



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
7/1/26

Agency: Oregon Department of Agriculture

Facility: Salem Headquarters

[X] New [] Revised

This position is:

- [X] 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. Effective Date: July 1, 2026
Regional Water
Workday ID Number 17091
d. PPDB Position No: 0719870
e. Working Title: Quality Specialist
f. Agency No: 60300
g. Section Title: Natural Resources
h. Budget Auth No: 719870
i. Employee Name:
j. Repr. Code: OAO
k. Work Location (City – County): Salem
l. Supervisor Name: Kevin Fenn (Business Operations Manager 1)
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [X] Exempt [] Non-Exempt
If Exempt: [] Executive [X] Professional [] Administrative
o. Eligible for Overtime: [] Yes [X] 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 diversly grown for local and international markets.

The Agricultural Water Quality Program resides within the Natural Resources Program Area of the Oregon Department of Agriculture and supports its mission to ensure healthy natural resources, environment, and economy for Oregonians now and in the future through inspection and certification, regulation, and promotion of agriculture and food. In addition to supporting the department’s mission, these programs help fulfill several objectives in the department’s strategic plan, including a culture of compliance and support and excellence in customer service. The program is responsible to work with farmers and ranchers in Oregon to prevent and control water pollution from agricultural activities. The program works closely with soil and water conservation districts (SWCD) and other partners to conduct its work. The program's responsibilities include evaluating agricultural lands for compliance with rules through onsite inspections and other methods, using a progressive approach to achieve compliance, and when necessary revising and adopting new rules. The program is outcome-based and strives to provide farmers and ranchers with flexible options to comply with required outcomes and achieve the state's water quality goals.

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 assist in the implementation of the department’s goals and objectives for the prevention and control of agricultural pollution of surface and groundwater resources. It directly supports the agricultural water quality management program by administering the implementation of agricultural water quality management area plans and initiatives, and compliance with area rules and agricultural channel drainage maintenance rules. Responsibilities include: inspection, determining compliance, and enforcement of rules; supporting the implementation of agency initiatives including but not limited to Strategic Implementation Areas, Focus Areas, periodic reviews of area plans and rules, and grant administration. Involves soil and water conservation districts (SWCDs) to the fullest extent practical in the implementation of area plans. Coordinates activities and initiatives with SWCDs, tribal, federal, state and local entities. Participates in or supports monitoring, evaluation, and reporting on area plan or program implementation progress and achievements. Reviews reports, plans, and projects for consistency with program goals and requirements; identifies additional program needs; develops and delivers presentations about the program to target audiences.

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%	NC	E	Program Operations and Guidance: Supports water quality program initiatives including but not limited to Strategic Implementation Areas, Focus Areas, periodic review of area plans and rules, monitoring projects, and grant administration. Conducts agency work as appropriate in coordination with: program leads, other agency staff, SWCDs, tribal nations, state, federal, and local agencies, private agricultural businesses and producers, special interest groups, local communities, and the public. Coordinates information, proposals, and procedures with

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

			participants. Leads processes to resolve concerns and problems and negotiates project changes and mitigation measures internally and with participants. Monitors project status to: ensure progress toward completion, for alignment with agency guidance and regulations, full and timely completion of required procedural steps, and that interested groups and individuals are informed of progress. Authors, reviews, and evaluates documents or data for alignment with agency goals and objectives.
20%	NC	E	<p>Inspections, Compliance, and Enforcement:</p> <p>Conducts onsite investigations and audits to evaluate compliance with agricultural water quality rules and drainage channel maintenance notification rules. Coordinates and plans compliance work with program lead. Prioritizes and provides timely response to complaints and emergencies. Reviews and processes notifications for proposed agricultural drainage channel maintenance activities as requested. Writes reports and compliance correspondence of investigations describing findings, conclusions, and potential effects. Develops and implements strategies to achieve compliance and resolve violations. Discusses concerns and negotiates compliance schedules and activities with the regulated community and follows up on implementation.</p>
15%	NC	NE	<p>Agency Representation:</p> <p>Represents the agency at public hearings and meetings, citizen advisory committee meetings, technical advisory committee meetings, and local civic organizations. Gives written and oral information relating to the program, specific projects, or concerns. Presents agency's viewpoint, priorities, and policy to advise other local, state, and federal agencies about the impact of their decisions. Participates in conflict resolution. Evaluates and responds to public comments and concerns. Supports agency responses to media inquiries in coordination with program management and public affairs staff. Supports response to correspondence from other agencies and the public on technical or policy issues in coordination with program management. Analyzes, assesses, and responds to public and agency comments on draft documents.</p>
10%	NC	NE	<p>Analysis, evaluation, and research:</p> <p>This position obtains and evaluates existing data and information in a variety of forms or by conducting primary research through remote and Geographic Information System (GIS) evaluations, field observations, monitoring, sampling, or other means; analyzes data to identify resources and their significance; and evaluates the potential impacts of current and proposed agricultural activities using a variety of methods. This position coordinates with the Monitoring Lead to determine necessary methods and procedures to mitigate impacts, assure compliance with federal, state, and local natural resource-oriented laws and regulations and assure completion through the creation of measurable objectives and outcomes.</p>

