



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
9/19/24

Agency: Oregon Department of Agriculture

Facility: Salem 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 Specialist 3

b. Classification No: C8503

c. Working Title: Enforcement Case Reviewer

d. PPDB No/WD ID: 0745530

e. Section Title: Pesticides Program

f. Agency No: 60300

g. Employee Name: VACANT

h. Budget Auth No: \_\_\_\_\_

i. Supervisor Name: Primbs, Toby

j. Repr. Code: OAD

k. Work Location (City – County): Salem/Marion

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 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 serving the people of Oregon's needs through core values of being approachable, genuine, growth-oriented, inclusive, experts, and sustainable – "Aggies".

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

This position exists within the department program to protect humans and the environment from adverse impacts resulting from the use of pesticides while maintaining the availability of pesticides as a tool for the production of agricultural and forest crops, the protection of food supplies, structures and human health, and other beneficial uses. The position is directly involved in obtaining compliance with state and federal laws regulating all types of pesticides. The use of all pesticide types in all environments, including agricultural, forest, industrial and urban sites throughout the state are regulated. The content, production, labeling and distribution of these materials are also regulated. Persons in this position provide information on associated regulations, review and act on requests for product registration, and provide information on product properties, safety measures and lawful use to product users and the public. Duties performed are in accordance with federal and state regulatory requirements, rules and policies.

**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:**

A major purpose of this position is the enforcement and reporting of compliance and noncompliance with federal and state laws pertaining to the use, distribution and production of all pesticide products. Additional purposes of this position include informing individuals subject to regulations of associated federal and state requirements; evaluate claims of adverse health or environmental harm/damage related to pesticides; providing information regarding products registered, including safe and lawful distribution, use and product properties; and identifying the nature of crop and property damage. Activities include interaction with the general public, staff of other state and federal agencies and may serve as a member, and or chair, of agency technical advisory committees dealing with one or more aspects of the pesticide regulatory program. This position is also expected to conduct educational efforts using a variety of media. Position is supervised and work assignments are coordinated by a program manager.

**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
<i><b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
65%	NC	E	<p><b>Case Review/Evaluation</b></p> <p>Reviews investigation case files for accuracy, clarity, and completeness to ensure they contain all required elements necessary for thoroughness, legal defensibility and conform to Federal and State regulations. Communicates with Pesticide Investigators regarding reviews of case files.</p> <p>Drafts enforcements documents including, but not limited to, stop sale use or removal orders, detainments, civil penalties, general enforcement correspondence and guidance memorandums for program manager and legal counsel to use in legal case proceedings. Assists in handling of contested cases.</p> <p>Writes summary reports including analysis and conclusions and recommends enforcement actions to program manager.</p>
15%	NC	E	<p><b>Technical Assistance</b></p> <p>Provides technical expertise to other department staff, the regulated community, other state agencies, and the public regarding pesticide program operations,</p>

			<p>statutes, rules, and other general pesticide related information.</p> <p>Interprets rules, regulations, laws and procedures by phone, in person, and in writing to answer questions or concerns and provide direction for agency staff, industry, the public, and other governmental agencies on specific program areas. Participates in conflict resolution.</p> <p>Reviews, evaluates, and edits technical documents and enforcements documents written by other program staff.</p> <p>Assists in orientation and training of program staff to ensure understanding and compliance with program procedures, statutes, and rules.</p> <p>Develops and conducts formal or informal training sessions, technical workshops, or seminars.</p>
10%	NC	E	<p><b>Program Operation/ Project Management</b></p> <p>Assists program manager in developing and carrying out short- and long-range goals and objectives for special projects or specific program area.</p> <p>Tracks and monitors project and prepares status reports. Monitors project status to ensure progress toward completion, for compliance with specifications, full and timely completion of required procedural steps, and that interested groups and individuals are informed of progress.</p> <p>Seeks cooperation in the project assignment and ensures participation of interested individuals and groups. Coordinates project or program development activities with other state agencies, industry, or special interest groups.</p> <p>Gives written and oral information relating to specific projects or concerns. Develops and recommends agency policies and procedures to higher level staff or supervisor.</p>
5%	NC	NE	<p><b>Agency Representation</b></p> <p>Presents agency's viewpoint and policy to advise other State and Federal agencies about the impact of their decisions.</p> <p>Represents the State at meetings or serves as on committees dealing with issues related to the pesticide program.</p> <p>Evaluates and responds to public or media questions, comments, and concerns.</p> <p>Prepares and answers correspondence from local agencies and the public on major technical or policy issues.</p>
5%	NC	NE	<p><b>Other Duties as Assigned</b></p> <p>Conduct other activities pertaining to functions of the department as assigned by program management.</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.**

Some work may need to be conducted during evening hours and on weekends. Work locations away from the office will vary, including a variety of business and public locations. Driving great distances in all weather conditions and some overnight travel is required of this position. Employees occasionally handle concentrated and diluted pesticide products. This position requires a **flexible work schedule** that varies in the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which the starting and stopping times vary on a daily basis, but not necessarily each day, and does not exceed forty (40) hours in a workweek. Work exceeding 40 hours per week requires prior approval by the supervisor.

## 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.**

ORS 183, 561, 634. OAR 603-057; Federal Insecticide, Fungicide, & Rodenticide Act; Federal Food, Drug & Cosmetic Act; Code of Federal Regulations; U.S. Environmental Protection (EPA) Guidelines; U.S. Food & Drug Administration Guidelines; Oregon Department of Agriculture Policies & Collective Bargaining Agreement; USDA Farm Bill - Private Applicator Recordkeeping Requirements, EPA guidelines and cooperative agreement with ODA

**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".			
Regulated Industry/Persons	Oral/written/in person	Provide/Receive Info	Daily
Other Agencies/Public Entities	Oral/written/in person	Provide/Receive Info	Daily
Department Staff	Oral/written/in person	Provide/Receive Info	Daily
General Public	Oral/written/in person	Provide/Receive Info	Weekly
Oregon State University	Oral/written/in person	Provide/Receive Info	Occasionally
U.S. EPA	Oral/written/in person	Provide/Receive Info	Occasionally

## SECTION 7. POSITION RELATED DECISION MAKING

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

- Schedule workload to ensure accurate and timely responses,
- Decisions can be controversial, and can have large economic impacts on individual firms, their employees and associated businesses,

- Routine policy interpretations and decisions which must remain consistent for equitable program function,
- Compliance case development and legal defensibility,
- Interact with other department staff to develop recommendations regarding program development to enhance agency efficiency and customer satisfaction.

## 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 cursor at end of a row (outside table) and hit "Enter".				
Business Operations Manager 1	0143300	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:

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; 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 all policies and procedures.

Results of activities conducted are often controversial. Position requires the ability to communicate through various media with people having varied educational and professional backgrounds. Communication efforts can have direct and indirect effects on division functions and future outcomes. Position regularly contacts and is contacted by industry professional staff, college and university instructional staff, public and private educators, regulatory officials in all levels of government, special interest organizations, farmers and the general public. The performance of position duties follow federal and state laws, administrative rules, department policies and accepted techniques.

This position's duties and responsibilities include access to confidential, sensitive, or protected information. Employee is required to sign access authorization agreement and to receive security training in accordance to agency policies.

Must have a valid driver's license and an acceptable driving record.

Ability to work both independently and in a team environment. Proficiency in communication skills; policy writing, development, and analysis; and presentation skills. Strong interpersonal and relationship skills.

**Work Environment:**

Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public.

**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, and Assists customers in complying with existing regulations and procedures, etc.

**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