

Position Description
Fish and Wildlife Policy Analyst
Oregon Office - Northwest Power and Conservation Council

General Duties

The Fish and Wildlife Policy Analyst provides policy support and advises the two Oregon Members of the Northwest Power and Conservation Council in the development and implementation of a program to protect, mitigate and enhance fish and wildlife affected by the Federal Columbia River Power System.

The Council is an interstate compact consisting of Oregon, Idaho, Montana and Washington. Each state has Council office, with Oregon's located in Portland. The Council also has a Central Office located in Portland, Oregon. The Fish and Wildlife Policy Analyst assists the Council Members in coordination with the various state offices for program development and implementation. The Analyst must also interact, daily, with staff from the Council's Central Office and the other states in developing staff positions on Council policy recommendations and Council funding decisions. The analyst must attend regular fish and wildlife staff meetings, monthly Council meetings and brief the Oregon Members on policy issues or concerns pertaining to or arising from those meetings.

The Analyst must coordinate with various State of Oregon natural resource agencies, federal agency staff and the staffs of the federally recognized Indian Tribes in the Columbia River Basin on policy matters pertaining to the Fish and Wildlife Program. The Analyst must communicate with representatives of various interest groups and the general public on fish and wildlife issues relating to the Council's program.

Specific Duties

Fish and Wildlife Program Development - Provide policy support in the development of the Council's Fish and Wildlife Program. Read and analyze recommendations for amendment to the Fish and Wildlife Program. Analyze and explain policy implications of recommendations for amendment to the Program. Consult with Council staff and various state, federal and tribal staffs, interest groups and the public on the amendments and the Program. Support Oregon Members from recommendation stage to final adoption of the Fish and Wildlife Program.

Project Selection and Review - Review, analyze and recommend projects for the \$300 million Direct Program that implements the Fish and Wildlife Program. In some instances, the Analyst may be asked to conduct public meetings with project sponsors and staff from the various agencies and tribal governments to select projects that implement the program. The analyst must read and review scientific recommendations from the Council's Independent Scientific Review Panel and comments from the interested agencies, governments and parties to arrive at recommendations for project selection within Council specified budgetary amounts.

Assist Council Members in the development and oversight of the overall Fish and Wildlife Program budget and help track Bonneville Power Administration expenditures in support of the Program.

Program Implementation Support – Serve as a contributing member of various committees and groups implementing elements of the Program. Current duties include:

- Willamette Biological Opinion Steering Team and the Habitat Technical Team
- Willamette Wildlife Advisory Group and the Wildlife Coordination Team
- Estuary Science Review Group
- Operations and Maintenance Funding Subcommittee
- Budget Oversight Group
- Cost Savings Workgroup

Program Performance – Support the assessment of Program performance and effectiveness throughout the State of Oregon and the Pacific Northwest in key mitigation strategy areas.

Policy Analysis - Assist Council Members by analyzing and reporting on the policies of federal agencies, state agencies and tribal governments and how these policies pertain to the Fish and Wildlife Program and its implementation. Staff will maintain close coordination with the state and central Council staffs and the Bonneville Power Administration in performing this duty.

Information Dissemination - Conduct public meetings and presentations to assist in the dissemination of information on the Fish and Wildlife Program and its component parts.

Other Duties As Assigned

Both the Fish and Wildlife Policy Analyst and the Energy Policy Analyst positions may, at times, be required to perform administrative tasks to assist the Council members and staff of the Oregon Office and conduct the general business of the Oregon Office. Those tasks may include (but are not limited to): arranging travel to Council meetings and other Council-related functions for both members and staff, arranging hotel or other accommodations for members and staff during travel periods, tracking the Oregon Office budget and its component categories to stay within Council parameters, working with the Central office to secure Oregon meeting sites for at least one Council meeting per year and other meetings as required, researching and securing sites for public hearings and assisting the Central Office to secure court reporters and publicize the hearings, scheduling meetings for Oregon members and assisting members on their meeting calendars, assisting Oregon members with forms for travel reimbursement and other office expenses, coordinating with Central on computer and other office infrastructure requirements, purchasing office supplies and other office necessities, verifying and submitting bills to the Central Office for payment, registering members and staff for conferences, some minor filing and copying.

Required Skills

- A degree in biology, natural resource policy, or natural resource law.
- Strong analytical, writing, and communication skills are essential.
- The ability to work in group settings and to develop positions as part of a larger team.
- Professional experience to support analysis of biological, management, budget and implementation issues
- Demonstrated ability to communicate technical information to policy makers clearly and concisely in written and oral presentations
- Demonstrated experience as a trusted independent advisor regarding policy and technical issues
- Ability to define work objectives and work independently towards agreed-upon goals.

- Ability to represent the Council in various regional policy forums objectively and with a professional demeanor
- Ability to work with federal, state, tribal and other entities on Council topics relating to implementation of the fish and wildlife program and its components.
- The position requires some travel, mostly in state and throughout the Pacific Northwest.

Compensation

The Oregon Office of the Council provides a competitive structure of compensation and benefits. Salary information provided upon request. Please contact Sandra Hirotsu, Administrative Division Director, shirotsu@nwcouncil.org.

To Apply

Interested parties should submit a Cover letter, Resume and Writing sample (all in one PDF document if possible) to Leann Bleakney lbleakney@nwcouncil.org

Application material should be submitted by May14, 2021.

The Oregon Office of the Council hopes to fill this position by July 12, 2021. At this time, our office is closed with our staff working remotely. We will hold a virtual interview process. Additional information about the process and scheduling will be provided to candidates selected for an interview.

EOE Statement

The Oregon Office of the Council is an Equal Opportunity Employer. The Council does not discriminate on the basis of race, color, national origin, religion, gender, gender identity (including gender expression), sexual orientation, marital status, age, disability, genetic information, or military or veteran status.