



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
01/30/2025

This position is:

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

Agency: Water Resources Department

Facility: North Mall Office Building

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Natural Resource Protection and Sustainability Manager 3
b. Classification No: X7464
c. Working Title: Planning, Collaboration, and Investments Administrator
d. PPDB No/WD ID: 000000041085
e. Section Title: Strategy and Administration
f. Agency No: 69000
g. Employee Name: Vacant
h. Budget Auth No: 1190290
i. Supervisor Name: Racquel Rancier
j. Repr. Code: MESN
k. Work Location (City – County): Salem | OWRD | North Mall Office Building

l. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share

m. FLSA: Exempt Non-Exempt
If Exempt: Executive/Supervisory Administrative Professional Computer
n. Eligible for Overtime: Yes 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 Planning, Collaboration, and Investments (PCI) Division builds partnerships and incentivizes Oregonians to pursue integrated and innovative solutions for complex water challenges and an uncertain water future. We do this work to achieve a secure and sustainable water future, addressing instream and out-of-stream needs, for all Oregonians and Oregon's environment, economy, communities, and cultures. The PCI team also works in support of the Department's mission through: cooperative partnerships, strategic investments, adaptive planning, accessible information, and effective coordination.

Oregon's 2017 Integrated Water Resources Strategy provides a blueprint for understanding and addressing our water resources needs and challenges. The Division partners with Oregonians to implement the state strategy through recommended actions such as: Place-Based Water Planning, Feasibility Study Grants, and Water

Project Grants and Loans. The section also manages the following funding opportunities: Water Well Abandonment, Repair and Replacement Fund and Harney Domestic Well Remediation Fund, and Cost-Share Measurement Program. The Administrator supervises ten employees.

**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 administrator retains overall budget responsibility for the Division; develops and reviews legislative proposals; assures training, ADA compliance and affirmative action; and answers to and represents the Department regarding matters concerning program responsibility internally and externally.

The administrator serves on the agency executive team; assigns work and conducts workload leveling to maximize operating efficiency and to establish and maintain controls; conducts quarterly performance appraisals for direct reports; is involved in discipline; performs hiring or delegates as necessary and participates in agency goal and objective setting processes and will implement division programs in an integrated and coordinated manner with programs in other sections and divisions. The administrator ensures that agency core values are reflected by all division staff and division work product.

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; and 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%	N	E	<p><b>Division Development and Internal Coordination:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Coordinate with the Field Services Division (FSD) and Technical Services Division (TSD) to align local and technical staff with community engagement efforts leading to increased access to agency data and technical assistance that support community discussions on addressing water challenges.</li> <li>Work across agency to facilitate increased public and interested party access to agency data and information and public engagement in agency efforts, creating systems to help division staff coordinate with water availability staff, water use permitting staff, dam safety engineer, groundwater, field and enforcement staff.</li> </ul>

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

30%	N	E	<p><b>Division Management:</b></p> <ul style="list-style-type: none"> <li>• Lead the Planning, Collaboration, and Investments Division, including overseeing the staff who manage the programmatic aspects of community engagement and collaboration, Place-Based Planning, complex issues, grant programs (Feasibility Study, and Water Project Grants and Loans, Water Well Abandonment, Repair, and Replacement Fund, Water Measurement Cost Share Program, special grant funding, and direct appropriations)</li> <li>• Develop and set division standards, procedures and best practices to responsibly steward the state's water and fiscal resources.</li> <li>• Work with a representative and broad base of water interests in communities to advance knowledge and understanding of local, sub-basin, and/or basin water supplies and challenges across the state.</li> <li>• Lead and direct staff who assist communities with place-based integrated water resources planning and implementation.</li> </ul>
15%	R	E	<p><b>Strategic Initiatives and Special Projects:</b></p> <ul style="list-style-type: none"> <li>• Assist the Director in identifying, evaluating, pursuing, and managing strategic opportunities relating to planning, collaboration, and investments.</li> <li>• Evaluate programs, policies, statutes, and rules and identify necessary changes to advance the Department's goals and mission.</li> <li>• Work with external stakeholders to identify, recommend, and/or pursue policy and program improvements for improved services.</li> <li>• Coordinate and/or support Department efforts on studies, projects, rulemaking, and strategic initiatives as assigned by Director or Deputy.</li> </ul>
20%	NC	E	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Form advisory groups to monitor and evaluate division programs, lead staff meetings, and convene internal and external workgroups.</li> <li>• Oversee development of associated materials in the form of written reports, briefing materials, website materials, and verbal presentations to facilitate understanding amongst parties. Work with state agencies, the Governor's office, elected officials, project consultants, private industry, community leaders, and others to consult on issues, offer advice, provide technical assistance, and answer concerns.</li> <li>• 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.</li> <li>• Review staff reports and other materials for public distribution for accuracy and clarity.</li> <li>• Communicate with staff using clear/understandable verbal/written skills and uses interpersonal skills to maintain a good working climate and facilitate an understanding of work assignments and roles.</li> </ul>
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.**

