



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/2/2025

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

Table with 2 columns and 11 rows containing classification details: a. Classification Title, b. Classification No, c. Working Title, d. PPDB No/WD ID, e. Section Title, f. Agency No, g. Employee Name, h. Budget Auth No, i. Supervisor Name, j. Repr. Code, k. Work Location.

Table with 4 columns and 2 rows containing position and FLSA details: l. Position (Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, 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.

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.

The Food Safety and Animal Health (FSAH) division encompasses activities related to food safety, animal health, and agency analytical testing. The Food Safety program works to assure a safe, wholesome, food supply.

control takes all measures necessary to control animal diseases, prevent the spread of, and eradicating, when possible, infectious, communicable, and contagious diseases of livestock. Laboratory Services provides analytical support to the inspectional/service programs of the ODA in the areas of chemistry and microbiology. The analytical programs help ensure safety, quality and marketability of food and other agricultural products including cannabis produced and processed in the state and elsewhere.

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:

This position provides executive support for the Division Director and works closely with the Food Safety Program Managers, Animal Health Program Manager / State Veterinarian, and Laboratory Services Program Manager in the administration of the program and supervision of program administrative support staff. This position has particular emphasis on multiple cross program technical expertise, support, and special activities intended to protect Oregon’s agricultural economy, food supply, and the environment. In addition, this position oversees the division contracts and agreements as well as tracking budget projections.

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%	N	E	<p>Supervision:</p> <ul style="list-style-type: none"> • Serves as division manager for support staff for the food safety, animal health, and laboratory services programs. • Assigns and evaluates work of support staff and provides guidance on execution of activities. • Provides organization and structure, ensuring efficient workflow and implementing improvements. • Coordinates and assigns daily activities of diverse group of support staff requiring detailed knowledge of all division programs. • Works in partnership with other program managers to provide guidance on overall program goals and objectives are being met and monitor and track performance metrics. • Assists staff with technical issues, customer responses, database management, website content coordination for all programs, ensuring accuracy of programs implementation. • Responsible for recruitment, including interviewing, selecting, onboarding and training of new staff under supervision. • Evaluates staff performance on a quarterly basis, providing meaningful feedback and correction, and recommends personnel action as appropriate. • Receive employee grievances, communicate grievances to other division and department managers, and work with other division and department managers to address grievances. • Responsible for creating an environment of supports employee support, engagement, and belonging where each team member can thrive. • Promote and provide professional development opportunities. • Reviews and approves time off requests, timesheets, and travel claims.
25%	N	NE	<p>Customer Service:</p> <ul style="list-style-type: none"> • Assist in the management of program support activities and evaluates the quality of

			<p>services delivered to customers. Review customer satisfaction data and develop policies for service improvement when needed.</p> <ul style="list-style-type: none"> • Establishes reporting relationships and communication processes among staff. And ensures work accountability is established and monitored through performance measures. • Responsible for the development and implementation of procedures and guidelines for delivery of service to external customers as well as internal program support.
20%	N	NE	<p>Administrative Services</p> <ul style="list-style-type: none"> • Manages inventory of supplies for program area function. Prepares requisitions for purchase of equipment, supplies, and services for division programs. Tracks, receives and delivers items ordered. • Coordinates the preparation of out-of-state travel requests, ensures forms are processed, staff travel itineraries, meetings and hearings for division director and management team. • Takes and prepares minutes for committee meetings. • Coordinates planning for meetings and conferences • Assists managers in preparation and filing of legal documents required to adopt, amend or repeal Oregon Administrative Rules (OAR). Maintains files of adopted, amended or repealed OAR's and orders.
15%	N	NE	<p>Division Management Team:</p> <ul style="list-style-type: none"> • Participates in the Division Management Leadership Team to track and ensure service delivery and continuous improvement within program area. • Participates in division strategic planning to develop goals, objectives, policies, and priorities to accomplish the mission of the agency. • Assists in the preparation and tracking of the department budgets by preparing program and project specific budgets and administers budgetary controls. • Responsible for preparing, tracking progress and support for division contracts and agreements. • Provide support of the division director, identifies and tracks relevant legislative bills, schedules meetings and provides briefings.
5	N	NE	<p>Other Duties: Conducts other activities pertaining to functions of the agency as assigned.</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 will work in a typical office environment with normal office hours Monday-Friday 8:00 am to 5:00 pm. Work is performed in a cubical office environment given the audible distractions in the cubicle office environment. Requires frequent use of a computer, which includes repetitious hand movement. Frequent phone and in-person contact with people from diverse backgrounds, including people who may be facing challenging circumstances or highly stressful situations, including hostile or agitated groups or individuals. At times, a fast-paced work environment with multiple demands and interruptions. The duties of this position may include the use of a SPOTS Card for work-related purchases as a benefit to the agency. Occasionally required to conduct public meetings in support of division programs dealing with controversial issues. Evening meetings and long hours required on occasion to meet specific program needs. The person in this role must demonstrate strong abilities in handling confidential information with

