



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/18/22

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Oregon Department of Agriculture

Facility: Market Access and Certification Program

New Revised

SECTION 1. POSITION INFORMATION

Form fields for Section 1: Classification Title (Business Operations), Classification No (x7004), Effective Date, Position No (0143020), Working Title (Organic Certification Manager), Agency No (60300), Section Title, Budget Auth No, Employee Name, Repr. Code (MMS), Work Location (Salem, OR /Marion), Supervisor Name (Susanna Pearlstein), Position (Permanent, Full-Time), FLSA (Non-Exempt), and Eligible for Overtime (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 Business Operations Supervisor 1 position exists within the Market Access and Certification (MAC) Program Area. MAC programs are conducted statewide and affect all segments of Oregon's agricultural and horticultural industries as well as natural resources in urban and rural environments.

The Organic Certification program provides inspections, reviews, and verifications of processes at farms, handling, and processing facilities. Results of these reviews may result in certification to the National Organic Program standards or the submission of findings to be used in the determination of certification.

Organic services are provided to producers, handlers, and manufacturers of various agricultural products, aiding them in marketing their products through U.S. and world commerce channels. The program is an integral part of the Department of Agriculture's mission to provide service to the agricultural industry, assisting in the orderly movement and marketing of fresh and processed agricultural commodities.

**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:**

The Organic Certification Manager position exists to provide program leadership and oversight for the organic customers at the Department. This is a working manager position that will be a direct report to the Compliance and Regulatory Manager 1 over the Certification and Produce Safety Programs. The position oversees and provides technical assistance and uniformity to the Organic Certification Program.

**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
90		E	<p>National Organic Program (NOP)</p> <p>Become NOP certified auditor within one year of hire.</p> <p>Conducting organic inspections; coordinate with Compliance and Regulatory Manager 1 to update internal policies, forms, and protocols; following National Organic Program public database maintenance requirements; understanding, assigning and processing product label requests; processing international product export regulations; provide customer service to clients and stakeholders.</p> <p>Managing organic database, directing and assigning schedules and work for staff; management of staff training programs and requirements; evaluation of auditor’s performance.</p> <p>In coordination with Compliance and Regulatory Manager 1, evaluate and analyze the quality of services provided by the program through evaluations, report review, statistical data, and internal audits in order to make recommendations to Program Manager on program improvements, increase efficiencies and address changing needs or concerns.</p> <p>Has fiscal responsibility for and manages revenue and expenditures impacting program budget in coordination under the Compliance and Regulatory Manager 1. This includes: managing personnel resources assuring competent staff is available to provide requested services; ensuring adequate resources are available and in good order to accommodate service delivery.</p>
5			<p>Good Agricultural Practices/Good Handling Practices (GAP/GHP), Harmonized GAP and Harmonized GAP Plus+ (HGAP and HGAP Plus+)</p> <p>Provide customer service to clients and stakeholders when needed, directing and assigning schedules and work for staff with Compliance and Regulatory Manager 1 and Shipping Point District Leads; management of staff training programs and requirements.</p>

5			<p>Other Duties: as assigned</p> <p>Work Environment: Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public.</p> <p>Customer Service: 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 values of required actions. Assists customers in complying with existing regulations and procedures, etc.</p> <p>Affirmative Action and Diversity: ODA is committed to Diversity, Equity and Inclusion in all areas of its work. This position engages in recruitment efforts designed to reach diverse employment candidates. Makes hiring decisions in keeping the ODA Affirmative Action and DEI goals. Ensures the work environment is inclusive, sensitive to and tolerant of differences. Provides skill building and developmental opportunities for employees and ensures that employees of diverse backgrounds and with disabilities receive support to thrive in the work environment.</p>
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**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.**

Work is conducted in an office and in the field. Working long hours as dictated by workload (seasonally), travel required at various times for one to two weeks at a time. This position frequently works weekends, holidays and evenings. Overnight travel up to one to two weeks in duration; frequent night and weekend meetings; possible out of state air travel; use of state and rental vehicles.

**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.**

- ORD and Administrative rules as they relate to ODA and other state agencies.
- National Organic Program Regulations – 7 Code of Federal Regulations 205
- ISO 17065
- USDA Agricultural Marketing Service Specialty Crops Division audit standards and protocols

**b. How are these guidelines used?**  
 Interpreted and applied as needed

**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?
Ag producers and processors	In person/phone/written		Daily
U.S. Department of Agriculture	In person/phone/written		Daily
Agricultural organizations	In person/phone/written		Daily

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Certification decisions are required relating to issuance or denial of certification and representing the Agency's position on certification outcomes. Must make staffing and travel decisions (in some cases in consultation with Shipping Point District Managers) including when, where, and how to provide the most cost-effective service on a statewide level. These decisions may have to be made on the "field" level (outside the office) and as a result of changing operational conditions.

**SECTION 8. REVIEW OF WORK**

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

Classification Title	Position Number	How	How Often	Purpose of Review
Compliance and Regulatory Manager 1	0057904	Person/phone/written	Weekly staff meetings and as needed	Continual evaluation of progress and results

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

**SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 2  
 How many employees are supervised through a subordinate supervisor? 0

- b. Which of the following activities does this position do?
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                                |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

Strong technical knowledge in Market Access issues including: agricultural trade policies and practices; sanitary and phytosanitary issues, agriculture and natural resource knowledge, food safety best practices, international certification and standardization norms. Specific academic knowledge not necessarily required, could be acquired through experiential training. Must have and maintain a current and 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 cursor at end of a row (outside table) and hit "Enter".</i>	\$1,402,613	User fees and other 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