



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/10/2025

Agency: Oregon Department of Agriculture

Facility: North Valley Complex

☐ New X 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:	<u>Laboratory Technician 2</u>	b. Classification No:	<u>C6811</u>
c. Working Title:	<u>Lab Support – Media Prep</u>	d. PPDB No/WD ID:	<u>0766680/000000028829</u>
e. Section Title:	<u>Laboratory Services</u>	f. Agency No:	<u>60300</u>
g. Employee Name:	<u>vacant</u>	h. Budget Auth No:	<u>396260</u>
i. Supervisor Name:	<u>Kathleen Wickman</u>	j. Repr. Code:	<u>OA0</u>
k. Work Location (City – County):	<u>Wilsonville/Clackamas</u>		
l. Position: X Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year X Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share			
m. FLSA:	<input type="checkbox"/> Exempt X Non-Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer
		n. Eligible for Overtime:	X Yes <input 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'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.

Laboratory Services provides analytical and scientific technical support to the inspectional/service programs of the Oregon Department of Agriculture (ODA) in the areas of pesticides chemistry, food/dairy chemistry, food/dairy microbiology, fertilizer chemistry, animal health, and to Oregon Liquor and Cannabis Commission (OLCC) through the Cannabis Reference Laboratory (CRL) program. 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 and movement of animals via the Animal Health Lab (AHL).

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 laboratory technician in this position provides general support by preparing microbiological media and reagents, cleaning glassware, and performing quality checks. Additionally may assist with well defined microbiological analyses.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
	NC	NE	Carries out duties and behaves in a manner consistent with the Laboratory Daily Expectations
	NC	NE	Carries out duties and behaves in a manner consistent with International Standards Organization/International Electrotechnical Commission (ISO/IEC) 17025 Standard policy and procedures following Oregon Department of Agriculture Laboratory Services (ODALS) Quality Management System (QMS).
85	NC	NE	Media support duties include but are not limited to: Follows Standard Operating Prpcedures (SOP) for work performed. Keeps legible records -Prepares broth, tube and plate media: weighs media, sets up tubes/plates, autoclaves media as needed, dispenses required alliquots of meda, pHs final product -Makes reagents needed for media preparation and biochemical tests -Keeps records of preparations for QC and traceability -Coordinates with microbiology sections for media needs related to what, how much and when needed -Maintains work areas in clean and orderly manner: glassware, supplies and instrumentation, benchtops -Operates autoclaves, glassware washers, dispensing equipment, pH meters, conductivity meter, balance -Coordinates with ordering staff when supplies need re-ordering in timely

			manner -Autoclaves wastes -Washes glassware and supplies -Performs quality control checks as dictated by procedures
10	NC	NE	Serves as back-up analyst for microbiology sections by performing standardized tests on food, dairy, water, and other. Test results may require correlation with other tests results before resporting. Tests may include but are not limited to the following: -Petrifilm analyses -Beta-lactam antibiotic test kits -Most Probable Number (MPN) water tests -pH -Brix -Water activity -Equipment temperature monitoring
5	NC	E	Duties assigned by Laboratory Manager

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.

Working conditions are those of a normal analytical laboratory.

Work schedule is 5 days Monday-Friday, 40 hours. At times weekend and evening work is required to meet customer/department needs and/or analytical requirements.

Danger of hazardous chemicals, toxic solvents, and pathogenic organisms form part of the risks of this position daily.

Working alone daily.

Hot liquids removed from the autoclave and hot liquid waste dumped in sink daily.

Long periods of standing are daily.

Bending forward, reaching overhead, lifting 20 lbs, carrying items weighing up to 10 lbs. 30-40 feet may occur frequently.

Fine motor skills used daily: racking tubes, pipetting, using spatulas weighing media, capping tubes, etc.

Weighing of media requires working in a hood.

The following equipment may be used: autoclave, glassware washer, pipettors, balances, fume hoods, electronic thermometers, etc.

Requires use of a computer.

Requires writing legibly in small spaces completing forms daily.

Periodic walking trips from media prep room to laboratory, walk-in coolers, microbiological waste room and return multiple times during day.

Personal protective equipment used: lab coat and safety glasses daily, gloves as needed, mask/face shield as needed.

Priorities may change daily and require the ability to be flexible in meeting workload needs.

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.

Official Methods of Analysis of AOAC International,
Food & Drug Administration (FDA) Bacteriological Analytical Manual,
United States Department of Agriculture Food Safety and Inspection Service (USDA FSIS) Meat Program,
USDA Animal, Plant Health Inspection Service protocols,
FDA National Shellfish Sanitation Program (NSSP) checklists,
FDA Interstate Milk Shippers (IMS) Program 2400 checklists,
Oregon Department of Agriculture Laboratory Services quality manual and standard operating procedures,
Instrument instructions,
Departmental procedures and policies,
ISO/IEC 17025 Laboratory standard and AOAC Laboratory Accreditation Guidelines (ALACC),
The NELAP Institute (TNI) (NELAP) National Environmental Laboratory Accreditation Council.

- b. How are these guidelines used?

Manuals and procedures provide protocols to be followed for consistency and efficiency in work flow in meeting technical and certification/accreditation requirements.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Other Lab and ODA staff	In person/Phone/Written	Answer supply and media questions, Serve on committees	Daily/weekly
Equipment vendors	In person/written	Clarify repair needs/maintenance	Yearly

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made regarding day-to-day organization of assigned workload, evaluation of analyses performed, correctness of results, and result interpretation.

Decisions can impact the correctness of analytical result, laboratory reputation, efficiency of laboratory operations and economic loss of food and agricultural products.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Microbiologist 3	0011599/051822	In person/written/virtual	Daily	Resolve questions/review work
Microbiologist 3	0030675	In person/written/virtual	Weekly	Resolve questions/review work
Science, Chemistry, and Laboratory Manager 2	00010375	In person/written/virtual	Daily/Weekly	Performance review. Resolve issues
Quality Assurance Officer	00015420	In person/written/virtual	Monthly	Quality control, QMS process questions
Chemist 3	00028095	In person/written/virtual	Weekly	Resolve questions/review work

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:

Acquire after hire:

Ability to be certified by FDA IMS Program as a dairy analyst.

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
Note: If additional rows of the below table are needed, place curser 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