



City of Portland

## Regulatory Project Manager (Analyst III)

<b>SALARY</b>	\$77,376.00 - \$140,025.60 Annually	<b>LOCATION</b>	1120 SW 5th Ave, OR
<b>JOB TYPE</b>	Regular	<b>JOB NUMBER</b>	2023-00850
<b>BUREAU</b>	Portland Water Bureau	<b>OPENING DATE</b>	06/05/2023
<b>CLOSING DATE</b>	6/26/2023 11:59 PM Pacific		

### The Position



*The Portland Water Bureau is seeking a skilled **Regulatory Project Manager** to lead the City's Federal Energy Regulatory Commission (FERC) hydroelectric relicensing project in the Bull Run Watershed.*

Do you have a passion for organizing and managing time-sensitive projects?

Do you find joy in collaborating with teams to solve problems?

Are you passionate about renewable energy and environmental protection?

Do you feel energized when tackling complex processes?

Do you get satisfaction from finding win-win regulatory compliance solutions?

### About the Division

The Portland Water Bureau is looking for a talented regulatory project manager to join the Environmental Compliance Division of the Bureau's Resource Protection and Planning Group. The Environmental Compliance Division is charged with directing the City's efforts, on behalf of the Portland Water Bureau and the Bureau of Hydropower, to renew a Federal Energy Regulatory Commission (FERC) license for existing hydroelectric facilities in the Bull Run Watershed in collaboration with other resource protection, engineering, operations, and hydropower staff. The Environmental Compliance Division also manages implementation of the Bureau's Bull Run Water Supply Habitat Conservation Plan for endangered and threatened salmonids in the Bull Run River.

The Bureau's Resource Protection and Planning Group includes science, technical, policy, and regulatory compliance staff working to ensure that the natural conditions contributing to Portland's outstanding drinking water sources are protected and maintained, the environmental regulations governing endangered species, aquatic habitat, and cultural resources are met and exceeded, and adequate quantities of high-quality source water will remain available to the Portland region for the foreseeable future.

### About the Position

This Analyst III position will manage the City's FERC hydroelectric project relicensing process on behalf of the Portland Water Bureau and the Bureau of Hydropower. The position will coordinate the City's interdisciplinary relicensing team of internal staff and consultants to achieve regulatory milestones necessary to obtain a new operating license and allow the

City to continue hydropower production in the Bull Run Watershed. A major component of this work involves directing development of several key regulatory documents and supporting the Water Bureau and the Bureau of Hydropower to negotiate with state and federal regulatory agencies responsible for environmental protection, including the National Marine Fisheries Service, Oregon Department of Fish and Wildlife, and Oregon Department of Environmental Quality. Alignment of new license terms with the City's water supply responsibilities and associated regulatory compliance agreements is a key aspect of successfully obtaining a new license.

You'll be working within a dedicated interdisciplinary team that puts into daily practice the Water Bureau's commitment to careful stewardship of the natural resources entrusted to our care, the financial resources of our community, and the commitment to meet the rule and the spirit of applicable regulations.

**Duties and responsibilities include:**

- Lead all aspects of project management for the FERC relicensing process to meet regulatory requirements and deadlines, including process planning; managing workflow prioritization and assignments; coordinating numerous time-sensitive meetings, field tours, and workshops; recordkeeping; and ensuring timely submission of all deliverables.
- Manage consulting contract(s) to support regulatory process and to prepare and submit highly complex and comprehensive regulatory documents. Monitor contract terms and conditions and manage related invoice payments. Ensure scope, schedule, and budget performance. Documents may include but are not limited to a formal study plan, environmental analyses and natural resource studies and reports, environmental and cultural resource plans and permits, engineering reports, and mitigation plans.
- Lead interdisciplinary teams to plan and implement project strategy, prepare regulatory documents, plan and implement studies, and plan and implement outreach to diverse stakeholders.
- Provide strategic and technical review of all project deliverables and manage external review process.
- Manage effective communications across City staff, consultants, FERC, regulatory agencies and other interested parties. Prepare clear memos, presentations, and reports for a variety of audiences.
- Support Environmental Compliance Division Manager and other City staff in negotiations with FERC staff, regulatory agencies, and tribal representatives.
- Maintain a detailed project record to meet FERC requirements.
- Oversee internal project tracking and status reporting.

