



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/1/25

Agency: Oregon Department of Agriculture

Facility: Hermiston Shipping Point District 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>Administrative Specialist 1</u>	b. Classification No:	<u>C0107</u>
c. Working Title:	<u>Agriculture Services Division Program Assistant</u>	d. PPDB No/WD ID:	
e. Section Title:	<u>Agriculture Services Division</u>	f. Agency No:	<u>60300</u>
g. Employee Name:		h. Budget Auth No:	<u>388650</u>
i. Supervisor Name:	<u>Pete Veliz</u>	j. Repr. Code:	<u>OBO</u>
k. Work Location (City – County):	<u>Hermiston – Umatilla County</u>		
l. Position:			
<input type="checkbox"/> Permanent <input checked="" 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			
m. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer
		n. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 Shipping Point Inspection (SPI) Program provides a variety of services for the inspection, verification, and certification of Oregon commodities prior to their shipment into US and world commerce channels. These include impartial third-party inspection of product to determine grades of fruits, nuts, and vegetables and implementation of alternative inspection programs where ODA staff collaborate with customers to provide inspections. SPI program staff provide inspections and issue phytosanitary certificates to support export of Oregon agriculture commodities.

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 the Agriculture Service Division Administrative Specialist 1 position is to provide administrative support to the Shipping Point Inspection Program and other Agriculture Service Division programs as needed. This position coordinates entry of certificates and invoicing for division programs and receives and processes phytosanitary certificates. This position provides general administrative support to division programs and managers.

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”.			
25%	NC	E	Administrative Duties <ul style="list-style-type: none"> Answers incoming calls and emails, provides information regarding division process and procedures and refers inquiries seeking additional assistance to appropriate staff. Monitor shared email inboxes and forward items to appropriate staff for follow up. Receive, review, and act on incoming mail; prepare outgoing mail for the division as needed. Provide reception and front desk coverage in Hermiston Shipping Point District office. Assist with scheduling meetings, appointments, and conference calls for managers; send calendar invites, reserve meeting spaces, coordinate logistics for in-person and virtual participation. Track and log equipment and supplies, purchasing as needed, and distributing to appropriate staff or locations. Update and maintain phone and email contact lists. Provides instruction and assists staff in accessing and using technology and software such as Workday, Microsoft Office Suite, Filemaker, or other programs. Provide administrative back up support for other division activities as

			<p>needed.</p> <ul style="list-style-type: none"> • Provide support for records management tasks such as filing, maintenance of division file system, archiving, and retrieving documents. • Maintain and use SPOTS card to make purchases in compliance with statewide program rules and internal policies to support division functions. • Develops and maintains procedures for common administrative tasks. • Assists program management in developing documents and trainings to explain agency, division, and/or program requirements or processes. • Assist in maintenance of the cleanliness and safety of the Hermiston Shipping Point District office.
25%	NC	E	<p>Certificate Entry and Invoicing</p> <ul style="list-style-type: none"> • Receives and enters inspection certificate information into appropriate databases, reviewing for accuracy and compliance with established criteria to ensure that documentation is complete. • Communicates with managers and inspection staff to resolve certificate errors to ensure timely and accurate invoicing to customers. • Processes invoices monthly for division services; sends invoices to customers, resolves invoicing issues and coordinates with internal services to ensure timely and accurate invoicing to customers. • Assists customers in setting up accounts. • Prepares summary reports on a weekly, monthly, annual, or as-needed basis and distributes them following established protocols. • Maintains files in compliance with the quality management system and agency retention requirements.
30%	NC	E	<p>Phytosanitary Certificate Processing</p> <ul style="list-style-type: none"> • Receives applications for phytosanitary certificates within the USDA Phytosanitary Certificate Issuance and Tracking (PCIT) system; reviews applications for accuracy and completeness based on established criteria, communicating with applicants as needed to retrieve missing information. Processes applications and sends to accredited certification officer for signature. • Communicates with technical experts at ODA or USDA APHIS PPQ to answer customer questions or resolve issues with applications for phytosanitary certificates. • Assists in development and maintenance of program records and documentation of phytosanitary requirements for Oregon commodities. • Tracks statistics for phytosanitary certificates issued by the department by entering data into database; prepares reports.
10%	NC	E	<p>Timekeeping Record Processing</p> <ul style="list-style-type: none"> • Provide back-up support to Agriculture Services Division Timekeeper as needed. • Receives daily timesheet and absence records for 75-130 division staff via electronic or paper methods. • Reviews timesheet and absence records for legibility, application of cost codes, applicable signatures and compliance other established criteria to ensure that documentation is complete.

