



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
1/19/24

Agency: Oregon Department of Fish and Wildlife

Facility: ODFW Headquarters

☐ New ☒ Revised

This position is:

- ☐ Classified
☒ Unclassified
☒ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	Agency Head 4	b. Classification No:	Z7014
c. Effective Date:	07/01/75	d. Position No:	5000.001
e. Working Title:	Director	f. Agency No:	63500
g. Section Title:	Director's Office	h. Budget Auth No:	000428100
i. Employee Name:	Curt Melcher	j. Repr. Code:	MEAH
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name:	Mary Wahl, Chair of the Oregon Fish and Wildlife Commission		
m. Position:	☒ Permanent ☒ Full-Time	☐ Seasonal ☐ Part-Time	☐ Limited Duration ☐ Intermittent ☐ Academic Year ☐ Job Share
n. FLSA:	☒ Exempt ☐ Non-Exempt	If Exempt: ☒ Executive ☐ Professional ☐ Administrative	o. 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 mission of the Oregon Department of Fish and Wildlife is to protect and enhance Oregon's fish and wildlife and their habitats for use and enjoyment of present and future generations. A seven-member commission appointed by the Governor governs the Department. The Commission has the authority to enact regulations and set policy for hunting, sport and commercial fishing, wildlife diversity and habitat enhancement and protection for all species. Policies and programs of the Department affect the residents of the state of Oregon and their activities in many ways including their socioeconomic, recreational, and environmental concerns.

For the 2023-2025 biennium, ODFW staffs 25 district and field offices to provide customer service, operates 33 hatchery facilities, and manages 16 wildlife areas with 1,177 full-time equivalent employees (FTEs).

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:

Direct the Department programs in a manner that achieves goals consistent with the mission of the agency, Commission policy, state and federal laws, and applicable treaties and agreements with other states, countries, and Indian tribes. Policy direction is received from the Oregon Fish and Wildlife Commission.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
40	NC	E	Agency Administration Hires, disciplines, and rewards executive and support staff according to policy, and assigns, reviews, and evaluates their work. Prepares and conducts annual performance appraisals, responds to and directs the investigation and resolution of grievances and complaints, counsels employees in work-related activities, personal growth, and career development. Directs the development of the Department’s budget request, presents the Governor’s Recommended Budget to the Legislature and Ways and Means Subcommittee, and implements the legislatively approved budget through subordinate managers to achieve the agency mission and goals. Promotes and fosters a diverse workforce and discrimination/harassment-free workplace. Recognizes value of individual and cultural differences. Creates work environment where individuals’ differences are valued. Consistently treats customers, stakeholders/partners, co-workers with dignity and respect. Solicits and values diverse viewpoints. Directs the development and implementation of the Department’s affirmative action plans, employee safety requirements, employment laws, and the recruitment, retention, and management of a diverse and well-trained workforce. Develops and implements changes to improve efficiency and effectiveness in such things as the Department’s organizational structure, span of control, response to citizens, gaining excellence in personnel performance, and coordination with the Governor’s office and the Department of Administrative Services. Assures that Oregonians, regardless of their reason for interacting with ODFW or Oregon’s fish, wildlife, and habitat resources, are welcome, respected, and provided with access and information designed to facilitate their engagement with the Agency and the public resources. Convenes weekly Executive Leadership Team meetings where

			advice is given to the Director, and decisions made on policy, planning, and program issues. Exercises the powers of the Commission in times of emergency as determined by the Commission and statutory authority.
30%	R	E	Program Direction, Leadership and Vision Directs the development of agency policy for fish, wildlife, and habitat programs relating to wildlife conservation and their potential impact on public and private lands. Develops, implements, and evaluates agency programs to assure compliance with state and federal laws and regulations. Advises and supports the Fish and Wildlife Commission in the development of administrative rules, agency policy, priorities, and direction. Directs the development of administrative rules and presents proposed rules to the Oregon Fish and Wildlife Commission, either personally or through staff. Directs the development and implementation of the Department's priorities and principles. Assures implementation through the Executive Leadership Team and managers. Identifies key challenges and threats to fish and wildlife populations and the habitat they require, including climate change impacts, biodiversity loss, and water scarcity, and develops programs, policies and action plans to address those issues. Participates personally and directs agency coordination and communication with the Fish and Wildlife Commission, Legislature and Governor's office regarding current and anticipated agency issues. Provides testimony before legislative committee in person, or through staff. Directs review and development of agency position statements on proposed legislation affecting the agency. Meets with the Governor and Governor's Natural Resource Office staff to ensure agency alignment with the Governor's policy directions. Directs the management of state marine fisheries consistent with the Magnusson-Stevens Fishery Management Act. Participates as a voting member on both the Pacific and North Pacific Fishery Management Councils. Directs agency negotiations on disputed legal issues, Native American treaties and agreements, property purchases, personnel matters, and other significant issues. Participates as a decision-making member and directs staff participation in the multi-jurisdictional bodies that influence fish, wildlife and habitat management in the western states, and Canada, such as the Pacific Fishery Management Council, US/ Canada Pacific Salmon Commission, and the Pacific Flyway Council.