**As a person, you are:**

- **Organized:** Have exceptional project management skills with demonstrated experience delivering complex projects on schedule and within budget, and are skilled in managing large contracts with multiple deliverables, tasks and large consultant teams
- **Collaborative:** Have strong relationship building skills, able to exercise tact and diplomacy to build agreement with a variety of people on complex and politically sensitive topics in a variety of settings, and able to engage with and support interdisciplinary teams to deliver results
- **Knowledgeable:** Are familiar with major federal environmental laws (NEPA, CWA, ESA), environmental regulatory agencies, and environmental permitting, preferably as related to hydropower licensing in the Pacific Northwest.
- **Experienced:** Have demonstrated ability to conduct and navigate agency consultation, public processes, issue scoping, and regulations to develop successful strategies addressing project issues
- **Detail Oriented:** Have exceptional attention to detail and ability to identify and meet complex process and legal recordkeeping requirements
- **Adaptable:** Able to work both independently and collaboratively, and manage your time effectively to meet deadlines under demanding project schedules
- **Equity Focused:** Have experience with concepts of environmental justice and able to sustain effective two-way dialogue with underrepresented communities, including Tribal governments

**About the Water Bureau:**

The Portland Water Bureau is a rate-financed municipal utility whose 600 employees work together to serve almost a million people in the Portland area. The bureau values a diverse workforce and seeks ways to promote equity and inclusion within the organization and with the public. Black, Indigenous, People of Color, and people with disabilities, are encouraged to apply for this position.

**Our mission:** We serve excellent water every minute of every day.

**Our vision:** The water our community loves is safe and abundant for generations to come.

**Our equity commitment:** We work to uproot systemic inequities and their impacts on our employees and the people we serve. We commit to the difficult—and essential—work of transforming Water Bureau policies, practices, and culture to better serve historically and currently oppressed communities.

More Information about the bureau: [www.portlandoregon.gov/water](http://www.portlandoregon.gov/water)

### **City of Portland Core Values Anti-racism | Communication | Collaboration | Equity | Transparency | Fiscal Responsibility**

These values guide our actions as we serve the community and engage our workforce. They determine everything we do and every decision we make as City government. To learn more about the City of Portland's core values, please click [here](#)

### **Why work at the City of Portland?**

The City of Portland workforce serves a population of over 650,000. We are culture- and solutions-driven, viewing every challenge as an opportunity to learn, improve, and share our expertise. We are committed to removing systemic barriers to resources, access, and opportunity. The City is a believer in ALL people and continues to actively recruit and retain diverse top talent every day. We offer a comprehensive benefits package, including but not limited to medical, dental, vision, basic life, short- and long-term disability coverage to eligible employees and their families. If you are open-minded, motivated, community-focused, and self-aware, please apply yourself at the City of Portland today.

The City of Portland also participates in the Oregon Public Employees Retirement System (PERS). For more information on the City of Portland's benefits please click [here](#)

### **Work Location**

Beginning in May 2023, most hybrid employees will be expected to perform at least half of their work in person. City Council approved a human resources administrative rule in January 2023, [HRAR – 4.045](#), requiring employees, including those who are fully remote and hybrid, to perform work within Oregon or Washington. Employees have until May 4, 2023, to be in compliance with the new rule. For more information, [click here](#).

### **To Qualify**

***Applicants must provide details in their supplemental question responses and resume that demonstrate how their education, training and/or experience, meets each of the following minimum qualifications:***

1. **Knowledge** of principles, tools, and techniques for project/program planning and management, and demonstrated experience managing contracts to deliver complex projects on schedule and within budget.
2. **Knowledge** or awareness of complex regulatory or permitting processes such as the National Environmental Regulatory Act (NEPA) process, FERC's Integrated Licensing Process, or other related processes, and strategies for managing key steps of the process.
3. **Ability** to identify and analyze complex regulatory and administrative issues, laws and policies, evaluate alternatives, and recommend sound, logical and fact-based strategies and effective courses of action.
4. **Ability** to communicate clearly, logically, and persuasively, both verbally and in writing, to prepare concise and comprehensive reports, correspondence, presentations, and other documents.
5. **Ability** to establish and maintain effective working relationships, and exercise tact and diplomacy, with Bureau managers and staff, regulatory agencies and a variety of external stakeholders and partners
6. **Ability** to collaborate with communities of color and people traditionally underrepresented in local decision-making and facilitate inclusive participation.

**Any combination of education and experience that is equivalent to the minimum qualifications is acceptable.**

Education/Training: Bachelor's degree from an accredited college or university in natural resources or environmental science, public policy, political science, public administration, environmental or civil engineering, or a related field.

**AND**

Experience: Six (6) years of professional and responsible experience performing regulatory, public policy, project management, analytical or related work, including a minimum of two (2) years in a lead role.

#### Preferred Qualifications:

- Graduate degree from an accredited college or university.[]

#### Applicants must also:

- Have a valid state driver's license
- Occasional travel may be required

### The Recruitment Process

An evaluation of each applicant's training and experience, as demonstrated in their résumé and answers to the supplemental questions, weighted 100%. **Do not attach materials not requested.** Only candidates who meet the minimum qualifications will be placed on the equally ranked eligible list. You have 14 days from the notice of the examination results to let us know if you disagree with your results. Please read the City of Portland Administrative Rule 3.01 for complete information. Additional evaluation may be required prior to establishment of the eligible list and/or final selection.

