



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
**6/26/25**

**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:	Program Analyst 2	b. Classification No:	C0861
c. Working Title:	Oregon Regional Food System Coordinator	d. PPDB No/WD ID:	2544001
e. Section Title:	Ag Economic & Trade Development	f. Agency No:	60300
g. Employee Name:	Vacant	h. Budget Auth No:	1417211
i. Supervisor Name:	Lindsay Eng	j. Repr. Code:	OAD
k. Work Location (City – County):	Salem - Marion		
l. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" 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 checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive/Supervisory <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer	n. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" 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 (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.

ODA’s Agricultural Economic Development Program is integral to the growth and sustainability of Oregon’s agricultural and food processing sector. This program assists farmers, ranchers, fishermen and food processors in local, domestic, and international markets. Through strategic partnerships, grant opportunities, and market development initiatives, the program ensures that Oregon’s products remain competitive and are recognized worldwide for their quality.

The USDA Resilient Food System Infrastructure Program serves the mission of the Agricultural Economic Development Program by providing support for farmers, ranchers, and other food businesses by providing access to new markets, navigation of federal, state and local resources, and direct investment in processing and distribution capacity across the middle of the supply chain in Oregon.

The USDA Resilient Food System Infrastructure Program

The Resilient Food Systems Infrastructure (RFSI) Grant Program expands capacity for the aggregation, processing, manufacturing, storing, transporting, wholesaling, and distribution of locally and regionally produced food products, including specialty crops, dairy, grains for human consumption, aquaculture, and other food products, excluding meat and poultry. States may allocate up to 20% of their RFSI funding, or up to \$1 million (whichever is smaller), to Supply Chain Coordination (SCC) activities, led by the Lead State Agency or one or more partner state agencies, aligned with the purposes of the program, and designed to serve the producers and supply chains targeted by this RFSI program, including but not limited to Infrastructure Grant recipients. . Oregon administers \$5.9 million dollars of federal RFSI funding and allocated approximately \$1.0 million to supply chain coordination consistent with the program scope and requirements of section 1.4.4 and 1.6.

**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:**

Implement the USDA RFSI SCC approved activities and maintain compliance with USDA requirements and ODA policies and procedures. Serves as the agency’s program coordinator and liaison with the USDA RFSI SCC state-led plan and Oregon Team.

**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
25	N	E	Interpret federal, state and local statutes and regulations and make strategic decisions to evaluate program operations and recommend and plan actions in accordance with USDA RFSI SCC program guidelines and ODA policies and procedures.  Evaluates financial records and budgets to ensure they comply with program intent and regulations. Manages budget development and tracking

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

			<p>to ensure that expenditures are within guidelines specified meet USDA and ODA policies and procedures.</p> <p>Utilizes computer systems and software typical in the analysis and reporting of business data to prepare operational reports and technical data summaries of program activities to fulfill program requirements or in response to requests by legislators or the public.</p>
50	N	E	<p>Establish long-range, strategic objectives for local and regional food system development through background research, stakeholder engagement, and alignment with existing guidance such as ODA's strategic plan, project agreements, and funding terms and conditions.</p> <p>Plan programmatically aligned projects; identify project scope, required training and resources. Recommend project budget and spending plan. Identify potential risks and difficulties, and design strategies to mitigate or avoid them.</p> <p>Collaborate with Oregon Team and follow contracting guidelines to develop contractor statement of work; obtain bids from contractors as needed. Administer project contracts; monitor and evaluate contractor performance. Recommend changes to project plan in response to unforeseen changes or unexpected results. Obtain approvals to proposed changes in project scope, quality, budget, or schedule. Verify quality of project deliverables.</p> <p>Has regular contact in person, by telephone and through written correspondence with various project stakeholders including ODA staff and leadership, and project partners and Oregon Team to gather and verify information, explain policies and processes, develop program priorities and policies, share successes and lessons learned, identify industry trends, as well as communicate and align with Agency mission and goals.</p> <p>Develop communication materials and conduct outreach based on RFSI program priorities in accordance with USDA rules and regulations utilizing understanding of techniques for effective outreach and information dissemination.</p> <p>Establish and cultivate relationships with representatives of Oregon's agricultural industries in order to give information, explain policies and processes, report on activities and research findings, and give information. Conducts all programmatic aspects of USDA RFSI SCC work plans to ensure compliance and enhanced performance.</p>
20	N	E	<p>Evaluate programs, services, systems and program effectiveness through comprehensive operational research.</p> <p>Develop new information about subject under study; establish criteria to identify and measure program effectiveness; develop methods to improve operations or develop new approaches to program evaluation that serve as precedents for others.</p> <p>Develop processes for systematic organizational improvement.</p>

