



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
5/4/21

Agency: Oregon Department of Agriculture

Facility: 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:	Natural Resource Spec. 3	b. Classification No:	C8503
c. Effective Date:	7/1/21	d. Position No:	2336501
e. Working Title:	Soil Health Specialist	f. Agency No:	60300
g. Section Title:	Fertilizer Program	h. Budget Auth No:	
i. Employee Name:	Vacant	j. Repr. Code:	OAO
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name:	William Matthews		
m. Position:	<input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
n. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.

This position exists within the department's Natural Resources Program Area. The Natural Resources Programs aim to conserve, protect, and develop natural resources on public and private lands in order to ensure that agriculture will continue to be productive and economically viable in Oregon. This position pursues the Program Area goals of addressing water quality and natural resource conservation on agricultural lands by working closely with landowner, university, non-profit and stakeholder, state, tribal and federal partners to promote and build soil health. The Program Area supports the department's strategic plan objectives of promoting a culture of collaboration, a culture of compliance and support, and inclusive communications.

Within the program area, the position is housed in the Fertilizer Program due to the program's connections with agricultural productivity and natural resources protection. The position will work closely with the Fertilizer program team and will also collaborate with various ODA other programs due to their connections with soil health and natural resources protection.

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 works to incorporate soil health into Oregon Department of Agriculture programs and also collaborates with a variety of other agencies and partners to promote soil health. The position supports the goals of the Fertilizer Program as well as other ODA programs by supporting outcomes that reduce erosion, enhance nutrient use efficiency, promote carbon sequestration on natural and working lands, and help the agriculture industry adapt to climate change.

### 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
5			<p><b>Analysis/Evaluation</b> Serves as the department’s in-house expert to improve and monitor soil health on Oregon's agricultural lands. Collaborates with other state agencies and universities to better understand Oregon's soil carbon sequestration rates and how various practices can build soil carbon to work toward achieving the soil carbon sequestration goals for natural and working lands established by the Oregon Global Warming Commission. Explores soil research initiatives to assist in establishing a soil health baseline in Oregon. Serves as the primary point of contact with researchers at Oregon State University conducting soil health baseline research.</p> <p>Synthesizes information from a variety of sources about agricultural practices that can build and maintain soil health, sequester carbon, and improve the resiliency of agricultural lands in the face of changing climate conditions. Develops an understanding of tools that estimate climate change benefits of soil health practices. Collaborates with agencies and organizations to apply those tools.</p> <p>Analyzes and evaluates soil health programs in other states and recommends programs or program elements that may be appropriate for soil health initiatives in Oregon.</p>
20			<p><b>Interagency and partner collaboration</b> Identifies and communicates with other states and organizations that have soil health programs and recommends policies and programs in Oregon to support soil health. Supports Natural Resources Program Area outcomes that reduce soil erosion and enhance nutrient use efficiency, promote carbon sequestration on natural and working lands, and help the agricultural industry adapt to the effects of climate change. Supports Marketing Program goals of promoting Oregon-grown cover crop seed as a soil health protection and improvement strategy in-state, across the U.S. and internationally.</p> <p>Collaborates with state and federal agencies to implement voluntary natural and working lands strategies recommended by the Oregon Global Warming Commission and state leaders. Encourages incentives for funding voluntary soil health practices. Acts as the liaison with organizations that fund and conduct research to convey the importance of soil health. Coordinates with partner organizations to leverage and avoid duplication of efforts, and identifies and recommends policies and programs to fill gaps.</p>

20			<p><b>Outreach and Education</b> Collaborates with local, regional, and state level partners to promote soil health practices to Oregon agricultural communities. Facilitates conversations about high functioning soil ecosystems and conservation practice implementation across land uses. A key responsibility is engaging farms of all sizes, farms owned or operated by diverse agricultural producers, and connecting with farms and ranches using diverse production systems to promote soil health.</p> <p>Conducts outreach and education by collaborating with other organizations in the state that administer education and training programs for agricultural communities in order to encourage soil health as a component in their training curriculum. Supports programs which promote farmer-to-farmer peer learning about effective soil health strategies.</p> <p>Shares information about soil health strategies in collaboration with SWCDs, Extension Service, NRCS, and other partners. Connects farmers with local sources of technical assistance to implement on-the-ground practices that benefit soil health, including local SWCDs, Extension Service, and NRCS. Shares information about soil health improvement efforts by Oregon's farmers and ranchers, highlighting those who have already adopted practices that benefit soil health. Serve as member of the department's Fertilizer Research Committee and CAFO program to award and participate in research grants with a soil health emphasis.</p>
40			<p><b>Facilitating and Providing Technical Assistance</b> Develops contracts with local partners to recruit local landowners and SWCDs to host demonstration sites for cover cropping and other soil health practices.</p> <p>A key responsibility is leveraging federal and other resources to provide landowner assistance to implement soil health practices. Positions the state to take advantage of, and pursues, funding from existing state and federal programs to incentivize soil health practices on cropland such as cover cropping and mulching.</p>
10			<p><b>Agency Representation:</b> Represents the department on climate change mitigation and adaptation work groups, providing a technical perspective on opportunities in agriculture. Develops an understanding of effects of climate change on vulnerable impacted communities and ensure appropriate representation of diverse and impacted communities in soil health project planning.</p>
5			<p><b>Other Duties</b> Conducts other activities pertaining to functions of the department as assigned by program management.</p> <p><b>Customer Service</b> Demonstrates and fosters an attitude of being open and friendly to agency customers. Works to find ways to help customers solve problems. Educates customers on the benefits and costs of soil health practices.</p> <p><b>Work Environment:</b> Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public.</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.**

Position requires work in both field and office environments. Long hours of work under field conditions and of driving great distances may be required.

## 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.**

Oregon Revised Statutes, Oregon Administrative Rules, ODA information manuals, policies, and procedures, Oregon Executive Order 20-04, ODA Climate Change Plan, ODA Strategic Plan, USDA-NRCS conservation practice standards

**b. How are these guidelines used?**

Guidelines provide authority, procedures and scope of activities conducted.

## 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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Department staff	Person/phone/email	Information exchange, consultation	Daily/weekly
General public	Person/phone/email	Information exchange, consultation	Daily/weekly
Other agencies	Person/phone/email	Information exchange, consultation	Daily/weekly
Agricultural community	Person/phone/email	Information exchange, consultation	Daily/weekly
Nonprofit and stakeholder organizations	Person/phone/email	Information exchange, consultation	Daily/weekly
OSU staff	Person/phone/email	Information exchange, consultation	Daily/weekly
Soil and Water Conservation District staff	Person/phone/email	Information exchange, consultation	Occasionally
USDA staff	Person/phone/email	Information exchange, consultation	Rarely
FSA staff	Person/phone/email	Information exchange, consultation	Rarely

## SECTION 7. POSITION RELATED DECISION MAKING

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

Relates information about soil health concepts and practices, federal and state funding programs that support soil health, state soil health, climate goals, and public policy, and research and scientific information around soil health. Identifies local partners to conduct demonstration projects and develops agreements with local partners.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
<b>Note:</b> If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
PEM D	0179980	Oral and written communication	Ongoing	Discuss areas of concern, provide uniform direction, program enhancement, and maximize efficiency

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

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

Position regularly contacts and is contacted by farmers and ranchers, university research and extension personnel, local, state and federal agricultural and conservation agencies, grower organizations, and the general public. The performance of position duties follow federal and state laws, administrative rules, and department policies.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<b>Note:</b> If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

## 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