



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**10/20/25**

**This position is:**

- ☒ Classified  
☐ Unclassified  
☐ Executive Service  
☐ Mgmt. Svc – Supervisory  
☐ Mgmt. Svc – Managerial  
☐ Mgmt. Svc - Confidential

**Agency:** Oregon Department of Agriculture

**Facility:** Salem Headquarters

☐ New ☒ Revised

**SECTION 1. POSITION INFORMATION**

a. Classification Title: Natural Resource Specialist 3 b. Classification No: C8503  
c. Working Title: Pesticides Registration Specialist d. PPDB No/WD ID: 48022  
e. Section Title: Pesticides f. Agency No: 60300  
g. Employee Name: Vacant h. Budget Auth No: \_\_\_\_\_  
i. Supervisor Name: Gilberto Uribe Valdez 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 (ODA) exists to fulfill a vital mission: to protect, promote, and sustain Oregon's agricultural and natural heritage for future generations. At its core, ODA supports the livelihoods of over 35,000 farms, strengthens rural communities, and ensures that all Oregonians benefit from the state's agricultural abundance.

Guided by its mission, ODA cultivates trust and fairness through leadership in compliance, resilience, and service. With a biennial budget of \$160 million and more than 523 dedicated employees, ODA supports a \$6 billion agricultural economy and oversees complex programs that support every corner of Oregon. ODA is more than just numbers—it represents livelihoods by ensuring food safety, fostering innovation, and promoting sustainable practices for farmers, ranchers, consumers, and the environment.

The Pesticides Program supports the department's 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. It also fulfills several key objectives in the department's strategic plan, including a culture of compliance, support, collaboration, and excellence in customer service. The Pesticides Program protects humans and the environment from the adverse impacts of pesticides, while maintaining the availability of appropriate pesticides as tools for the production of agricultural and forest crops, the protection of food supplies, structures and human health, and other beneficial uses. Pesticides are regulated on many different levels, including production, labeling, distribution, storage, disposal, sale, and use. The Pesticides Program implements its regulatory responsibilities in Oregon related to product registration, applicator certification and licensing, and distribution and use in compliance with state and federal law. The program also provides educational information to users of pesticides, including agricultural workers, who may interact with pesticides in their day-to-day work.

**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 conduct activities related to authorizing firms, agencies, and individuals to distribute, obtain, and use pesticide products in Oregon. Associated with this purpose is the registration of pesticide products for distribution, sale, and use within the state. This position also assists in educational efforts on a range of subjects using a variety of media, including digital and printed media, newsletters, oral presentations, and visual materials. Activities include interacting with other agency staff and staff from other state and federal agencies.

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
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
60	NC	E	<b>Pesticide Product Registration and Special Registration Responsibilities</b> <ul style="list-style-type: none"> <li>Conduct activities for annual pesticide product registration, including review of product labeling and acceptance or rejection of registration requests according to established procedures.</li> <li>Provide information to other department staff regarding department and EPA procedures for pesticide product registration.</li> <li>Evaluate pesticide product labels for compliance with EPA approved labels and in accordance with EPA product registration policies and/or guidance. This task may involve tracking, documentation, and/or contact with EPA product managers, registrant personnel, pesticide users, and others.</li> <li>Review pesticide product labels for compliance with FIFRA 25(b) conditions for exemption from registration requirements and take appropriate action when necessary.</li> <li>Communicate the procedure for pesticide product registration to pesticide product registrants, pesticide users, and others through various methods.</li> <li>Communicate registration requirements and reasons for acceptance or rejection of registration requests.</li> <li>Identify, review, and report on pesticide registration issues, including product or use cancellations, tolerance reassessments, and special registrations, to department staff, affected individuals, and the public.</li> </ul>