30%	R	E	External Coordination Provides expertise to and collaborates with state and federal agencies, public and private landowners and organizations, and the public to interpret and apply the federal Endangered Species Act. Collaborates with other states' fish and wildlife agencies that share critical habitat, offshore and contiguous water resources, and with federal agencies to achieve consistency in resource management goals and outcomes. Collaborates with state natural resource agencies to accomplish ODFW mission through the actions and policies of those agencies, by providing expertise and advice about how management options and agency actions can protect and support fish and wildlife populations and habitat. Collaborates with other state agencies, including Oregon State Police, Department of Transportation, and Economic Development, whose activities impact the fish, wildlife and habitat resources of the state, to help make siting, land management, transportation and other infrastructure and related state work as compatible as possible with fish and wildlife populations and habitat needs. Collaborates with federal agencies, including the Army Corps of Engineers, Forest Service, Agriculture, Bureau of Land Management and Bureau of Reclamation to develop cooperative programs and to resolve conflicts involving federal land and water management activities. Participates as a member of various regional, national, and international organizations associated with fish and wildlife management, including the Western Association of Fish and Wildlife Agencies, the Association of Fish and Wildlife Agencies, Pacific Salmon Commission, and Pacific States Marine Fisheries Commission. Provides expertise and advice to legislators, legislative bodies, the public, environmental, industry and sport groups, federal regulators and others to support their roles on environmental issues. Examples include: hydropower relicensing, water rights and allocations, interstate fish and wildlife management related to the Endangered Species Act, the Oregon Plan for Salmon and Watersheds, and the Oregon Conservation Strategy. Meets with the public individually and in formal public meetings to provide information and receive input regarding program direction and budget initiatives.
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.

Frequent automobile travel, sometimes in adverse weather conditions. Regular commercial air travel to attend meetings and conferences throughout the United States. Frequent, long, and irregular hours to attend Commission, Council, Legislative, and public meetings. This position requires a valid driver 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.

Applicable Oregon Revised Statutes and Administrative Rules
Applicable federal rules, regulations, and laws
Employment laws, policies, and procedures
Department Administrative Services policies and procedures
SEIU Collective Bargaining Agreement
Governor's Executive Orders

b. How are these guidelines used?

To provide direction for policy and program development and implementation.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Fish and Wildlife Commission	In person/Telephone/Writing	Policy guidance/information	Weekly
Department staff	In person/Telephone/Writing	Provide direction	Daily
State agency directors	In person/Telephone/Writing	Share information/negotiate	Weekly
Federal agency managers	In person/Telephone/Writing	Coordinate, negotiate	Weekly
Legislators	In person/Telephone/Writing	Inform, respond to questions	Weekly
Governor/staff	In person/Telephone/Writing	Inform, respond to questions	Weekly
Interest Groups	In person/Telephone/Writing	Inform, respond to questions	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Make all leadership decisions related to the operation of the Department. Decisions have long-term effects on the fish and wildlife resources of the state and the public that uses and appreciates them. The public trust is at stake with decisions made by the Director as this position is the guardian over a geographically diverse state with multiple habitats and diverse fish and wildlife species. An error in decision making has the potential to adversely impact Oregon's fish and wildlife populations, which could further impact Oregon's economy dependent on fish and wildlife resources. Selects all executive management staff.

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 cursor at end of a row (outside table) and hit "Enter".

The Director is appointed by and reports to a seven-member policy-making commission appointed by the Governor. The Commission is the primary reviewer of this position with frequent contact made by the Chair of the Commission to ensure policy direction is followed in addition to the monthly meetings held by the full Commission.

The Director also reports activities and strategies of the Department to the Governor through cabinet meetings and the Governor's Natural Resource Office. Less formal reporting is made to the Department of Administrative Services. These contacts allow for better information flow to occur and identify issues that may require additional discussions with Commissioners.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 4

How many employees are supervised through a subordinate supervisor? 1,177 FTE

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

- | | |
|---|--|
| ☒ Plan work | ☒ Coordinates schedules |
| ☒ Assigns work | ☒ Hires and discharges |
| ☒ Approves work | ☒ Recommends hiring |
| ☒ Responds to grievances | ☒ Gives input for performance evaluations |
| ☒ Disciplines and rewards | ☒ 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:

This position requires demonstrated excellence in the following areas to effectively carry out the mission of the department: effective skills in management, budget, oral and written communication, interpersonal relations, negotiation techniques, public speaking, policy and program development and implementation.

This position has been designated to have direct responsibility to review and/or be provided with a copy of a criminal history check print-out. To verify identification, the successful candidate shall be subject to an FBI Criminal Justice Information System Access fingerprint-based record check within 10 days following initial

employment or assignment to this position. Additionally, this position has been designated as sensitive in that the incumbent in this position has access to information, the disclosure of which is prohibited by state or federal laws, rules or regulations or information that is defined as confidential under state or federal laws, rules, or regulations. This position has also been designated as sensitive in that the incumbent has direct access to persons under 18 years of age, elderly persons, or persons with disabilities. This position requires passing of a computerized criminal history background check. The successful candidate will be subject to a criminal history background check with fingerprinting and will be subject to annual checks during employment. Basic security awareness training is required within six months of initial assignment, or when a position has been identified as needing CJIS Clearance. The security awareness training is administered every two years for all personnel who have access to Criminal Justice Information System (CJIS) information.

This position requires a valid driver license and an 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
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		
Entire Agency	556 million	All Funds

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