



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2/25/25

Agency: Oregon Department of Agriculture

Facility: Hermiston - ODA Field Office

[X] New [] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc – Supervisory
[] Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Natural Resource Specialist 4
b. Classification No: 8504
c. Effective Date: February 25, 2025
Water Quality Program
d. PPDB Position No: 2581302
e. Working Title: LUB GWMA/IWRS Lead
f. Agency No: 60300
g. Section Title: Natural Resources
h. Budget Auth No: 1436372
i. Employee Name:
j. Repr. Code: OAO
k. Work Location (City – County): Hermiston - Umatilla
l. Supervisor Name: Kevin Fenn - (Business Operations Manager 1)
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [X] Professional [] Administrative
o. Eligible for Overtime: [] Yes [X] 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 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 serving the people of Oregon's needs through core values of being approachable, genuine, growth-oriented, inclusive, experts, and sustainable - "Aggies".

ODA unifies 38 programs operationalized by a \$190 million budget with 523 employees located across Oregon. ODA serves over 35,000 farms, an economic value of over \$16 billion, and 225 + commodities diversly grown for local and international markets.

The Agricultural Water Quality Program resides within the Natural Resources Program Area of the Oregon Department of Agriculture and supports its 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. In addition to supporting the department’s mission, these programs help fulfill several objectives in the department’s strategic plan, including a culture of compliance and support and excellence in customer service. The program is responsible to work with farmers and ranchers in Oregon to prevent and control water pollution from agricultural activities. The program works closely with soil and water conservation districts (SWCD) and other partners to conduct its work. The program's responsibilities include evaluating agricultural lands for compliance with rules through onsite inspections and other methods, using a progressive approach to achieve compliance, and when necessary revising and adopting new rules. The program is outcome-based and strives to provide farmers and ranchers with flexible options to comply with required outcomes and achieve the state's water quality goals.

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 Lower Umatilla Basin Groundwater Management Area (LUB GWMA)/Integrated Water Resources Strategy (IWRS) Lead serves as the Agricultural Water Quality Programs main point of contact for the LUBGWMA and IWRS. The primary role of this position is to lead the day-to-day work for the LUBGWMA and lead the day-to-day work related to the IWRS and placed based planning. This position coordinates with aspects of the Water Quality Program with overall division goals and objectives. This position works closely with the Regional Water Quality Specialists to coordinate work related to work within the LUBGWMA and IWRS placed based planning. The position works closely with management to develop and implement procedures and guidelines, and works closely with members of the agricultural community.

In addition this position will be a part of the Agricultural Water Quality Program Leadership 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
30	N	E	Project Management and Coordination: <ul style="list-style-type: none"> • Serve as lead for Agricultural Water Quality Program connection to the Lower Umatilla Basin Groundwater Management Area activities. • Serves as the ODA representative as co-convener of the LUBGWMA Committee with partner agencies. • Coordinate with Regional Water Quality Specialists and Soil and Water Conservation Districts, and partner agencies to ensure participation in Lower Umatilla Basin Groundwater Management Area activities. • Serve as lead for Agricultural Water Quality Program connection to

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

			<p>the IWRS place based planning.</p> <ul style="list-style-type: none"> • Coordinate with Regional Water Quality Specialists and Soil and Water Conservation Districts to ensure participation in IWRS place based planning. • Actively participate in Agricultural Water Quality leadership team to ensure adequate implementation in the LUBGWMA. • Provide routine status reports to program manager to keep apprised of area specific needs.
30	N	E	<p>Program Development and Implementation:</p> <ul style="list-style-type: none"> • Works with other staff to develops tools, procedures, and guidelines to support ODA's role in implementation of the IWRS and participation in placed based planning. • Communicates complex technical and policy information to other agencies, decision makers and the public. • Processes, interprets, and summarizes complex environmental information into an understandable format for use by technical staff, management, and stakeholders. • Develops reports, fact sheets, news releases or other written materials to support communication goals. • Represents the agency at public hearings and meetings, citizen advisory committee meetings, technical advisory committee meetings, and local civic organizations. Gives written and oral information relating to specific projects or concerns. • Serves in a staff role to multi-party planning committees and project teams. Provides water quality expertise, conducts analyses to support project or planning objectives, prepares special reports and responds to specific inquiries. • Analyzes and interprets water quality and other data to evaluate potential water quality response to management measures; communicate findings to natural resource agencies and other project stakeholders • Participates in or lead rulemaking efforts to meet area outcomes and implementation of program goals.
20	N	E	<p>Inspections, Compliance, and Enforcement</p> <ul style="list-style-type: none"> • Conducts onsite investigations to evaluate compliance with • agricultural water quality rules. • Coordinates and plans compliance work with program lead. • Prioritizes and provides timely response to complaints and emergencies. • Writes reports and compliance correspondence of investigations describing findings, conclusions, and potential effects. • Develops and implements strategies to achieve compliance and resolve violations. • Discusses compliance and negotiates schedules and activities with the regulated community and follows up on implementation.

