



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/11/2026

Agency: Oregon Department of Agriculture

Facility:

[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 2
b. Classification No: 8502
c. Working Title: Natural Resource Inspector 2
d. PPDB No/WD ID:
e. Section Title: Nursery and Christmas Tree
f. Agency No: 60300
g. Employee Name: TBD
h. Budget Auth No:
i. Supervisor Name: Kevin Bailey
j. Repr. Code: OBO
k. Work Location (City – County): Salem, Marion County

I. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share

m. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive/Supervisory [] Administrative [] Professional [] Computer
n. Eligible for Overtime: [X] 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's (ODA) mission is 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 servicing the people of Oregon's needs through core values of being approachable, genuine, growth-oriented, inclusive, experts, and sustainable.

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

The Plant Protection & Conservation Division (PPCD) Area exists to support the Department of Agriculture's (ODA) interrelated threefold mission: protect agricultural natural resources, provide consumer protection and food safety and provide agricultural market development.

The Plant Protection & Conservation Division includes four sections: Insect Pest Prevention & Management, Nursery & Christmas Tree, Noxious Weed Control, Native Plant Conservation, and Hemp.

Collectively, the PPCP Area protects Oregon's agricultural industries and natural environment through surveys and eradication of harmful and/or invasive plant pests and noxious weeds; inspection and certification of nursery stock to maintain marketability; research to further the conservation of Oregon's threatened and endangered plant species; and enforcement of Oregon's hemp laws to protect and support legal hemp growing operations. The PCPP Area has about 49 permanent staff members and has a biennial budget of 16 million dollars.

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:

Through inspection and certification activities, the Nursery and Christmas Tree Program ensures that all licensed nursery and Christmas tree growers statewide comply with applicable federal and state laws, meet quarantine requirements of receiving states and countries, and that imported nursery stock meets Oregon quarantine requirements. While this position works primarily with Oregon's nursery and Christmas tree industries, the work directly supports the protection of Oregon's broader agricultural, horticultural, and natural resource systems in both urban and rural environments. The program provides both regulatory oversight and service-based technical assistance to industry and stakeholders.

The primary purpose of this position is to assist the Natural Resource Specialist 3 (NRS3) and Natural Resource Specialist 4 (NRS4) staff and program leadership by performing inspection support, regulatory compliance implementation, pest detection and survey activities, and compliance agreement monitoring related to nursery stock and Christmas tree regulatory programs. This position supports the implementation of state and federal regulatory programs by assisting with inspections, certification support activities, survey and detection work, and compliance verification under established program procedures and regulatory frameworks.

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
45	N	E	<p>Phytosanitary Evaluation, Certification, Quarantine Compliance, and Enforcement Support</p> <p>Supports phytosanitary inspection, certification, quarantine compliance, and enforcement activities related to the movement of nursery stock, Christmas trees, and associated plant materials into, out of, and within Oregon. Assists with evaluation of commercial shipments of plant material to determine plant health condition and compliance status with applicable state, federal, and international regulatory requirements.</p> <p>Supports implementation of state and federal quarantines, Oregon nursery and Christmas tree laws, and other horticultural regulatory requirements by</p>

			<p>applying established program procedures and guidance.</p> <p>Assists Natural Resource Specialist 3 & 4 (NRS3/NRS4) staff and program leadership by supporting inspection documentation review, treatment verification, and compliance record evaluation.</p> <p>Supports preparation of regulatory actions including rejection, hold, embargo, and violation documentation for plant material determined to be out of compliance with applicable laws, rules, and regulations.</p> <p>Supports implementation of international and interstate plant movement requirements by assisting with review of import permits, federal manuals, compliance agreements, and supporting documentation.</p> <p>Assists in determining suitability of plant material for movement or certification by compiling inspection findings, laboratory results, treatment records, and regulatory documentation for NRS3 and NRS4 review and final determination.</p> <p>Accesses and utilizes current regulatory databases, manuals, and reference materials to support compliance verification and inspection preparation. Assists with review of treatment, compliance, and inspection records to support certification pathway verification.</p> <p>Supports monitoring and tracking of state and federal compliance agreements for participating nurseries and Christmas tree growers. Assists with outreach and follow-up activities related to unlicensed nursery operations or compliance issues under direction of NRS3 and NRS4 staff. May support licensing and certification fee documentation and administrative processing activities.</p> <p>Assists with preparation and documentation of state and federal certification records, including supporting documentation entered into systems such as PCIT and NIMS, under direction of authorized certification staff.</p> <p>May assist in preparation of inspection summaries, technical reports, or regulatory documentation used in administrative or legal proceedings. May assist NRS3 and NRS4 staff by compiling technical data and inspection findings used to support regulatory determinations or dispute resolution.</p>
35	N	E	<p>Pest Detection, Survey, and Field Regulatory Support</p> <p>Supports pest detection, survey, and regulatory monitoring programs by assisting with insect trapping, plant and soil sampling, survey inspections, and regulatory monitoring activities.</p> <p>Assists with trace-forward, trace-back, and delimitation activities associated with regulatory pest detections.</p> <p>Collects plant, soil, water, or pest samples for laboratory submission following established program protocols.</p> <p>Supports survey data collection, entry, and documentation to ensure</p>

