



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
1/1/2025

Agency: Oregon Department of Agriculture

Facility:

☐ 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:	<u>Livestock Brand Inspector</u>	b. Classification No:	<u>U5420</u>
c. Working Title:	<u>Livestock Brand Inspector</u>	d. PPDB No/WD ID:	<u>0142000/ 000000029115</u>
e. Section Title:	<u>Livestock Identification</u>	f. Agency No:	<u>60300</u>
g. Employee Name:		h. Budget Auth No:	<u>391330</u>
i. Supervisor Name:	<u>Luke Kellar</u>	j. Repr. Code:	<u>UA</u>
k. Work Location (City – County):			
l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☐ Full-Time ☒ Part-Time ☐ Intermittent ☐ Job Share			
m. FLSA: ☐ Exempt ☒ Non-Exempt	If Exempt: ☐ Executive/Supervisory ☐ Administrative ☐ Professional ☐ Computer		n. Eligible for Overtime: ☒ Yes ☐ 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 Oregon Department of Agriculture's (ODA) mission is to protect, promote, and prosper by safeguarding Oregon's agriculture, natural resources, working lands, economies, and communities through assistance, compliance and market support. The ODA provides a broad range of leadership, service, inspection, regulation, and market development functions to Oregon agriculture. ODA is committed to servicing the people of Oregon's needs through core values of being approachable, genuine, growth-oriented, inclusive, experts, and sustainable.

ODA unifies 38 programs operationalized by a \$190 million budget with 523 employees located across Oregon. ODA serves over 35,000 farms with an economic value of over \$16 billion, producing 225+ commodities grown for local, domestic, and international markets.

The Agriculture Services Division includes a group of closely intertwined programs that operate statewide to assist Oregon’s agricultural producers and businesses to successfully sell and ship products to local, national, and international markets. Programs also provide regulatory oversight, technical assistance, and grants supporting Oregon’s specialty crops. Agriculture Services Division programs include Certification, Livestock Identification, Plant Health, Produce Safety, Seed Regulatory, Shipping Point Inspection, Smoke Management, the Specialty Crop Block Grant Program, and Weights and Measures. Programs are funded mainly through user fees for services with some federal funds.

The Livestock Identification program provides brand inspection and brand recording services to the livestock industry to deter losses and help assist in disposition of estray livestock. These goals are accomplished through close working relationships with the industry, neighboring states and many local, state and federal agencies.

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 primary purpose of this position is to perform livestock brand inspections to deny a market for stolen livestock in Oregon.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
80%	NC	E	Livestock Inspection - Examines livestock (cattle and horses) to distinguish brands, markings, sex, tags and other identifying characteristics. Inspection may be visual or visual and physical (feeling hide for scars/marks) - Uses clippers to shave livestock to visualize brand markings. - Evaluates evidence of ownership to determine if it meets the criteria established in Oregon Revised Statutes 604. - Records brands and other identifying marks on official brand inspection documents. - Writes official brand inspection document and distributes copies. - Seizes, holds or otherwise prevents the movement of livestock when inadequate evidence of ownership is provided. This may be accomplished by writing an embargo notice or arranging for physical confinement of the livestock. - Collects brand inspection and Beef Council fees at the time the brand inspection document is written. - Checks quarantine herd lists to ensure animals quarantined for brucellosis are not sold without proper release.
5%	NC	E	Enforcement of Livestock Laws - Gathers information to determine ownership of estray cattle; observes and distinguishes brands, reviews documentation such as bills of sale or other records, conducts interviews; observes tracks, broken fences; records findings. - Disposes of animals in accordance with ORS Chapter 607; notifies owner and arranges for return of livestock; arranges transport and/or feed and care until sale at auction or return to owner; assists

			property owner in taking procedure for known-owner; estray; documents activities and writes report. • Observes backtagging of eligible cattle at auction yards to ensure maintenance of identity for disease control; records tag series on official documents. • Responds to requests for assistance from law enforcement agencies investigation situations involving livestock; gathers information and provides orally or in writing. • Impounds sale proceeds on livestock consigned at auction and investigates ownership when inadequate evidence of ownership is presented by consignor or when there is a dispute in ownership; Notifies consignor/claimants in person, by telephone, or in writing. • Notifies auction yard to hold livestock sale proceeds.
5%	R	NE	Other Agency Program Activities • Accurately records time and mileage and applies cost codes to ensure work and fees are tracked correctly. • Maintains appearance and operationality of equipment and vehicles used for inspection and other work.
5%	NC	E	Agency Representation • Communicates with customers and the public about agency services and provide information about agency programs.
5%	NC	NE	Other duties as assigned.