10%	NC	NE	<p>Technical Assistance and Consultation: Provides technical expertise to other department staff, SWCDs, the agricultural community, tribes, federal, state, and local agencies, private consultants, and the public. Interprets rules, regulations, laws, and procedures by phone, online, in person, and in writing to answer questions or concerns. Reviews, evaluates, and edits technical reports written by agency staff and others. Serves in a staff role to advisory, technical, and policy committees. Communicates complex technical or policy information to decision makers and the public. Supports the evaluation of technical training needs of department staff and the agricultural community. Develops and conducts presentations about the agricultural water quality and channel drainage maintenance program.</p>
5%	NC	NE	<p><u>Other duties as assigned</u> Conducts other activities pertaining to functions of the department as assigned.</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>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.

This position may cover large geographical areas in which frequent and direct supervision is not available. Requires regular driving and travel around the state to attend meetings and conduct inspections and field work on farms and ranches in all types of weather conditions. Employees in this class work around trucks, lift-trucks, tractors, and other potentially hazardous equipment. Occasional time spent in unsanitary conditions, working in proximity to live animals, lifting objects 50-60 lbs. Occasionally requires night meetings, weekend work, and an extended work week. Out-of-state travel to professional meetings or regional conferences may be required. Occasionally deals with hostile or angry individuals. Must have a current and valid driver's license and acceptable driving record.

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.

Oregon Revised Statutes, Oregon Administrative Rules, Oregon Department of Agriculture Rules and Procedures, Executive Department Policies and Procedures, Oregon Department of Agriculture Nonpoint Source Pollution Control Action Plan, Federal Clean Water Act Statutes and Procedures, Coastal Zone Management Act and Oregon Coastal Nonpoint Pollution Control Plan, Coastal Salmon Recovery Plan and Work Plan, Healthy Streams Partnership Agreement, Oregon Groundwater Management Act, Safe Drinking Water Act.

- b. How are these guidelines used?

These guidelines direct the manner in which work assignments are performed and specify regulatory requirements that are to be met.

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>			
Agricultural landowners and producers	In Person, by mail, email or telephone	Information exchange/work/response/assistance	As Needed
Natural Resources Program Area Director	In Person, by mail, email or telephone	Information exchange/work	As Needed
Water Quality Program Manager	In Person, by mail, email or telephone	Information exchange/work	As Needed
Water Quality Program Team Leads	In Person, by mail, email or telephone	Information exchange/work	As Needed
SWCD Directors and staff	In Person, by mail, email or telephone	Information exchange/work/response/assistance	As Needed
Other federal, state, and local agencies	In Person, by mail, email or telephone	Information exchange/work/response/assistance	As Needed
Other Natural Resources and department staff	In Person, by mail, email or telephone	Information exchange/work/response/assistance	As Needed
Public	In Person, by mail, email or telephone		As Needed
Special interest groups	In Person, by mail, email or telephone	Information exchange/work/response/assistance	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position will be responsible for decisions related to development, coordination and the day-to-day implementation of agricultural water quality management plans and rules in their assigned region. The decisions have a direct bearing on the effectiveness of the department's agricultural water quality program and thereby the department's capacity and effectiveness to achieve its statutory mandates. The plans, rules, policies, and other department actions that occur in this program potentially affect all agricultural operators through the imposition of a regulatory burden as well as their individual conservation program for maintaining long term sustainability of their productive resources.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Water Quality Program Manager	0557890	In person, mail, email, Teams, or telephone	Quarterly or as needed	Short-term review of progress in task accomplishments, discussion of important issues. Regular basis as appropriate, progress report updates, discussion of important issues. Job performance is reviewed annually for achievement of program objectives.

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
- Approves work
- Responds to grievances
- Disciplines and rewards

- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- 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:

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.

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.

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
Note: If additional rows of the below table are needed, place cursor 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