***\*\*PLEASE NOTE: The eligible list generated from this recruitment may be used to fill future vacancies\*\****

#### Recruitment Timeline:

- Job Posting Closes: 6/26/2023
- Applications Reviewed: week of 6/26/2023
- Eligible List Created: week of 7/03/2023
- First Round Interview: TBD
- Job Offer: TBD

***\*\*Timeline is approximate and subject to change without notice\*\****

### INFORMATION SESSION

To assist you in understanding this position, a one-hour online information session on the Regulatory Project Manager position will be offered at **6 p.m. on Wednesday, June 14**, using Zoom. The Portland Water Bureau's Environmental Compliance Division Manager and a representative from the Portland Bureau of Human Resources will share information about the position and the hiring process. Time will be reserved for a question-and-answer period. Prospective candidates may participate by phone or computer but are not required to use video or their full names to allow for anonymity. ***You are not required to attend to apply for this job.***

If you need an interpreter or other accommodations to fully participate in this meeting, please contact the Recruiter below for assistance.

#### How to join:

<https://us02web.zoom.us/j/88470719219?pwd=a2YyQXNwTDR6OWRYSVZMcklyMXI4dz09>

### Applicant Instructions

**Applicants must submit a professional resume and responses to the supplemental questions online, specifically focused on your qualifications for this position as identified in the "To Qualify" section of this announcement in accordance with the following Application Instructions:**

- Your résumé and responses to the supplemental questions will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.
- Your responses to the supplemental questions should include details describing your education, training and/or experience, and where obtained which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your resume should support the details described in your responses to the supplemental questions.
- If you are requesting Veteran's Preference, as identified below, please describe in your responses to the supplemental questions and resume any transferrable skills obtained during your military service and how they

relate to each of the required minimum qualifications under the "To Qualify" section above.

**All completed applications for this position must be submitted no later than the closing date and time of this recruitment. *E-mailed and/or faxed applications will not be accepted.***

## Additional Information

**Work Status:** Non-citizen applicants must be authorized to work in the United States at the time of application.

**Veterans' Preference:** If you are requesting Veterans' Preference, attach a copy of your DD214/DD215 and/or Veterans Administration letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veterans' Preference AND include a copy of your documentation for each recruitment to which you apply. *Veterans' Preference documentation must be submitted no later than 11:59 PM on the closing date of this recruitment.*

**ADA, Pregnancy, and Religious Accommodations:** If you identify as a person with a disability, are pregnant or nursing, or observe a religious practice(s), and would like to request a reasonable accommodation when applying for this job, please contact the Recruiter below for assistance.

**Equal Employment Opportunity:** It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply.

### Language Pay Differential

City of Portland employees who speak one or more languages in addition to English may be eligible to receive a "language pay differential." This is compensation for qualifying multilingual City employees who use their language skills to assist the community. More about the language pay differential can be found [here](#).

**Did you know?** The City of Portland offers How to Apply Classes and [How to Apply Videos](#). The class and the videos are free and review best practices for applying to the City. If you have questions after watching the videos you are invited to contact the recruiter listed on the announcement or starting in April 2023 you are invited to attend the Question and Answers session. If you prefer to attend a virtual in-person class, they are also available once a month. Follow the link for the most recent list of scheduled dates for the Question and Answer session and the How to Apply Class: <https://www.portland.gov/bhr/events>.

### Questions?

Terrol Johnson  
Senior Recruiter/Veteran Outreach Specialist  
Bureau of Human Resources  
[Terrol.Johnson@portlandoregon.gov](mailto:Terrol.Johnson@portlandoregon.gov)

## An Equal Opportunity/Affirmative Action Employer

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### Agency

City of Portland

### Address

1120 SW 5th Ave, 404

Portland, Oregon, 97204

### Phone

503-823-4757

### Website

<http://www.portlandoregon.gov/jobs>

## Regulatory Project Manager (Analyst III) Supplemental Questionnaire

**\*QUESTION 1**

**Thank you for your interest in joining the team at the City of Portland. We sincerely value your time and hope to make your application experience as positive as possible.**

The following supplemental questions are an important step to assist us in determining if you have the minimum qualifications to succeed in the posted vacancy.

**Write specific and unique responses to each question.** Answering "No", to any of the Yes/No questions or answering an essay question with the following "See resume", or entering "N/A" for any of the minimum qualifications listed in the "To Qualify" section may eliminate you from further consideration.

**Note: If you are requesting veterans' preference, please be sure to upload a copy of your DD214 and/or Veteran's administration letter stating your disability. Veteran's preference documentation must be submitted by the closing time of this announcement.**

**Have you read and understood all the information listed above?**

- ☐ Yes
- ☐ No - If you have any questions, please contact the recruiter on the announcement.

