



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**10.20.2025**

**Agency:** Oregon Department of Agriculture

**Facility:** North Valley Complex

☐ New ☒ Revised

**This position is:**

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

**SECTION 1. POSITION INFORMATION**

<b>a.</b> Classification Title: <u>Compliance &amp; Regulatory Manager 1</u>	<b>b.</b> Classification No: <u>X7006</u>
<b>c.</b> Working Title: <u>IPPM Program Manager</u>	<b>d.</b> PPDB No/WD ID: <u>0147360</u>
<b>e.</b> Section Title: <u>Plant Protection &amp; Conservation Division</u>	<b>f.</b> Agency No: <u>60300</u>
<b>g.</b> Employee Name: <u>TBD</u>	<b>h.</b> Budget Auth No: <u>394630</u>
<b>i.</b> Supervisor Name: <u>Chris Benemann</u>	<b>j.</b> Repr. Code: <u>MMS</u>
<b>k.</b> Work Location (City – County): <u>Wilsonville – Clackamas County</u>	

<b>l.</b> Position:	<input checked="" type="checkbox"/> Permanent	<input 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

<b>m.</b> FLSA:	<input checked="" type="checkbox"/> Exempt	<b>If Exempt:</b>	<input checked="" type="checkbox"/> Executive/Supervisory	<b>n.</b> Eligible for Overtime:	<input type="checkbox"/> Yes
	<input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Administrative		<input type="checkbox"/> No
			<input type="checkbox"/> Professional		
			<input type="checkbox"/> Computer		

**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. Prosper" by safeguarding Oregon's agriculture, natural resources, working lands, economies, and communities through assistance, compliance and market support. ODA unifies 38 programs operationalized by a \$187 million budget with 493 employees located across Oregon. ODA serves over 35,000 farms, an economic value of over \$16 billion, and 225 + commodities diversly grown for local, domestic, and international markets. 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.

The Plant Protection & Conservation Division (PPCD) is a cornerstone of this mission, serving as the state's primary defense against the introduction and spread of injurious plant pests, diseases, and noxious weeds. The division is responsible for a complex portfolio of programs including Insect Pest Prevention and Management, Native Plant Conservation, Nursery and Christmas Tree, Hemp, and Noxious Weed Control, that protect Oregon's agricultural economy and natural ecosystems while facilitating interstate and international trade.

The purpose of the Insect Pest Prevention and Management (IPPM) program is to protect Oregon’s agriculture, horticulture, environment, and quality of life from damaging plant insect pests and to maintain the value of our agricultural and horticultural products. State and federal quarantines aim to exclude exotic pests from Oregon while state control area orders slow their spread within Oregon. Mitigation, control and eradication programs are implemented when feasible. Management through biological control and oversight of licensed apiaries are also parts of the IPPM program’s portfolio. This position supervises 15 full-time program staff and one full-time Operations Manager. Seasonal staff are used to execute survey activities and are supervised by the Operations Manager. Program budget is composed of general, lottery and federal fund types. A smaller portion of the total budget are other funds, sourced from apiary registration fees, and are directed to Oregon State University for apiary research.

- 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 administers the Department’s IPPM Program, working closely with the PPCD Director on the general administration of the program and supervision of program staff. This position has particular emphasis on implementing invasive insect pest projects which impact Oregon’s agricultural and natural resource interests and represents the department, along with other agencies and stakeholders on related insect pest issues. This position participates in the development and implementation of division and department policies, directs, and coordinates specific activities within the IPPM program. and assists to plan and coordinate the program’s contribution to the department’s legislative program. This position has responsibilities in planning, implementing, and executing the program’s budget and resources. In addition, this position assists in managing the department’s resources to achieve high quality service, long and shortrange planning, and monitoring of the overall effectiveness of the program.