			<p>Design and oversee the collection of data for organizational surveys; analyze data, evaluate findings and recommend policy and operational changes.</p> <p>Monitors and review information related to program activities to detect or assess problems and create strategically aligned plans to mitigate problems.</p> <p>Tracks and reports on program outcomes and accomplishments based on approved goals through USDA. Develop and maintain project-tracking database and meet evaluation and reporting requirements of USDA.</p>
5	N	E	Performs other duties related to the support of Oregon agriculture and food systems. Works with others in the agency to develop and implement activities to reach program area goals.

#### 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.**

May be required to conduct public meetings dealing with controversial issues. Hours may be irregular and include evening meetings and long hours may be required on occasion to meet specific program managerial needs. May require extensive overnight domestic travel. At times may be called upon to deal with hostile or agitated constituent groups or individuals. A valid driver's license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation is required.

#### 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.**

A broad range of state and federal laws, regulations, and policies, as well as procedures from state and federal agencies. Specifically, planning and conducting activities within the confines of the following federal funding mechanisms:

USDA-AMS Resilient Food Systems Infrastructure (RFSI) Cooperative Agreements  
USDA AMS Universal Grant Program Manual

**b. How are these guidelines used?**

State and federal laws, regulations, policies, and procedures from relevant agencies establish the authority, limitations, methods, and priorities that shape program planning and implementation.

#### 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".

Director, ODA	oral/written/in person	Exchange/give/receive information	Frequently
Deputy Director, ODA	oral/written/in person	Exchange/give/receive information	Frequently
Assistant Director, ODA	oral/written/in person	Exchange/give/receive information	Frequently
ODA Program Managers	oral/written/in person	Exchange/give/receive information	Frequently
Employees, ODA	oral/written/in person	Exchange/give/receive information	Frequently
Legislators/Legislative Staff	oral/written/in person	Exchange/give/receive information	As needed
Various Federal, State, and Local Agencies	oral/written/in person	Exchange/give/receive information	Frequently
General Public	oral/written/in person	Exchange/give/receive information	Frequently
News Media	oral/written/in person	Exchange/give/receive information	As needed
Oregon Businesses	Oral/written/in person	Exchange/give/receive information	Frequently
Director, Center for Resilient Agriculture & Food Systems (CRAFS), OSU	Oral/written/in person	Exchange/give/receive information	Frequently

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position is responsible for planning and recommending processes that maximize Oregon's utilization of the USDA-AMS Resilient Food Systems Infrastructure (RFSI) Cooperative Agreement Program funding.

Decisions include:

- Determination of most effective means to accomplish outreach and education.
- Activities' respective compliance with USDA terms, conditions and federal regulations.
- Activities' respective compliance with ODA policies and procedures.

## 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".				
Deputy Director	0148120	Oral/written/in-person	Weekly or as needed	Review & assignment

## 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 |

☐ 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:

Must be a self-starter, highly adept at problem solving, both for clients as well as for self in completing own areas of responsibility. Must be a team player and able to build collaborative relationships with diverse stakeholders. Must demonstrate knowledge of farm business management resources and regional food supply chains. The ideal candidate will be required to present information to the public on a frequent basis and must have excellent oral and written communication skills. Must be detail oriented with particular ability to articulate project outcomes and compliance against set criteria through oral and written communication. Must take policy direction and implement programs in the agency's interest to ensure program compliance with USDA terms and conditions, federal regulations, and ODA policies and procedures as appropriate.

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

\_\_\_\_\_  
Date

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Appointing Authority Signature

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Date