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.

- Frequent phone and in-person contact with people from diverse backgrounds, including people who may be facing challenging circumstances or highly stressful situations.
- This position requires the ability to work on multiple tasks, sometimes under pressure of high priority deadlines. Priorities and procedures may change daily and require the ability to be flexible.
- Long periods of sitting or standing.
- Overnight travel for one to two weeks at a time may be required.
- Long, irregular hours may be required during busy periods with the possibility of weekend, night, holiday, and split shift work.
- Works part of the time in a typical office environment.
- The following equipment may be used: telephone, cell phone, tablet, ODA-assigned computer with multiple monitors, printer/copier, and other office equipment.
- May work outdoors during all seasons, including exposure to various weather conditions.
- Daily driving to auction yards, fields, farms, or other work sites in all types of weather conditions. May cover large geographical areas in which frequent and direct supervision is not available.
- Physical outdoor activity required, including walking for long periods on uneven terrain in fields, farms, ranches and livestock operations. May include exposure to inclement weather, pollutants, sun, snakes, noxious plants, and insects.
- Working with and near material handling equipment including weight carts, pallet jacks, and forklifts.
- Working in non-temperature-controlled facilities.
- Requires use of electric clippers to shave livestock, often in inclement weather conditions.
- Required to wear personal protective equipment (PPE); exposure to biohazards if safety protocols are not followed.
- Frequent close contact and proximity to large animals, including those which may be diseased, in unrestricted pens or alleys.

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 596, 599, 604, and 607
Oregon Administrative Rules Chapter 603 Divisions 12, 13, and 14
Oregon Brand Inspector Handbook

- b. How are these guidelines used?

The guidelines are used to do livestock brand inspections, to identify brands and determine ownership of livestock, and to conduct investigations into the ownership of stray livestock.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Buyers and sellers of livestock; and saleyard personnel	In person, telephone, email, text message	To schedule and perform brand inspections	Daily
Industry Associations	In person, telephone, email, text message	To provide education or information about agency or program activities	Occasionally
Other local, state, or federal personnel	In person, telephone, email, text message	To provide education or information about agency or program activities; Coordination of shared program activities	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The Livestock Brand Inspector is responsible for evaluating livestock brands and ownership documents to determine ownership of livestock. These decisions will determine if a livestock sale can occur, if sale proceeds should be impounded, and if the livestock in question should be seized or impounded.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Business Operations Manager 3	PPDB No: 0139120 Workday ID: 000000063285	In person, phone, email	As needed	Reviews work to ensure that district activities are being completed accurately and timely.
Business Operations Supervisor 2	PPDB No: 0147800 Workday ID:	In person, phone, email; In person, phone, via	Daily Quarterly	Reviews work to ensure that district activities are being completed accurately

	000000026450	teleconference		and timely. Reviews work at quarterly meetings to review goals, discuss issues, and keep advised of progress.
Program Analyst 2	PPDB No: 0533570 Workday ID: 000000015554	In person, phone, email	As needed	Reviews work to ensure that district activities are being completed accurately and timely.

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?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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:

- General knowledge of the livestock industry, including knowledge of handling and branding of livestock, ranch management practices, and livestock marketing procedures.
- Basic knowledge of laws, rules, and regulations relating to brand inspection and registration of livestock brands.
- Basic knowledge of arithmetic (addition, subtraction, multiplication, division)
- Ability to keep accurate written records of inspection activities and fee collections.
- Ability to communicate orally and in writing with a variety of people to obtain or provide information.
- Ability to work with people who may become irate or hostile because their livestock has been seized or held for not providing adequate evidence of ownership.
- Ability to assist law enforcement agencies in the investigation of matters pertaining to identification of livestock.

ODA is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by ODA. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; and contribute to a positive, respectful, and productive work environment.

Working in a team-oriented environment requires collaborative decision-making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with policies and procedures.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: 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