### 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	NC	E	<p><b>Performs supervisory functions:</b> Assigns and evaluates daily activities of program staff and provides guidance on execution of activities. Provides program organization &amp; structure; ensures workflow improvements. Reviews and approves timesheets and travel claims.</p> <p>Interviews, selects, and provides training of new staff members. Routinely evaluates staff performance and recommends personnel actions regarding staff. Receives employee grievances, communicates grievances to other division and department managers, and works with other division and agency managers to address grievances.</p> <p>Creates and maintains an environment that encourages innovation and</p>

			<p>continuous improvement. Recognizes differences and curates a work environment where those differences are respected.</p> <p>Responsible for assuring compliance with Affirmative Action, Safety and Workers Compensation goals and objectives.</p>
20	NC	E	<p><b>Management of Program Activities.</b> Develops program goals and objectives on the statewide activities for the control of invasive plant insect pests. Coordinates exclusion, survey and control efforts with partner state agencies; oversees introduction of biological control agents. Under the guidance of the PPCD Director, interprets plant pest control laws and ensures program compliance with state and federal statutes, regulations, policies, and procedures.</p> <p>Coordinates and monitors project activities with program staff, contractors and other cooperators to ensure progress toward project goals.</p> <p>Facilitates development and evaluates data for project risk assessments and permits as required. Plans, writes, edits and presents reports or comments related to environmental impact statements, environmental assessments, and federal regulations. Reports on joint state/federal invasive insect pest projects. Prepares written and oral reports. Maintains records and data on project efforts. Provides both technical training on integrated pest management and program objectives to cooperators.</p> <p>Participates in division strategic planning to develop goals, objectives, policies, and priorities to accomplish the mission of the agency. Aligns program goals and objectives with the division strategic mission. Creates a leadership model that allows decision-making authority to the lowest effective level, fostering ownership and accountability throughout the program.</p>
25	NC	E	<p><b>Budgets:</b> Reviews budget reports of general, lottery and federal funds for programs. Adheres to budgetary process, monitors budgetary controls, and directs spending to stay within budget. Prepares, or assists in preparing, program and project specific budgets. Prepares budget requests for inclusion in agency budget. Seeks new funding sources and negotiates contracts for federal and other funds.</p> <p><b>Grants:</b> Directs, coordinates and drafts interagency agreements, subawards and contracts. Oversees proposal submissions and tracking using federal grant system. Serves as State Survey Coordinator (SSC), responsible for coordinating pest program projects funded by USDA APHIS PPQ. Works closely with PPQ counterpart to monitor and execute grants.</p>
20	NC	E	<p><b>Communication:</b> Establishes effective communication processes that keep appropriate persons informed on program missions and associated projects. Communicates effectively orally and in writing. Communicates in a timely manner. Works with advisory groups, other agencies and organizations to communicate program goals, objectives, accomplishments, and to resolve issues of mutual concern. Establishes reporting relationships and communication processes among staff and Director's office.</p> <p>Responds to technical questions from staff and public and private sector cooperators. Drafts interpretive and guidance documents, emails and implementations strategies for agency staff and cooperators. Serves on technical interagency advisory committees.</p> <p>Organizes and attends meetings and conferences with county, state and federal partners to share information, discuss projects, address concerns. Prepares reports and data for professional groups, other agencies, the legislature, the Board of Agriculture, and others upon request.</p>

5	NC	E	<b>Division management team.</b> Meets regularly with other management staff to coordinate activities of shared responsibility. Assists in the development and implementation of program policies, procedures, and priorities consistent with department mission, statutory authority, policies, and procedures. Works with other management staff and subordinate technical and support staff to identify, select and implement effective uses of resources to accomplish program, division and department goals and objectives.
5	NC	E	<b>Customer Service:</b> 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.  <b>Other Duties as assigned</b>

## 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 includes a mix of office, field, public environments. May drive with frequent stops over all classes of roadway; makes contacts on private property; occasionally works long or unusual hours, travels overnight, or drives long distances; occasionally exposed to laboratory chemicals, pesticides and solar radiation; may be exposed to hostile dogs or people and noxious plants and insects. Requires valid drivers license and acceptable driving record. May be involved in confrontational situations and upset customers (for example when embargoes, quarantines or orders to destroy plant material are imposed).

Regularly communicates with program stakeholders and cooperators to identify issues and implement common goals. Works hours and timeframes necessary to effectively deal with pressing program issues. Requires some in state and out of state travel to meet with cooperators and maintain good communication.