15	N	NE	<p>Training, Outreach, and Education:</p> <ul style="list-style-type: none"> • Provide training to all new staff and ongoing training to staff on LUBGWMA needs and IWRS placed based planning. • Provide education and outreach to Soil and Water Conservation Districts; local, state, and federal government partner agencies; and non-government organizations, regarding agricultural water quality rules and regulations for LUBGWMA and IWRS place based planning areas. • Participate in any updates to LUBGWMA and IWRS documents to ensure connections with Agricultural Water Quality Program.
5%		NE	<u>Other duties as assigned</u>

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 may cover large geographical areas in which frequent and direct supervision is not available. Requires regular driving and travel around the state to attend meetings. This may include field work on farms and ranches in all types of weather conditions. Employees in this class work around trucks, lift-trucks, tractors, and other potentially hazardous equipment. Occasional time spent in unsanitary conditions, working in proximity to live animals, lifting objects 50-60 lbs. Occasionally requires night meetings, weekend work, and an extended work week. Out-of-state travel to professional meetings or regional conferences may be required. Occasionally deals with hostile or angry individuals. Must have a current and valid driver's license and acceptable driving record.

This position requires a **flexible work schedule** that varies in the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which the starting and stopping times vary on a daily basis, but not necessarily each day, and does not exceed forty (40) hours in a workweek. Work exceeding 40 hours per week requires prior approval by the supervisor.

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, Oregon Administrative Rules, Oregon Department of Agriculture Rules and Procedures, Executive Department Policies and Procedures, Oregon Department of Agriculture Nonpoint Source Pollution Control Action Plan, Federal Clean Water Act Statutes and Procedures, Coastal Zone Management Act and Oregon Coastal Nonpoint Pollution Control Plan, Coastal Salmon Recovery Plan and Work Plan, Healthy Streams Partnership Agreement, Oregon Groundwater Management Act, Safe Drinking Water Act.

b. How are these guidelines used?

Use of laws, rules and permits to determine water pollution compliance issues and enforcement methods to correct pollution problems. Use of handbooks to establish inspection procedures and water sampling protocols. Use of guidebooks and memorandum to make technical recommendations and gain assistance from cooperating agencies to address identified problems.

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?
Water Quality Program Manager	In Person, by mail, email or telephone	Guidance and direction	As needed/ weekly at minimum
Natural Resources Division Director	In Person, by mail, email or telephone	Guidance and/or policy recommendation	As needed
Natural Resources Division Staff	In Person, by mail, email or telephone	Info exchange/assistance	As needed
Other federal, state, and local agencies	In Person, by mail, email or telephone	Information exchange/work/response/ assistance	As needed
Regulated Community	In Person, by mail, email or telephone	Information exchange/work/response/ assistance	As needed
SWCD Directors and staff	In Person, by mail, email or telephone	Information exchange/work/response/ assistance	As needed
Special interest groups	In Person, by mail, email or telephone	Information exchange/work/response/ assistance	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The IWRS/LUBGWMA Lead is responsible for decisions that direct the day-to-day placed based planning and LUBGWMA work for the program. Determines how to work with partners in placed base planning and LUBGWMA areas.

Prioritizes workload, assigns work to regional staff, oversees work products. Recommends program operational or procedural change as needed.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Water Quality Program Manager	0557890	In person, mail, email, Teams, or telephone	Quarterly or as needed	Short-term review of progress in task accomplishments, discussion of important issues. Regular basis as appropriate, progress report updates, discussion of important issues. Job performance is reviewed annually for achievement of program objectives.

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 |
| <input type="checkbox"/> Disciplines and rewards | <input 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:

The employee must be able to interpret rules and statutes and advise field and program staff on the enforcement applicability of a rule or statute to a particular situation. The employee must have excellent oral and written communication skills and be able to produce complex documents within a rapid turnaround time.

Ability to work both independently and in a team environment. Proficiency in communication skills; policy writing, development, and analysis; and presentation skills. Strong interpersonal and relationship skills.

Work Environment:

Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public. Occasionally deals with hostile or angry individuals. Must demonstrate experience in deescalation techniques and facilitation.

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

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