discretion and possess exceptional and prioritization and organizational skills. May require infrequent overnight domestic travel. A valid ODL 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.

Oregon Revised Statutes (ORS) 183, 561, 596, 603, 609, 610, 616, 619, 620, 621, 622, 625, 628, 632, 633, & 635 with their promulgated rules
Oregon Administrative Rules (OAR)
Oregon Department of Agriculture Food Code
Federal Wholesome Meat Act

Food and Drug Cosmetic Act (FDCA)
Food Allergen Labeling Act (FALCPA)
Pasteurized Milk Ordinance (PMO)
National Shellfish Sanitation Program (NSSP)
Fair Packaging and Labeling Act (FPLA)
Oregon Department of Agriculture Policies
SEIU Collective Bargaining Agreement

b. How are these guidelines used?

Guidelines provide division 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
General Public	Oral/written/in person	Technical support and service	Daily
Industry groups	Oral/written/in person	Public records and service	As needed
Other State Agencies	Oral/written/in person	Coordination and support	As needed
Agency Admin Services	Oral/written/in person	Division operation	Daily
Department of Justice	Oral/written/in person	Receive legal analysis and advice	As needed
Federal Agencies	Oral/written/in person	Coordination of program delivery	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions made in this position affect budget priorities, administrative support of program priorities, policies and procedures, rule development, and personnel considerations. Decisions made during supports for programs in this division may be seen as controversial and can have large economic impacts on firms their employees and associated businesses. Position regularly contacts and is contacted by industry professional staff, regulatory officials in all levels of government, providers of human and animal health care, food industry organizations, farmers, and the general public. The performance of position duties follows federal and state laws, administrative rules, and department policies.

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>				

Business Operations Administrator 1	0148060 / 032205	Oral and Written	Daily/Weekly	Provide uniform direction and efficiency of division service delivery
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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? 5
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

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.

Actively conducts recruitment initiatives aimed at attracting underrepresented individuals in protected classes. Makes hiring choices aligned with ODA’s Affirmative Action objectives. Fosters an inclusive workplace that respects and values differences. Offers skill development and growth opportunities for all employees, ensuring that those from diverse backgrounds and with disabilities receive the necessary support to succeed.

Must be able to perform job duties in a self-directed work environment with minimal supervision. Must have a current Oregon driver’s license with an acceptable driving record. The Office Manager position requires excellent communication skills both oral and written. This position is responsible for ensuring that data entry occurs in a timely manner and the accuracy of entries. It is essential this position have extensive knowledge of the computer data base and applied codes. This position is responsible for maintaining, storing, archiving and purging paper records in accordance with the Oregon State Archives retention schedule and policies, and ensures files are maintained for retrieval.

Special Requirements: This position's duties and responsibilities may include access to confidential, sensitive, or protected information.

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		