			<ul style="list-style-type: none"> Communicates with managers to resolve timesheet and absence records issues to ensure timely and complete submission of records to meet payroll deadlines. Organizes and tracks records to ensure receipt and timely processing for 75-130 division staff and to meet agency recordkeeping requirements. Enters time and leave data into Workday for 75-130 division staff. Reviews Workday payroll entries for completeness and accuracy.
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 at a desk.
- Long, irregular hours may be required during busy periods with the possibility of weekend, night, holiday, and split shift work.
- Works full time in a typical office environment.
- Requires frequent use of a computer, which includes repetitious hand movement.
- The following equipment may be used: telephone, cell phone, tablet, ODA-assigned computer with multiple monitors, printer/copier, and other office equipment.

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.

- Cooperative Agreement No. 19-SCIDX-OR-0013 between the US Department of Agriculture (USDA) and the Oregon Department of Agriculture
- USDA AMS General Shipping Point Manual
- USDA Positive Lot Identification Manual
- USDA Federal and Federal-State Shipping Point and Cooperative Market Supervisors' Manual
- USDA Federal-State Inspection Certificate (FV-184) Handbook
- USDA Canadian Import Requirements
- USDA Customer Assisted Inspection Program Policy and Instructions
- Oregon Department of Agriculture Quality Management System Manual
- USDA Apples Shipping Point and Market Inspection Instructions
- Oregon Administrative Rules 603-051-005 Oregon Grades
- US Standards for Grades of Apples
- Chapter 16-403 WAC Standards for Apples Marketed within the State of Washington
- USDA Sweet Cherries Shipping Point and Market Inspection Instructions
- Washington Cherry Standards

- US Standards for Grades of Sweet Cherries
- US Standards for Grades of Sweet Cherries for Export for Sulphur Brining
- USDA Pears Shipping Point and Market Inspection Instructions
- US Standards for Grades of Winter Pears
- US Marketing Order 927 Oregon & Washington
- USDA Onions Shipping Point and Market Inspection Instructions
- United States Standards for Grades of Bermuda-Granex-Grano Type Onions
- United States Standards for Grades of Onions for Processing
- American Dehydrated Onion and Garlic Association Quality Standards (ADOGA)
- United States Standards for Grades of Onions
- Idaho Eastern Oregon Onion Marketing Order
- USDA Potatoes Shipping Point and Market Inspection Instructions
- USDA Potatoes for Processing Inspection Instructions
- United States Standards for Grades of Potatoes for Chipping
- United States Standards for Grades of Potatoes
- United States Standards for Grades of Potatoes for Processing
- USDA Sweetpotatoes Shipping Point and Market Inspection Instruction
- United States Standards for Grades of Sweetpotatoes
- USDA Export Program Manual

b. How are these guidelines used?

Guidelines cover processes that are used to perform work in the Agriculture Service Division. Understanding these processes is necessary to accurately review certificate information to ensure it is complete prior to data entry and invoicing. The USDA Export Program Manual outlines the procedures for processing and issuing phytosanitary certificates.

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".			
Owners, managers, foremen, and others from facilities, farms and processing plants	In person, telephone, email,	To provide education or information about agency or program activities	Daily
Industry Associations	In person, telephone, email,	To provide education or information about agency or program activities	Occasionally
Other local, state, federal, and international 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.

This position determines if submitted documents are complete and accurate based on established criteria. These decisions are critical to accurate tracking of work completed by the division, accurate and invoicing to customers, and timely issuance of phytosanitary certificates of customers. These decisions will impact division budgets and allocation of resources. These decisions also impact agency customers in that

incorrect or delayed invoices may affect their businesses. Delayed or incorrect phytosanitary certificates may impact applicant's ability to export commodities.

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 1	PPDB No: 0145990 Workday ID: 000000014292	In person, phone, email, text message, via teleconference In person, phone, via teleconference	Daily Quarterly	Reviews work to ensure that district activities are being completed accurately and timely. Reviews work at quarterly meetings to review goals, discuss issues, and keep advised of progress.
Natural Resource and Sustainability Manager 2	PPDB No: 0147100 Workday ID: 000000050731	In person, phone, email, text message, via teleconference	As needed	Reviews work to ensure that seed phytosanitary certificates are issued accurately.
Business Operations Manager 1	PPDB No: 0143530 Workday ID: 000000057904	In person, phone, email, text message, via teleconference	As needed	Reviews work to ensure that district activities are being completed accurately and timely.
Business Operations Supervisor 2	PPDB No: 0145960 Workday ID: 000000026052	In person, phone, email, text message, via teleconference	As needed	Reviews work to ensure that district activities are being completed accurately and timely.
Administrative Specialist 2	PPDB No: 0138970 Workday ID: 000000014064	In person, phone, email, text message	Daily	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?
- | | |
|---|--|
| <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 |

☐ 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:

At time of hire:

- Have a valid driver's license and a satisfactory driving record or be able to provide an acceptable alternate method of transportation.

A background in agriculture or a related field is recommended. Experience interpreting federal and state laws and rules.

This position works collaboratively in a team setting. Good team player skills are necessary including willingness to collaborate, share information, and contribute to the team's success.

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 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