the division as a whole. Division staff also collaborate with other divisions and sections at the agency for water resource data collection .

The division management consists of six regional managers, one enforcement section manager and a deputy field services administrator. This position is indirectly responsible for twenty-three watermasters, thirty-five assistant watermasters, three compliance specialists and other natural resource staff for a total of eighty-four division staff, accounting for a third of the total agency's staff.

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 administrator provides overall leadership, management, and technical expertise for the division to develop program priorities and direction. The person in this position retains overall budget responsibility for the Field Services Division; develops and reviews legislative proposals; assures training, ADA compliance and affirmative action; answers to and represents the Director regarding matters concerning program responsibility internally and externally. The division is divided into six regions across Oregon along with an Enforcement Section that supports division activity statewide. This position provides overall management and supervision for the region managers, enforcement section manager and the division's deputy administrator.

The person in this position provides the technical expertise and management that is required to develop program priorities and direction. This position reports to the Deputy Director of Water Management, the Director and the Water Resource Commission regarding actions taken, policy discussion and budget development and forecasting to address future workload and division needs. This position also serves on the agency executive team; assigns work and conducts workload leveling to maximize operating efficiency and to establish and maintain controls; conducts performance appraisals for the division's management group; is involved in discipline; performs hiring or delegates as necessary and participates in agency goal and objective setting processes and will seek to implement division programs in a manner that is integrated and coordinated with appropriate programs in other divisions and reflects agency core values.

This position will foster and promote to employees the importance of a diverse, and discrimination and harassment free workplace; ensure that any subordinate managers/supervisors receive an 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/section; 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; act in a responsible manner if they become aware of any Department employee engaging in any type of harassment.

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
30%	R	E	<p>Division Development and Internal Coordination:</p> <ul style="list-style-type: none"> Develop and participate in internal coordination and resolution of agency wide and division/cross-division program policy issues, priorities, work schedules, budgets and legislative actions with the Director, Deputy Directors, agency executive team, agency management group, and lead workers. Develop and set division standards, procedures and best practices to responsibly steward the state's water and fiscal resources.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

			<ul style="list-style-type: none"> • Direct division management group in ensuring agency wide goals and mission statement are adhered to.
30%	R	E	<p>Division Management:</p> <ul style="list-style-type: none"> • Administer development and implementation of all administrative rules and programs assigned to the Field Services Division, including field investigations, technical program standards, compliance standards and enforcement including related policies and procedures. • Prepare field program biennial budget requests and budget requests to legislature, counties and contract partners for adequate personnel and equipment resources. • Authorize redistribution of available resources to meet changing program needs. • Assure that activities are directed towards accomplishment of the agency mission, goals and objectives; set standards and measure performance of work units; resolve conflicts. • Evaluate division programs, policies, statutes and rules to align with Strategic Plan and IWRS actions to identify necessary changes to advance Department goals and mission. • Maintain and support field staff through hiring, effective onboarding, performance appraisal, discipline, affirmative action, training and provision of a safe, supportive and inclusive work environment. • Coordinate activities with appropriate external individuals, groups and public entities including local units of government.
20%	R	E	<p>Communication:</p> <ul style="list-style-type: none"> • Review staff reports and other materials for public distribution for accuracy and clarity. • Participate in commission meetings, provide information to legislative and executive committees on department proposals and programs and speak at interagency forums on water management topics. • Form advisory groups to monitor and evaluate specific field programs. • Communicate with staff using clear/understandable verbal/written skills and uses interpersonal skills to maintain a good working climate.
20%	R	E	<p>Other Field Services:</p> <ul style="list-style-type: none"> • Arrange for emergency assistance as required to divisions -- such as briefing legislators, conducting local short-notice public meetings on Department issues, collecting data and conducting field verifications -- in alignment with agency priorities. • Assure implementation of field portion of stream monitoring and restoration program. • Collaborate and participate in multi-agency, multi-jurisdiction activities. • Ensure that division staff adhere to department best practices for collection of hydrologic data. • Promote and protect public safety through ensuring division staff follow best practices for dam safety and well construction standards enforcement.

			<ul style="list-style-type: none"> Promote a culture of staff safety at the Department by working with region managers to identify and address safety concerns and incidents across the Division.
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.

