

IN THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER NO. 96-1-10-8

) IN THE MATTER OF CREATING THE
) CLASSIFICATION AND SALARY RANGE
) FOR WASTE MANAGEMENT TECHNICAL
) SPECIALIST AND ADDITION 1.0 FTE
) TO THE BUDGET OF THE WASTE
) MANAGEMENT DIVISION

WHEREAS, the Public Works Department is restructuring the Waste Management Division and has requested the development of a new classification; and

WHEREAS, the Office of Personnel Services has established the classification and corresponding salary range in compliance with the current classification/compensation policy; and

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and responsibilities; therefore it is hereby

ORDERED that the classification and salary range be established as follows:

Waste Management Technical Specialist Range 34 \$35,277 - \$47,278

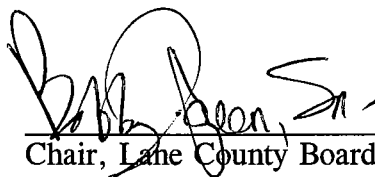
IT IS FURTHER ORDERED that a 1.0 FTE be added to the budget of the Waste Management Division.

DATED this 17th day of January, 1996.

FILED

JAN 18 1996

COUNTY CLERK
BY Pam DeWille


Chair, Lane County Board of Commissioners

APPROVED AS TO FORM
Date 1-3-96 Lane County
Jeres Gulik
OFFICE OF LEGAL COUNSEL

IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR WASTE MANAGEMENT TECHNICAL SPECIALIST AND ADDING 1.0 FTE TO THE BUDGET OF THE WASTE MANAGEMENT DIVISION

WASTE MANAGEMENT TECHNICAL SPECIALIST

DEFINITION

Provides highly complex technical support to Waste Management Manager on various programs to include waste reduction, refuse transfer and landfills; collects, organizes, analyzes and interprets data; prepares detailed research, studies, reports and recommendations; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from Waste Management Manager.

May provide technical and functional supervision to assigned staff on special projects.

EXAMPLES OF DUTIES

Gathers, studies and interprets federal, state and local regulations related to waste management operations.

Evaluates waste management rules, regulations, laws and procedures to determine regulatory compliance.

Investigates, analyzes and prepares reports and recommendations on various waste management programs.

Conducts statistical analyses of data and develops data displays including graphs, charts and tabulation of data records.

Prepares and presents reports, both oral and written, on program development and status.

Assists in the preparation and monitoring of division budget.

Assists in preparation of cost estimates and fiscal monitoring of waste management programs.

Performs a variety of duties related to special assignments and projects.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and methods of administrative and management analysis.

Basic knowledge of principles and practices of waste management.

Physical and/or biological sciences.

Federal, state and local rules and regulations pertaining to waste management operations.

Statistical analysis and report writing.

Basic principles of public financing, budgeting and accounting functions.

Computers and computer applications.

Ability to:

Interpret and apply complex local, state and federal laws, rules and regulations relating to waste management operations.

Read and comprehend complex technical literature.

Analyze data and prepare reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Prepare and monitor a budget.

Develop and maintain effective records and data management systems.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental or physical science, one of the natural sciences, public or business administration or a related field.

Experience:

Three years of progressively responsible administrative staff support and analytical experience. Experience working in a waste management environment is desirable.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.