			<ul style="list-style-type: none"> <li>• Communicate department requirements for requesting pesticide experimental use permits to registrants, technical experts, and researchers.</li> <li>• Conduct detailed reviews of requests to obtain pesticide experimental use permits and determine permits to be granted according to established procedures.</li> <li>• Observe field activities associated with granted experimental use permits, including pesticide application and crop disposition. Prepare and file reports of observations according to established procedures.</li> <li>• Prepare and distribute documents associated with granted experimental use permits, including crop embargo notices when appropriate.</li> <li>• Work with experimental use permittees to ensure that department requirements are satisfied by permittees.</li> </ul>
15	N	E	<b>Pesticide educational responsibilities</b> <ul style="list-style-type: none"> <li>• Identify and collaborate with other department staff, staff of other state and federal agencies, community colleges and universities, industry groups, public organizations, private firms, and others who may be helpful in preparing and disseminating pesticide educational outreach materials.</li> <li>• Identify and review pesticide educational materials prepared by other state and federal agencies, community colleges, universities, special interest and public organizations, private firms, and others to ensure compliance with state and federal laws, regulations, and policies.</li> <li>• Develop educational materials using a variety of media including printed, electronic, web, PowerPoint presentations, web-based training, and other methods.</li> <li>• Develop and implement traditional and innovative methods to deliver educational materials to specific and general audiences.</li> <li>• Communicate educational outreach efforts to program management on a regular basis; identify needs and work with program management to develop and implement solutions.</li> <li>• Serve as a content provider and assist in the maintenance of the program website.</li> <li>• Prepare reports of education and outreach efforts conducted, as directed by program management.</li> </ul>
15	N	NE	<b>Pesticide User Licensing Responsibilities</b> <ul style="list-style-type: none"> <li>• Identify, obtain, review and select materials for use in preparing pesticide user certification examinations, and in preparing associated educational materials.</li> <li>• Draft certification examinations and associated educational materials. Identify and work with knowledgeable experts, including department staff, industry representatives, staff of other agencies, and college and university instructors, to review and finalize certification examinations and associated educational materials.</li> <li>• Provide educational materials to potential pesticide users, firms, other agencies, educators, and other persons. Utilize web and other electronic distribution methods, prepared presentations, personal presentations, and hard copy distribution methods to provide access to materials.</li> <li>• Attend and evaluate educational sessions approved for user recertification.</li> <li>• Prepare documents and conduct activities related to administrative rulemaking to keep administrative rules relating to pesticide regulations up to date.</li> <li>• Other duties relating to pesticide licensing as assigned by the program manager.</li> </ul>

5	N	NE	<b>AGENCY REPRESENTATION</b> <ul style="list-style-type: none"> <li>Represents the agency and may represent the state at meetings with other governmental agencies, educational institutions, private entities, advocacy groups, and/or the regulated community, to represent the agency's viewpoint, respond to comments, assist in the development of policy, respond to inquiries, or other activities relating to pesticide registration, use, or other pesticide-related projects.</li> <li>When appropriate, seek to form cooperative relationships with partner agencies, industry groups, advocacy groups and other organizations, such as when there is an overlap in goals and objectives.</li> </ul>
5	N	NE	<b>Other Duties</b> <ul style="list-style-type: none"> <li>Conducts other activities pertaining to functions of the department as assigned by program management.</li> <li>Other duties as assigned.</li> </ul>

## 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.**

Position requires work in office environment as well as travel to meetings, presentations, and outreach events. Travel may include occasional overnight travel within and out of state. Attendance at evening meetings may be required.

May occasionally deal with frustrated or upset customers.

## 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.  
Federal Insecticide, Fungicide, & Rodenticide Act;  
Federal Food, Drug & Cosmetic Act;  
Code of Federal Regulations (e.g., 40 CFR);  
U.S. Environmental Protection Agency regulations and guidelines;  
EPA-ODA Cooperative Agreement  
Oregon OSHA rules related to worker protection;  
U.S. Food & Drug Administration Guidelines;  
USDA Farm Bill  
Oregon Dept. of Agriculture Policies & Collective Bargaining Agreement.

**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".

Department staff	Person/phone/email	Information/regulations/feedback	Daily/weekly
General public	Person/phone/email	Information/regulations/feedback	Daily/weekly
Other state agencies	Person/phone/email	Information/regulations/feedback	Daily/weekly
Pesticide users	Person/phone/email	Information/regulations/feedback	Daily/weekly
Regulated industry	Person/phone/email	Information/regulations/feedback	Daily/weekly
OSU staff	Person/phone/email	Information/regulations/feedback	Weekly
EPA staff	Person/phone/email	Information/regulations/feedback	Weekly/monthly
Other Federal Agencies	Person/phone/email	Information/regulations/feedback	Occasionally

## SECTION 7. POSITION RELATED DECISION MAKING

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

- Schedule routine activities.
- Prioritize work assignments to ensure deadlines are met.
- Develop processes, policies, procedures, and recommendations for program operations or improvements.
- 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.
- Interact with other department staff to develop recommendations regarding program development to enhance agency efficiency and customer satisfaction
- Decisions may affect where and how program resources are allocated and can impact industry operations and budgets.

## 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	2546101	Oral and written communication	Ongoing; quarterly check-ins	Discuss areas of concern, provide uniform direction, program enhancement, and maximize efficiency. Completed work and progress is reviewed for overall acceptability and to ensure it conforms to applicable State and Federal laws, rules, regulations, and guidelines, and to ensure alignment with agency mission, objectives, programmatic goals, and overall effectiveness.
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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  |

- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards

- ☐ 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:

- The performance of position duties follows federal and state laws, administrative rules, department policies, scientific principles, and accepted investigative techniques.
- This position's duties and responsibilities will include access to confidential, sensitive, or protected information.
- Employee is required to sign authorization agreement and to receive annual security training.
- A valid driver's license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation is required.

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

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.

**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 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

10/20/25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date