Majority office work environment with partial remote option. Frequent overnight travel to assess staff and managers, assist with complex water management challenges, conduct and support field work in all seasons and engage in public water user meetings as well as Water Resources Commission meetings or other scheduled work.

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.

Court decrees and case law; Oregon revised statutes; Oregon Administrative Procedure Act; Oregon Administrative Rules; Oregon Administrative Law Manual; Attorney General’s Public Records and Meetings Law; DAS Human Resources Services Division Policies; Oregon Public Employees Union Collective Bargaining Agreement; Department policies and procedures; Oregon’s Integrated Water Resources Strategy; Department Strategic Plan; DOA "Recommended Guidelines for Inspection of Dams", USBR "Design of Small Dams", USGS "Measurement of Streamflow, Vol. 1 & 2", Field Operations Manual and other misc. technical manuals.

b. How are these guidelines used?

The guidelines must be carefully followed to develop rules and to protect citizens' right to due process in regulation and enforcement settings. This knowledge is required to ensure that appropriate water rights and water use decisions are made consistently and carried out. Technical guidelines must be understood and followed to promote Agency credibility and ensure public health and safety as well as protection of the state’s water resources.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Agency Deputy Director & Director	In person, by mail, email or telephone	Establish priorities, develop policy and discuss budget and program activities	Daily/Weekly
Water Resources Commission	In person, by mail, email or telephone	Discuss priorities, budget, and program activities	As needed
Governor’s Office	In person, by mail, email or telephone	Discuss priorities, budget and program activates	As needed

Agency Administrators & Staff	In person, by mail, email or telephone	Discuss water management, enforcement, and water policies	Daily/Weekly
Attorneys	In person, by mail, email or telephone	Information, testify	As needed
Legislators	In person, email, telephone, meetings	Information, testimony	As needed
Public Officials & Municipalities	In person, email, telephone, meetings	Information, coordination, address questions and complaints	As needed
Water users/realtors/ consultants/ public interest groups	In person, email, telephone, meetings	Information, complaints, programs & enforcement issues	Daily
News Media	In person, telephone, meetings	Explain programs, information and response to actions	As needed
Tribes, Federal Agencies and other local governments	In person, by mail, email or telephone	Information, technical assistance, complaints	As needed
Other State Agencies	In person, by mail, email or telephone	Information, meetings, coordination	Weekly
State & County Law Enforcement	In person, by mail, email or telephone	Enforcement, complaints, compliance & coordination	As needed
Well Constructors	In person, by mail, email or telephone	Information and enforcement	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position has the independent authority and responsibility to make significant strategic decisions to accomplish the responsibilities of this position and the furtherance of the mission and goals of the Department.

This position must make precedent setting decisions and interpretations/recommendations on scientific data regarding: groundwater and surface water resources, availability and enforcement, well construction and dam safety, all crucial elements to all Oregonians.

Personnel Decisions: Hiring inadequate managers and field staff could result in loss of: working relationships with local governments; crops; or, fish and wildlife resources. Inappropriate actions by field staff can result in large tort claims against the state.

Enforcement Decisions: Position directs enforcement section and division enforcement priorities and processes. Incorrect enforcement decisions can result in costly litigation, loss of crops, drinking water supplies, or fish and wildlife resource and can prompt tort claims against the agency. Abrogation of due process can result in lawsuits and program failure.

Budget and Resource Allocation Decisions: Must have extensive knowledge of budgeting practices to adequately equip and fund the field programs or the regulatory function will be diminished.

Department Representation: Erroneous or emotional statements can impact programs of other state agencies and cause image and political problems for the department. Position frequently represents department in litigation, in public meetings and hearings.

Rule Content Decisions: Carelessness can cause adoption of rules that are ineffective or unworkable, incomprehensive to the regulated community or unduly burdensome and expensive. Technical decisions can affect public safety and result in economic impact to the public.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Deputy Director of Water Management	4000001	Staff meetings, thru budget process and on a case-by-case basis	When required, regular check-ins	For approval or guidance, on policy development & major enforcement issues.
Director	1000001	Staff meeting, thru budget process and on a case-by-case basis	As needed	For approval or guidance, on policy development & major enforcement issues.

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? 8
 How many employees are supervised through a subordinate supervisor? 84
- 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 a valid Oregon 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
Field Services Division	\$25,798,847	General Fund and Other Funds

Note: If additional rows of the below table are needed, place cursor 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