**\*QUESTION 2**

**Where did you first learn about this job opportunity? (If on a website or job board, please specify which one)**

**\*QUESTION 3**

**The City of Portland receives public records requests at times. Please indicate which response you find appropriate: (Answer will not disqualify you from the process)**

- ☐ My application was submitted with the understanding that the City of Portland would keep the information confidential and would only disclose the information if ordered to do so. I would not have submitted this application without the promise of confidentiality.
- ☐ You may release my application; I am waiving confidentiality.

**\*QUESTION 4**

**Do you possess knowledge of principles, tools, and techniques for project/program planning and management, and demonstrated experience managing contracts to deliver complex projects on schedule and within budget?**

- ☐ Yes
- ☐ No

**\*QUESTION 5**

**Provide a detailed example(s) of your knowledge of principles, tools, and techniques for project/program planning and management, and demonstrated experience managing contracts to deliver complex projects on schedule and within budget.**

**In your response, include details that clearly reflect how you meet this minimum qualification. Such as:**

- Examples of when you used the knowledge skill or ability.
- Role you served in (professional, internship, volunteer).
- The impact and/or results of your of experience.
- Skills, training, transferable skills or lived experience you have that will help you in this area.
- Total years of experience applying the knowledge, skill, or ability.

**\*QUESTION 6**

Do you possess knowledge or awareness of complex regulatory or permitting processes such as the National Environmental Regulatory Act (NEPA) process, FERC's Integrated Licensing Process, or other related processes, and strategies for managing key steps of the process?

☐ Yes

☐ No

**\*QUESTION 7**

Provide a detailed example(s) of your knowledge or awareness of complex regulatory or permitting processes such as the National Environmental Regulatory Act (NEPA) process, FERC's Integrated Licensing Process, or other related processes, and strategies for managing key steps of the process.

In your response, include details that clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability.
- Role you served in (professional, internship, volunteer).
- The impact and/or results of your of experience.
- Skills, training, transferable skills or lived experience you have that will help you in this area.
- Total years of experience applying the knowledge, skill, or ability.

**\*QUESTION 8**

Do you have the ability to identify and analyze complex regulatory and administrative issues, laws and policies, evaluate alternatives, and recommend sound, logical and fact-based strategies and effective courses of action?

☐ Yes

☐ No

**\*QUESTION 9**

Provide a detailed example(s) of your ability to identify and analyze complex regulatory and administrative issues, laws and policies, evaluate alternatives, and recommend sound, logical and fact-based strategies and effective courses of action.

In your response, include details that clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability.
- Role you served in (professional, internship, volunteer).
- The impact and/or results of your of experience.
- Skills, training, transferable skills or lived experience you have that will help you in this area.
- Total years of experience applying the knowledge, skill, or ability.

**\*QUESTION 10**

Do you have the ability to communicate clearly, logically, and persuasively, both verbally and in writing, to prepare concise and comprehensive reports, correspondence, presentations, and other documents?

☐ Yes

☐ No

**\*QUESTION 11**

Provide a detailed example(s) of your ability to communicate clearly, logically, and persuasively, both verbally and in writing, to prepare concise and comprehensive reports, correspondence, presentations, and other documents.

In your response, include details that clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability.
- Role you served in (professional, internship, volunteer).
- The impact and/or results of your of experience.
- Skills, training, transferable skills or lived experience you have that will help you in this area.
- Total years of experience applying the knowledge, skill, or ability.

#### \*QUESTION 12

Do you have the ability to establish and maintain effective working relationships, and exercise tact and diplomacy, with Bureau managers and staff, regulatory agencies and a variety of external stakeholders and partners?

- ☐ Yes
- ☐ No

#### \*QUESTION 13

Provide a detailed example(s) of your ability to establish and maintain effective working relationships, and exercise tact and diplomacy, with Bureau managers and staff, regulatory agencies and a variety of external stakeholders and partners.

In your response, include details that clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability.
- Role you served in (professional, internship, volunteer).
- The impact and/or results of your of experience.
- Skills, training, transferable skills or lived experience you have that will help you in this area.
- Total years of experience applying the knowledge, skill, or ability.

#### \*QUESTION 14

Do you have the ability to collaborate with communities of color and people traditionally underrepresented in local decision-making and facilitate inclusive participation?

- ☐ Yes
- ☐ No

#### \*QUESTION 15

Provide a detailed example(s) of your ability to collaborate with communities of color and people traditionally underrepresented in local decision-making and facilitate inclusive participation.

In your response, include details that clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability.
- Role you served in (professional, internship, volunteer).
- The impact and/or results of your of experience.
- Skills, training, transferable skills or lived experience you have that will help you in this area.
- Total years of experience applying the knowledge, skill, or ability.

\* Required Question