



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
11/13/2024

Agency: Oregon Department of Agriculture

Facility: Salem Office

☐ 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>Natural Resource Specialist 3</u>	b. Classification No: <u>C8503</u>
c. Effective Date: _____	d. Position No: <u>024685</u>
e. Working Title: <u>Field Coordinator</u>	f. Agency No: <u>60300</u>
g. Section Title: <u>Nursery & Christmas Tree</u>	h. Budget Auth No: _____
i. Employee Name: <u>TBD</u>	j. Repr. Code: <u>OBO</u>
k. Work Location (City – County): <u>Marion County</u>	
l. Supervisor Name: <u>Kevin Bailey</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input 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	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

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 Plant Protection Programs area includes four sections: Nursery & Christmas Tree, Insect Pest Prevention and Management (IPPM), Noxious Weed Control and Native Plant Conservation, and Industrial Hemp. The Area's programs protect Oregon's agricultural industries and natural environment from harmful plant pests, diseases, and noxious weeds; enhance the value and marketability of Oregon's nursery stock, Christmas trees, hemp, and other agricultural products; and further the conservation of threatened and endangered plants.

Through inspection and certification, the Nursery and Christmas tree program sees that all licensed nursery and Christmas tree growers statewide adhere to federal and state laws, meet quarantine requirements of receiving state and countries, and that imported stock is in compliance with quarantine requirements. Although this position is aimed primarily at Oregon's nursery and Christmas tree growers, it affects all segments of Oregon's agricultural and horticultural communities as well as natural resources in urban and rural environments. This program serves both regulatory and service functions within the agency.

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:

Nursery and Christmas tree program Horticulturists are located throughout the state to implement program functions described in Section 2a. The purpose of this position is to coordinate and oversee field activities related to the USDA's *Phytophthora ramorum* Nursery Program. They are responsible for helping nurseries in the program to develop mitigation plans specific to their operations. This position will audit participating nurseries to ensure compliance with mitigation plans and recommend corrective actions when necessary. Duties in this position also include conducting inspections at participating nurseries to determine the presence and distribution of regulated plant pathogens, in the genus *Phytophthora*. The person in this position coordinates and conducts inspections in order to assess the effectiveness of the *P. ramorum* Program. They ensure the completion of program activities as outlined in the USDA *P. ramorum* Program Manual.

This person is also responsible for certifying/inspecting nurseries located in low coverage territories, when schedule allows. Responsibilities include, but are not limited to, compliance enforcement of Oregon horticultural law, interstate, federal, and international plant quarantine import/export rules. Also provides appropriate import/export information and certifies shipments of plant material as officially required interstate, intrastate, or international movement.

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
40	R	E	<p>Coordination of Inspections, Audits and Certification: Coordinates and participates in all field activities related to the USDA's <i>Phytophthora ramorum</i> Nursery Program. Acts as the primary liaison between ODA and participating nurseries within the program. Schedules and coordinates inspection and sampling activities with state, federal and nursery personnel.</p> <p>Coordinates and performs inspections and audits for the USDA's <i>P. ramorum</i> Nursery Program in cooperation with USDA partners at nurseries found infested with <i>P. ramorum</i>. Audits include conducting Critical Control Point and Best Management Practices (BMPs) analysis. Coordinates with USDA in developing and maintaining compliance agreements between ODA, USDA, and infested nurseries. Consults regularly with the Lead Horticulturist and Program Manager on the implementation of all protocols within the USDA's <i>P. ramorum</i> Program Manual for infested nurseries.</p> <p>Facilitates certification of Oregon nurseries by ensuring compliance with the <i>P. ramorum</i> federal regulation (7 CFR 301.92), Oregon <i>P. ramorum</i> Quarantine (OAR 603-052-1230), and USDA program protocols.</p>
40	R	E	<p>Inspection, Sampling, Eradication: Assists field teams with the inspection and sampling of plant material at nurseries, Christmas tree plantations, and private residences for the detection of <i>P. ramorum</i>. Ensures plant, water, and soil samples are collected</p>