Majority office work environment with partial remote option. Frequent overnight travel to assist with complex water management challenges and engage in public water user meetings as well as Water Resources Commission meetings or other scheduled work. Occasional evening and/or weekend work may be required. Travel may include but is not limited to field tours to learn about agency programs, policy and workgroup

meetings, rules advisory committee meetings, Legislative hearings and meetings with water partners, and elected officials. Some meetings will require overnight travel. Work will include facilitating meetings with the public, stakeholders and public officials, facilitating public meetings, and conducting public presentations. This position may occasionally interact with the media, conducting interviews via phone, video, email, or in-person. This position is expected to work with other sections of the agency and develop strong and effective working relationships to support the agency’s mission and priorities. Occasional trips to the Oregon State Capitol may be necessary, including attending meetings at Capitol hearing rooms, and legislative offices. This position must hold a current driver’s license and an acceptable driving record.

## 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.**

WRC Mission Statement, Oregon Water Laws, Oregon Administrative Rules of agencies with water management responsibilities (especially Division 690), Oregon’s Integrated Water Resources Strategy, Oregon Attorney General’s Administrative Law Manual, Federal Laws, state/agency budgeting principles and practices, SEIU contract provisions/collective bargaining agreement, and programs relating to water management (e.g., National Forest Management Act, Clean Water Act-Section 319, FERC rules for hydroelectric licensing), OWRD core values and strategic plan.

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

Provide the legal and technical framework for the efficient and effective management and stewardship of Oregon’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
Agency staff	In Person, by mail, email or telephone	Policy direction/decisions. Water resource issues and staff issues of a local, statewide and national concern.	Daily/weekly
Interest Groups / Stakeholders/	In Person, by mail, email or telephone	Policy direction/decisions. Water resource issues and staff issues of a local, statewide and national concern.	As needed
Legislators	In Person, by mail, email or telephone	Policy direction/decisions. Water resource issues and staff issues of a local, statewide and national concern.	As needed
Local Governments, Tribal Governments, and federal agencies	In Person, by mail, email or telephone	Information, coordination, address questions and complaints	As needed
News media	In Person, by mail, email or telephone	Policy direction/decisions. Water resource issues and staff issues of a local, statewide and national concern.	As needed
Oregon Governor's staff	In Person, by mail, email or telephone	Discuss priorities, budget and program activities	As needed

Oregon Water Resource Commission	In Person, by mail, email or telephone	Policy direction/decisions. Water resource issues and staff issues of a local, statewide and national concern.	As needed
Professional Organizations	In Person, by mail, email or telephone	Policy direction/decisions. Water resource issues and staff issues of a local, statewide and national concern.	As needed
Other State Agencies	In Person, by mail, email or telephone	Information, meetings, coordination	As needed
Attorneys	In Person, by mail, email or telephone	Information, testimony	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 complex water management issues, community engagement, grants, and planning.

Personnel Decisions: Hiring inadequate managers and field staff could result in loss of: working relationships with local governments; crops; or, fish and wildlife resources.

Budget and Resource Allocation Decisions: Must have extensive knowledge of budgeting practices to adequately equip and fund the division programs or the ability to partner with Oregonians and provide grants 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.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Administrator 1	9921077	In Person, by mail, email or telephone	Weekly	To ensure agency goals and objectives are met.
Agency Head 5		In Person, by mail, email or telephone	As needed	To ensure agency goals and objectives are met.

**Note:** If additional rows of the below table are needed, place curser 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?

6

How many employees are supervised through a subordinate supervisor?

4

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

- Plan work
- Assigns 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**

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

This position is directly involved with major departmental policies and decisions, and also represents OWRD in public forums; therefore, this position requires both diplomacy and technical expertise.

The ability to understand and effectively communicate complex policy and technical issues is required.

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

Operating Area	Biennial Amount (\$176,872,568)	Fund Type
23-25 LAB PCI	\$21,341,943	General
23-25 LAB PCI	\$155,530,625	Other

*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