



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

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 Resources Specialist 3 (NRS3)
b. Classification No: C8503
c. Working Title: Fertilizer Case Reviewer
d. PPDB No/WD ID: 342202
e. Section Title: Fertilizer Program
f. Agency No: 60300
g. Employee Name: Vacant
h. Budget Auth No:
i. Supervisor Name: Gilberto Uribe Valdez
j. Repr. Code: OAO
k. Work Location (City – County): Salem, Marion

I. 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 diversly grown for local and international markets.

This position exists within the Natural Resources Division to protect humans and the environment from adverse impacts resulting from the use of fertilizers, agricultural minerals, agricultural amendments, and lime, while maintaining the availability of these products as a tool for the production of agricultural and forest crops, and other beneficial uses. The position is directly involved in obtaining compliance with state and federal laws regulating all types of fertilizers, including agricultural minerals, limes and agricultural amendments are also regulated. The content, production, labeling and distribution of these materials are also regulated. You will 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:

The position ensures compliance with state and federal laws governing the registration, distribution, and production of fertilizers, agricultural minerals, amendments, and lime in Oregon by reviewing technical data, inspection case files, product sample results, and evaluating related documentation for compliance actions. It supports program effectiveness through the coordination of routine and innovative projects, interaction with the public and partner agencies, participation on technical advisory committees, and the evaluation of complaints. The role also includes informing regulated parties of applicable requirements, providing information on registered products and their lawful distribution, and conducting educational outreach using various 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
60	R	E	<p>Compliance Case Review Review investigation case files for accuracy, clarity, completeness, and legal defensibility to ensure conformance with applicable state and federal regulations.</p> <p>Develop, track, and monitor enforcement actions ensuring defensibility in administrative or contested case proceedings.</p> <p>Draft enforcement documents including civil penalties, stop sale/use/removal orders, detainments, notices of violation, and general enforcement correspondence for use by program management and legal counsel.</p> <p>Prepare written analyses, case summaries, and recommendations for enforcement actions, including findings, conclusions, and proposed legal strategies.</p> <p>Handle contested cases in coordination with the Oregon Department of Justice (DOJ), including providing case documentation, technical explanations, and agency interpretation of laws to legal counsel.</p>

			<p>Review and evaluate technical reports and investigative documentation prepared by program staff to ensure completeness, accuracy, and defensibility in enforcement proceedings.</p> <p>Communicate with investigators and staff regarding case file corrections, evidentiary needs, and case development strategies.</p> <p>Support DOJ attorneys during pre-hearing preparation, contested case hearings, and settlement discussions by providing technical expertise and regulatory interpretation.</p>
15	R	E	<p>Technical Assistance Provide technical expertise to program staff, regulated entities, other state/federal agencies, and the public regarding statutes, rules, regulatory requirements, and compliance expectations.</p> <p>Interpret laws, rules, policies, and procedures in oral and written forms to assist regulated parties, agency staff, and the public in understanding legal obligations.</p> <p>Develop guidance documents, implementation strategies, and training materials to support staff and industry understanding of regulatory requirements.</p> <p>Provide consultation and technical information regarding major or complex fertilizer/pesticide regulatory issues and compliance questions.</p> <p>Assist in orientation and training of staff regarding enforcement procedures, compliance expectations, and documentation standards.</p> <p>Conduct technical workshops, presentations, outreach, and seminars for industry, agency staff, partner organizations, and the public.</p>
15	R	E	<p>Program Operation / Project Management Assist program management in developing and implementing short- and long-term goals, program improvements, and special projects.</p> <p>Track, monitor, and report on project progress ensuring compliance with specifications, timelines, and procedural requirements.</p> <p>Coordinate project activities with other internal units, state and federal agencies, industry groups, advisory committees, and stakeholder organizations.</p> <p>Serve as a member or chair of program technical advisory committees and research committees relevant to fertilizers.</p> <p>Develop and recommend program policies or procedures to improve consistency, efficiency, and regulatory clarity.</p>
5	R	E	<p>Agency Representation Represent the agency in meetings with state, federal, local agencies, industry associations, special interest groups, research institutions, and the general public.</p>

			<p>Present agency viewpoints, regulatory interpretations, and policy positions in multi-agency or stakeholder forums.</p> <p>Provide or respond to inquiries from the media, public, and other agencies regarding complex technical or regulatory topics.</p> <p>Serve as a technical resource on committees, advisory groups, or public meetings related to fertilizer/pesticide regulation.</p>
5	R	E	<p>Other Duties as Assigned</p> <p>Perform duties as assigned by management consistent with the mission of the Oregon Department of Agriculture, including special projects, emergency response, or emerging regulatory issues.</p> <p>Maintain professional working relationships, support a respectful and inclusive workplace, and comply with agency policies and procedures.</p> <p>Handle confidential or sensitive information in accordance with agency security protocols.</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 a professional office setting. Some work may need to be conducted during evening hours and on weekends. Work and duties will primarily be office-based. Work locations away from the office will vary, including a variety of business and public locations. Occasional travel in all weather conditions and some overnight travel is required of this position. Employees occasionally handle sensitive or confidential business information. 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; ORS 633; OAR 603-59; Code of Federal Regulations (Title 21); Oregon Department of Agriculture Policies and Collective Bargaining Agreement; Association of American Plant Food Officials "Official Publication"; Association of Analytical Chemists International, National Academy of Science/Natural Research Council "Nutrient Requirements" publications, Oregon State University Fertilizer Guides, US Department of Agriculture National Organics Program (Code of Federal Regulations Chapter 7, Part 205). Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), ODA Fertilizer Program SOP manual.

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

US Environmental Protection	Phone/Email/Letter/ Meeting	Provide/receive info	Monthly
Oregon State University	Phone/Email/Letter/ Meeting	Provide/receive info	Monthly
Regulated industry	Phone/Email/Letter/ Meeting	Provide/receive info	Daily
State and Local government officials	Phone/Email/Letter/ Meeting	Provide/receive info	Daily
General Public	Phone/Email/Letter/ Meeting	Provide/receive info	Daily
University or Private Researchers	Phone/Email/Letter/ Meeting	Provide/receive info	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

- Preparation of enforcement actions based on documentation, samples, photographs provided by investigation staff.
- Determine compliance of fertilizer labels with state and federal laws and regulations for registration purpose.
- Issue enforcement actions.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Compliance and regulatory Manager 1	166752	Oreal and written communication	Ongoing	Provide clear expectations and direction for program effectiveness and staff development
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

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

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.

Position regularly contacts and is contacted by fertilizer, agricultural mineral, agricultural amendment and lime product industry professional staff, distribution representatives, regulatory officials in all levels of government, providers of human health care, grower organizations, farmers, and the public. These contacts regard the regulation and use of these materials including product related complaints.

Special Requirements: This positions' 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 with agency policies.

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.

A valid driver's license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation is required.

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>		

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		