			according to state and federal protocols. Ensures samples are delivered to the ODA Plant Health Laboratory in a timely manner and in good condition. Oversees and participates in the implementation of the USDA Confirmed Nursery Protocol at infested nurseries, including the destruction of infested plant material and treatment of infested soil (i.e. soil steaming) when necessary.
5	R	E	<p>Education and Consultation: Recommends corrective actions or treatments to licensed nurseries and Christmas tree growers when appropriate. Educates customers on value of required actions, emphasizing the importance of BMPs as a means to increase nursery sanitation and improve overall plant health. Acts as subject matter expert on BMPs.</p> <p>Provides technical expertise, consultations, and recommendations to licensed nurseries and Christmas tree growers. Consults, supervises, and monitors treatment and fumigation of plant materials, and growing media.</p>
10	R	E	<p>Communication, Records, Professional Development: Delivers regular status reports to the Lead Horticulturist and Program Manager on field activities related to <i>P. ramorum</i>. Schedules and prioritizes daily work. Maintains accurate, detailed records of daily activities using NIMS and other electronic resources. Contributes to Nursery and Christmas tree newsletters and reports. Communicates via email and written documents with ODA staff, other agencies, and industry. Contributes to the program library/archive of horticultural references and photographs.</p> <p>Maintains pesticide consultant's license by attending relevant training sessions. Maintains an up to date working knowledge of plant regulations, pests and weeds of concern, and BMPs through literature review, seminars, and workshops. Participates in regular staff meetings and occasional team projects and special assignments.</p>
5	R	E	Other duties as assigned.
			<p>Customer Service: Shows positive, professional, and open attitude to agency customers. Works to find ways to help customers solve problems. Experienced in guiding difficult customers into compliance with existing regulations and procedures. Represents the Department of Agriculture at related industry functions and trade shows.</p> <p>Work Environment: 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.

Work is performed in field and office environments. Work may require entering ODA lab facilities for sample drop off and consultation with laboratory personnel. Occasionally works extended hours. Overnight travel is sometimes required. Duties as described involve frequent driving which could involve exposure to hazardous driving conditions. Performs duties regularly in areas consistently treated with agricultural chemicals. Occasionally faces hostile individuals, works in remote areas, and in inclement weather. Work is conducted both independently and as part of a team.

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 Laws: ORS 561 (Department of Agriculture), 564 (Wildflowers; Threatened or Endangered Plants), 570 (Plants; Inspection, Quarantine, Pest and Weed Control), 571 (Nurseries; Growers; Dealers; Christmas Tree Growers) and 634 (Pesticide Control); OAR 603, (Certification Programs); (Quarantines); (Nurseries-Noxious Weeds). Interstate, Federal, International Plant Regulations.

b. How are these guidelines used?

(1) Various laws provide authority to inspect, seize, condemn, reject and treat plant material infested or infected with a serious plant pest or disease; (2) Quarantines restrict the movement of certain plants from entering this state because of plant pests or diseases; (3) Export manuals provide information on import requirements of other states and countries.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Nursery/Christmas tree business personnel	In-person, phone, email, write	Inspection, Certification, Information	Daily
ODA Staff	In-person, phone, email, write	Information	Daily
Grower Organizations	In-person, phone, email, write	Information	Occasionally
Extension Agents/University staff	In-person, phone, email, write	Information	Occasionally
County, state, federal, foreign agencies	In-person, phone, email, write	Information, Certification, Information	Occasionally
General public, private industry	In-person, phone, email, write	Information	Occasionally

SECTION 7. POSITION RELATED DECISION MAKING

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

(1) Field detection and identification of pest, disease, and cultural problems. Improper ID could result in major crop loss or unnecessary treatment expense; (2) Decide whether a shipment

of nursery stock meets import requirements of importing state and country; improper decision can result in rejection or destruction of shipment at destination; (3) Recommending proper chemical for insect disease and weed control; improper decision could result in economic loss and/or misuse of chemicals, exposing the state to potential liability; (4) Schedule and prioritize daily work. Such decisions influence agriculture, forestry, and the public at large: (1) by allowing, restricting, or denying availability, trade, or movement of horticultural products; (2) by promoting crop health and economic savings; (3) by affecting public health and well being, and aesthetic values of Oregon's urban and rural environment.

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 curser at end of a row (outside table) and hit "Enter".				
Principle Executive/ Manger F	00000017526	Reviews work progress in response to current problems or issues. Work performance is reviewed annually.	Daily/ annually	To determine status, achievement of overall program objectives, and program conformity with the various regulations.

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:

The nature and mechanics of this position require that the incumbent be highly self-motivating, able to plan their own work, work independently, use good judgment, and be able to communicate well. Deals with nurseries and Christmas tree plantations in a territory that encompasses all or parts of one or more counties that are far removed from the Salem office. May be assigned to work in other territories as needed. Responsible for routine care and maintenance of assigned state owned vehicle. Must obtain an Oregon driver's license and maintain a good driving record.

Special Requirements: Must meet the requirements of a designated cooperator under USDA's Cooperative Export Certification Program. The requirements are: (1A) a Bachelor's Degree in the biological sciences, and (1B) a minimum of 2 years experience in plant regulatory activities and identification of plant pests, or (2) a minimum of 6 years experience in plant regulatory activities and identification of plant pests. Obtain and maintain ODA Pesticide Consultant's license. Become proficient in the use of the USDA's Phytosanitary Certificate Issuance and Tracking (PCIT) system within 30 days of employment.

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