			<p>accuracy and completeness of regulatory datasets.</p> <p>Assists with monitoring compliance with required treatment, mitigation, or best management practice protocols under established regulatory programs and compliance agreements.</p> <p>Supports documentation of survey findings and assists with preparation of survey summaries and regulatory reports.</p>
15	N	E	<p>Communication, Records, and Professional Development</p> <p>Schedules and prioritizes daily work assignments in coordination with Natural Resource Specialist 3 (NRS3) and Natural Resource Specialist 4 (NRS4) staff to ensure alignment with program priorities and regulatory timelines.</p> <p>Maintains accurate, detailed records of inspections, surveys, outreach, and compliance activities using the Nursery Information Management System (NIMS) and other electronic data systems in accordance with program procedures.</p> <p>Communicates effectively through email, written correspondence, and internal documentation with Oregon Department of Agriculture (ODA) staff, other regulatory agencies, and regulated industry to support inspection, compliance, and outreach activities.</p> <p>Assists with preparation of program reports, summaries, and informational materials, including contributions to Nursery and Christmas Tree Program newsletters and internal reference materials.</p> <p>Supports maintenance of program reference libraries and archives, including horticultural references, photographs, and regulatory documentation.</p> <p>Maintains required professional credentials, including pesticide consultant licensure when applicable, by attending required and relevant training sessions.</p> <p>Maintains a current working knowledge of applicable plant regulations, quarantines, pests and weeds of concern, and best management practices through participation in training, seminars, workshops, literature review, and on-the-job learning.</p> <p>Participates in regular staff meetings, team projects, and special assignments to support program objectives and professional development.</p>
5	N	E	Other duties as assigned.

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.

Duties are performed in both field and office environments in equal measure. Position may occasionally require extended hours and overnight travel. Frequent driving is required, which may involve exposure to hazardous road conditions. The role may occasion involve working in remote locations and in inclement weather conditions. Interaction with hostile or confrontation individuals may occur. Work is conducted both independently and collaboratively as part of a team.

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 Laws: ORS 561 (Department of Agriculture), 564 (Wildflowers; Threatened or Endangered Plants), 570 (Plants; Inspection, Quarantine, Pest and Weed Control), 571 (Nurseries; Growers; Dealers; Christmas Tree Growers) and 634 (Pesticide Control); OAR 603, (Certification Programs); (Quarantines); (Nurseries-Noxious Weeds). Interstate, Federal, International Plant Regulations.

b. How are these guidelines used?

(1) Various laws provide authority to inspect, seize, condemn, reject and treat plant material infested or infected with a serious plant pest or disease; (2) Quarantines restrict the movement of certain plants from entering this state because of plant pests or diseases; (3) Export manuals provide information on import requirements of other states and countries.

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, Private Industry	In-Person, phone, email, written	Information, Inspection	Daily
Nursery Business Personnel	In-Person, phone, email, written	Information, Inspection	Daily
ODA Staff	In-Person, phone, email, written	Information	Daily
Grower Organizations	In-person, phone, email, written	Information	Occasionally
County, State, Federal Agencies	In-Person, phone, email, written	Information	Occasionally

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes technical and operational decisions related to implementing inspection, survey, and compliance monitoring activities using established regulatory procedures and program guidance. The position conducts preliminary field assessments of potential pests, diseases, weeds, and plant health issues; supports review of shipment documentation and inspection findings for regulatory compliance; and assists with verification of treatment records, compliance agreements, and mitigation requirements. Final regulatory

determinations, certification decisions, and complex enforcement actions are elevated to Natural Resource Specialist 3 (NRS3) or Natural Resource Specialist 4 (NRS4) staff. Decisions made at this level directly support timely pest detection and regulatory response, help maintain compliant movement of horticultural products, support crop health and market access, and contribute to protection of Oregon’s agricultural industries, natural resources, and public well-being.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Compliance and Regulatory Manager 1	017526	Informal conversations or as problems arrive. Official reviews.	Daily, weekly, quarterly	To evaluate achievement of overall program objectives, assignments, and to ensure program conformity with Oregon law and agency policy. Attendance, phone coverage, and customer service.
Natural Resource Specialist 4	065270	Informal conversations or as problems arrive	Daily or Weekly	Provides input to manager that program objectives are being met.

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

Communication and Interpersonal Skills:

Excellent verbal and written communication are essential. Must be able to demonstrate the ability to work both independently and collaboratively within the Division and across agencies or programs. Strong interpersonal skills are required to navigate complex social dynamics with professionalism, diplomacy, and respect. A commitment to respectful and courteous interactions with customers, colleagues and supervisors is critical.

Organizational & Problem-Solving Abilities:

Must be self-motivated, able to take initiative, and comfortable reprioritizing tasks in a dynamic work environment. Strong organizational skills and attention to detail are essential to manage multiple responsibilities efficiently.

Technical Proficiency:

Proficient in using computers, iPhones, and common office software, including Microsoft Office Suite. Comfortable working with multiple web browsers (Google Chrome, Mozilla, Firefox). Skilled in using collaborative tools such as Microsoft Teams for chat and video conferencing. Experience with presentation and graphic design software (e.g. PowerPoint and Photoshop) is preferred.

Data Management & Analytical Skills:

The ability to accurately enter and retrieve data from databases. Strong typing skills with a focus on accuracy.

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.

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