



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
1/17/17

Agency: Water Resources Department

Facility: NMOB

[] New [X] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Administrative Specialist 1; b. Classification No: C0107; c. Effective Date: 3/24/13; d. Position No: 3000087; e. Working Title: WCC Support; f. Agency No: 690; g. Section Title: TechSerDiv/WCC Sec; h. Budget Auth No: 430770; i. Employee Name; j. Repr. Code: OA; k. Work Location (City - County): Salem-Marion; l. Supervisor Name (Optional); m. Position: [X] Permanent, [] Seasonal, [] Limited Duration, [] Academic Year, [X] Full-Time, [] Part-Time, [] Intermittent, [] Job Share; n. FLSA: [] Exempt, [X] Non-Exempt; If Exempt: [] Executive, [] Professional, [] Administrative; o. Eligible for Overtime: [X] 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.

Program responsibility across the Technical Services Division includes dam safety, well construction and well contractor licenses, miscellaneous field inspection, hydrographics, enforcement actions, information services including central data base responsibility and geographic information systems, groundwater resource protection, hydrologic studies, and drought coordination

The Enforcement Section, with six staff, is responsible for enforcement action, well construction, well contractor licenses, well identification and exempt use well program.

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:

This position reports directly to the Technical Services Division Administrator and provides administrative support for the Well Construction and Compliance Section of the Technical Services Division. The person in this position is involved in a wide variety of general administrative tasks. In addition, a strong background in general office duties, general knowledge of water rights, well construction, the enforcement

program and the location of official records maintained by Department staff is necessary. This person must maintain strong computer and customer service skills.

The main purpose of this position is to provide support in the Well Log Program, and the Geotechnical Hole Program, within the Well Construction and Compliance Section. The major duties include: (1) reviewing well logs and geotechnical hole reports for compliance with minimum construction standards and information requirements, corresponding with well constructors to correct deficiencies, and referring apparent misconstruction problems to regional well inspectors, the well construction specialist and/or watermasters.; (2) Invoicing professionals for geotechnical hole work in accordance with ORS 537.890 and reconciling invoices once returned. Assist professionals with questions, or concerns, regarding the invoices associated with the reports; (3) Assist with the annual review and processing of allocations.

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
40%	NC	E	<p>Well Log Review (Water, Monitoring & Geotechnical)</p> <ul style="list-style-type: none"> • Coordinates the review of well reports for accuracy and completeness as required by OAR and ORS. • Identify deficiencies or apparent deviations from statutory or rule requirements for construction standards. • Verify accuracy of location of well (TRS, QQ/Q, county) by locating the well on a map for each well log. • If location information is incorrect, prepare accurate map for well constructor to review and respond to. • Prepare and distribute correspondence to well constructors requesting additional information or corrections to well reports. • Explain rules/laws/procedures to well constructors. • Attach Special Standards as required. • Organize and maintain driller files.
20%	NC	E	<p>Well Log Amendments</p> <ul style="list-style-type: none"> • When received, (via phone, e-mail or hard-copy) verify that all requested information is included. • Update the data base. • Re-scan well logs and attach to data base record. • If necessary, match amended log to the original. • File all amendments.
10%	NC	E	<p>Projects/Section Support</p> <ul style="list-style-type: none"> • Provide assistance to section such as required and complete special projects as assigned by supervisor (Compose Well Said articles, prepare & present workshops to well constructors, realtors, participate in various committees, etc.). • Assist in the administration of well driller examinations and licensing by taking photo for WWC ID cards, greeting

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

			<p>applicants, assigning seats and answering general questions about testing location, parking and exam fees.</p> <ul style="list-style-type: none"> • Assist the public in locating well reports. • Assist well constructors in correctly completing well report forms; including the e-filing process.
10%	N	E	<p>Allocations</p> <ul style="list-style-type: none"> • Review, revise and edit documents. • Assist with the mailing process. • Assist with the filing of the documents.
5%	NC	E	<p>Other Duties (as assigned)</p> <p>Includes, but is not limited to, providing back-up coverage for the Support Services Section as needed/assigned; Back-up coverage involves providing support for Reception and Mail Processing.</p>
15%	NC	E	<p>Geotechnical Hole Reports and Invoicing</p> <ul style="list-style-type: none"> • Invoice maintenance: <ul style="list-style-type: none"> ○ Review invoice reports for accuracy ○ Prepare and mail invoices (first, second and third). ○ Reconcile invoices • Assist drillers with questions and concerns about geotech reports, invoices, and fees. • Assist the front desk as needed with questions regarding geotech invoices and the geotech program.
100%	NC	E	<p>Perform position duties in a manner that promotes customer service and harmonious working relationships including treating all people courteously and respectfully. Engage in effective team participation through a willingness to assist and support coworkers, supervisors, and other work related associations. Develop good working relationships with division and agency staff through active participation accomplishing the agency mission and resolving problems in a constructive manner. Demonstrate openness to constructive feedback in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work environment.</p>

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.

Office environment, considerable daily phone or personal contact with customers, sometimes irate. High production environment.

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.

In depth knowledge of office and division procedures and policy; ORS Chapter 537 laws pertaining to well construction and groundwater. OAR Divisions 200, 205, 210, 215, 220, 225, 230 and 240.

- b. How are these guidelines used?

This knowledge is used daily when responding to requests for information and in the technical review of well logs received.

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>			
Public	Phone/Person	Request Information	Daily
Realtors	Phone/Person	Request Information	Daily
Well Constructors	Phone/Person	Request Information and supplies	Daily
Other State Agencies	Phone/Person	Request Information	Weekly
Watermasters	Phone	Request information and supplies	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Process documents requiring judgement as follows: Review well reports to ensure that all necessary documentation is provided and is complete. The guidelines and precedents are less detailed and explicit. The position requires knowledge of ORS, OAR, agency policy, and procedures. This position also determines when to return well reports for corrections or missing information and when to refer apparent minimum well construction standards violations to other staff for action. Referrals may result in formal enforcement actions against well constructors that assess civil penalties or suspend/revoke licenses. This position receives general supervision from the Manager of the Enforcement Section, and then must work independently to finish the work.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
NRS4	3000086	Occasional review of work when making use of files maintained by this position.		Reviews are done to assure accuracy, timeliness, and conformance with

				policy.
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0

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 |
| <input type="checkbox"/> Disciplines and rewards | <input 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:

Requires knowledge of personal computers, fax machines, and scanners. Must have a working knowledge of databases, information systems, spreadsheet and word processing and know when to seek assistance from the Data Processing Section. The person in this position must be flexible because they are called upon to perform many varied tasks.

The person in this position performs duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through a willingness to assist and support co-workers, supervisors, and other work related associations. Develop good working relationships with division and agency staff through active participation in accomplishing the agency mission and resolving problems in a constructive manner. Demonstrate openness to constructive feedback in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work environment.

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>		

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