



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/13/2024

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: Z7463
c. Working Title: Water Rights Services Division Administrator
d. PPDB No/WD ID: 000000011627
e. Section Title: Water Rights Services Section
f. Agency No: 69000
g. Employee Name: Dwight French
h. Budget Auth No: 66110
i. Supervisor Name: Douglas Woodcock
j. Repr. Code: MESN
k. Work Location (City - County): 725 Summer St. NE Suite A, Salem, Oregon 97301

I. 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 Water Rights Division consists of several programs including, Water Right Application Processing, Water Right Certification and Cancellation, Adjudication of Pre-1909 and Federal Reserved Water Rights, Hydroelectric Licensing, Water Right Transfers, Instream Leasing, Water Management & Conservation Plans, Allocations of Conserved Water, Reclaimed Water Registrations, Water Right Information-Customer Service and Program and Policy Development.

The Division is responsible for providing public notice of applications, responding to public interest concerns, issuance of water use permit approvals or rejections, as well as correspondence and inquiries

of the public on water right issues. The Division also provides technical support to line staff including Planners, Hydrogeologists, Watermasters and Regional Managers.

**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 Division Administrator manages the Water Right Services Division. The position will be based at the Salem office; however, all of the activities of the Water Right Services Division are state-wide programs.

The person in this position must provide technical direction on water right related matters to division staff and the staff of other Divisions and must serve on the Director's executive staff. In addition, this position must serve as staff to the Water Resources Commission on all matters that are processed within the Division.

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
20%	R	E	<p><b><u>Application Processing for new Permits and Transfers</u></b>            Administer receipt and evaluation of water right applications, transfers and instream leasing. Oversee customer service group and other provisions for telephone, email and walk-in customer service, Establish and administer application processing schedules and guidelines; Oversee preparation of application review documents; Provide guidance to caseworkers for preparation of complex technical reviews; Administer applicant and interest group communication; Direct application public interest review process; Administer preparation of associated staff reports.</p>
15%	N	E	<p><b><u>Other Division Programs:</u></b>            Administer the receipt and processing of the following water right related programs that are part of the Division:</p> <ul style="list-style-type: none"> <li>○ Allocation of Conserved Water;</li> <li>○ Water Management and Conservation Plans;</li> <li>○ Reclaimed Water Registration;</li> <li>○ Protest Program and related hearings;</li> <li>○ Limited Licenses;</li> </ul>

*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"> <li>○ Assignments;</li> <li>○ Instream Water Right Applications;</li> <li>○ Creation and dissemination of the Weekly Notice;</li> </ul>
15%	NC	E	<p><b><u>Executive Staff</u></b>  Serve as staff to the WRC; Provide executive service to the Director; Water Right Services Division liaison to other Divisions; Provide communication and coordination for Agency programs.</p>
10%	NC	E	<p><b><u>Law, Rule and Policy Development</u></b>  Participate in development and implementation of new statute and rule guidelines and department policies and internal management directives. Assure proper staff and public information dissemination of new policies, statutes and rules, including training.</p>
10%	NC	E	<p><b><u>Budget, Personnel Management</u></b>  Budget preparation; Division expenditure supervision; Staff recruitment, selection, training and guidance; Select and secure Division supplies and equipment.</p>
10%	R	E	<p><b><u>Adjudication</u></b>  Administer the Adjudication Program by overseeing the establishment of program work schedules and guidelines; the receipt and evaluation of statements of proofs of claims in adjudication proceedings; the field inspection program; the Department’s responsibility to serve the circuit courts including but not limited to role as special master as needed; the initiation of river basin adjudications; and the administrative hearings process on adjudication contests.</p>
10%	NC	E	<p><b><u>Hydroelectric Licensing</u></b>  Supervise license application receipt, review and permitting/licensing; Review program operation and provide counsel and assistance; Review development and implementation of rules and operational policy.</p>
5%	NC	E	<p><b><u>Water Right Certification and Cancellation</u></b>  Administer water right development schedules and reports; Oversee review of requests for extensions of water right development; Administer preparation of water right certificates; Oversee evaluation of water right abandonments and forfeitures and final cancellation.</p>
5%	N	E	<p><b><u>Other Duties as may be assigned by the Director or Deputy Director</u></b></p>
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?
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

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

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
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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".

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 meetings, thru budget process and on a case-by-case basis	As needed	For approval or guidance, on policy development & major enforcement issues.

**SECTION 9. OVERSIGHT FUNCTIONS**      **THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 11  
How many employees are supervised through a subordinate supervisor? 24
- 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:

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
577010	\$4,886,163	General Fund
577010	\$6,089,717	Other Funds
577010	\$25,000	Federal Fund

**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**

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Employee Signature

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Date

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Supervisor Signature

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Date

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Appointing Authority Signature

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Date