## 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 570 (Plants Pest Control; Invasive Species); ORS 571 (Nursery stock; Christmas trees)
- Oregon Administrative Rules: Chapter 603 -Division 54 (Nurseries); Division 52 (Pest and Disease Control)
- Federal & foreign plant pest quarantines and phytosanitary requirements as applicable with plant pests and impacted commodities.
- Department of Administrative (DAS) statewide policies and procedures, collective bargaining agreement.

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

Guidelines provide authority, procedures and scope of activities conducted. They set program management goals, working relationships, and relative to administrative duties, the guidelines to all aspects of purchasing, personnel supervision, etc.

**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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
ODA Administration	Oral/Written/In Person	Provide/receive information	As needed
USDA-APHIS-PPQ	Oral/Written/In Person	Provide/receive information. Includes coordination and consultation.	Weekly/daily
ODA Staff	Oral/Written/In Person	Provide/receive information. Includes coordination and consultation.	Daily
State Regulatory Officials	Oral/Written/In Person	Provide/receive information. Includes coordination and consultation.	As needed
Other state and federal agencies	Oral/Written/In Person	Provide/receive information. Includes coordination and consultation.	As needed
Industry Associations	Oral/Written/In Person	Provide/receive information	As needed
Public, Media	Oral/Written/In Person	Provide information	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, program priorities, enforcement actions, policies and procedures, and personnel considerations. Position regularly contacts and is contacted by land managers, university research and extension personnel, regulatory officials in all levels of government, grower organizations, farmers, and the public. The performance of position duties follows federal and state laws, administrative rules, department policies, scientific principals and accepted investigative techniques.

Decisions affect the level of federal, general fund and lottery funding needed for implementation of state-led plant pest prevention and control activities, which have direct impact to Oregon's agricultural industries.

Program may be scrutinized by special interest groups having widely divergent opinions, especially regarding the use of pesticides. Actions may be controversial and result in media and public attention being directed to

the program.

## 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".				
Business Operations Administrator 1 (PPCD Director)	0147350	Oral and written communication.	As needed; quarterly.	To provide uniform direction and maximize efficiency. Ensure alignment with program and agencies missions.

## SECTION 9. OVERSIGHT FUNCTIONS

### THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 16  
How many employees are supervised through a subordinate supervisor? \_\_\_\_\_
- 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 checked="" 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"/> Prepare & 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:

- Excellent oral and written communication skills.
- Demonstrated ability to work in a collaborative team environment.
- Preparation, writing and formalizing cooperative agreements, grants and surveys.
- Budget preparation and management skills are necessary to perform duties of this position. Experience with federal grant management is preferred.
- Experience with principals and practices of employee relations and management.
- Preferential consideration will be given to candidates with graduate degrees in entomology, natural resource management, environmental science or related field.

### Acquire after hire:

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.

Engages in recruitment efforts designed to reach underutilized persons in protected classes. Makes hiring decisions in keeping the ODA Affirmative Action goals. Ensures the work environment is inclusive, sensitive to and tolerant of differences. Provides skill building and developmental opportunities for employees and ensures that employees of diverse backgrounds and with disabilities receive support to thrive in the work environment.

### Enterprise Competencies

As a leader within the State of Oregon, program managers are expected to develop the state's [Enterprise manager competencies](#) up to an advanced proficiency level. These competencies are foundational to the position's success and are integrated into the performance expectations.

They include:

- **Business Acumen:** Manages human, financial, and information resources strategically to meet the mission of the agency and state.
- **Communication:** Effectively articulates and exchanges information to formulate objectives, build consensus, and engage stakeholders.
- **Innovation:** Fosters a culture that encourages curiosity, creative thinking, and the implementation of new solutions to complex challenges.
- **Intentional Engagement:** Considers and appreciates multiple perspectives, integrating them to achieve organizational goals and build trust.
- **Mentoring & Developing Others:** Actively engages employees at all levels, recognizes their potential, and supports their future career growth.
- **Stewardship:** Responsibly manages and optimizes all entrusted resources to meet the needs of the enterprise and the people of Oregon.

**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".		
IPPM	\$ 3,588,544.00	General limitation
	\$ 2,975,947.00	Lottery limitation
	\$ 3,577,425.00	Federal limitation
	\$ 552,417.00	Other limitation

## 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