



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11.01.24

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 3
b. Classification No: C8503
c. Working Title: Food Safety Specialist
d. PPDB No/WD ID:
e. Section Title:
f. Agency No: 60300
g. Employee Name:
h. Budget Auth No:
i. Supervisor Name: Smit, Karel-Gustaaf; Duan, Jingyun; Jones, Lauren
j. Repr. Code: OAO
k. Work Location (City – County):

I. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[] 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 (ODA) exists to fulfill a vital mission: to protect, promote, and sustain Oregon's agricultural and natural heritage for future generations. At its core, ODA supports the livelihoods of over 35,000 farms, strengthens rural communities, and ensures that all Oregonians benefit from the state's agricultural abundance.

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 and oversees complex programs that support every corner of Oregon. ODA is more than just numbers—it represents livelihoods by ensuring food safety, fostering innovation, and promoting sustainable practices for farmers, ranchers, consumers, and the environment.

The Food Safety division exists to support the agency's interrelated threefold mission: to provide agricultural market development, to protect agricultural natural resources, and provide consumer protection and food safety. Specifically, the Food Safety and Animal health division is responsible for human food safety and animal food safety. The purpose of the Food Safety division is to assure Oregon citizens a safe,

wholesome, properly labeled and protected food supply. This division is responsible for administering nine separate statutes that regulate food, dairy and shellfish industries and their production and distribution. Staff inspects over 12,000 food establishments and samples food products throughout the state of Oregon. These establishments include bakeries, retail grocery stores, warehouses, food & dairy processing plants, beverage plants, dairy farms, meat operations and locker plants.

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:

A Natural Resources Specialist 3 (NRS3) inspects retail food establishments, food processing facilities, dairy farms and facilities, shellfish growers & processors, meat processing plants, and egg / poultry facilities among others.

A NRS3 inspects equipment for compliance with State and Federal regulations, investigates consumer complaints, performs facility plan reviews, and reviews food packaging and labels for compliance with regulations to ensure a safe, wholesome food supply. Activities performed by a NRS3 include: licensing, inspection, sampling, education, plan review, and technical support to control and improve food safety and food handling practices.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
50	NC	E	<p><u>INSPECTIONS</u> Plans for and performs inspections in food establishments. Steps in an inspection process include, but are not limited to: scheduling, travel (local and overnight), file review, site inspection, review of processing records, creating inspection reports, verbal review of the report with a member of the establishment’s Person In Charge, regulatory action, and follow up. Performs FDA contract Preventative Control inspections of selected firms as directed. Reviews plans for compliance and conducts surveys on eligible new private water systems. Reviews food product labels for compliance with Federal and State labeling laws. Conducts consumer complaint investigations and, when necessary, takes appropriate action, which may include: agreement of disposition, product embargo, and closure. Recommends and implements other actions as deemed appropriate to the situation. Conducts inspections to ensure compliance with requirements of State drinking water standards when sanitary surveys or water sample test results indicate a need. When warranted, conducts follow-up inspections to ensure that violations have been corrected and the establishment is in compliance with all applicable requirements.</p>
15	NC	E	<p><u>SAMPLING</u> Collects food samples including, but not limited to: fluid milk and dairy products, shellfish meats, and water. Packages test samples according to proper controls and ships or delivers to the Agency laboratory. Interprets lab results for compliance with state and federal standards. Explains interpretation of lab results to industry personnel and gives recommendations for any necessary corrective action. Initiates enforcement actions when lab results indicate a violation of standards or when they indicate that public health is threatened (i.e., presence of a pathogen or toxin level which may result in an illness). Conducts follow-up inspections at establishments that merit further process review or training.</p>
10	NC	NE	<p><u>ANALYSIS/EVALUATION</u> Reviews and evaluates complex facility plans and applications for compliance with applicable State and Federal laws for food establishments. Comments in writing on adequacy or deficiency of proposed plans, and either grants or denies approval. Reviews and evaluates food establishments’ programs for sanitation, product handling, pest control, product adulteration, product standards compliance, and when applicable, HACCP or Preventative Control programs, in addition to any other areas that may affect the safety and marketability of food products. Reviews and provides feedback to proposed Program projects, policies, and programs.</p>

10	NC	NE	<p><u>ENFORCEMENT</u> Takes enforcement action including, but not limited to: de-grading dairy farms due to unsanitary conditions, issuing sanitation warnings, recommending product embargo, and recommending closures. Recommends and implements other necessary actions appropriate to the situation. Conducts follow-up inspections to ensure compliance with food safety requirements.</p>
5	NC	E	<p><u>FOODBORNE ILLNESS INVESTIGATIONS AND RECALLS</u> Conducts or assists firms in conducting product recalls. Participates in foodborne illness investigations in coordination with the Oregon Health Authority (OHA) and Local County Health Departments. Researches characteristics, symptoms, and possible path of infection of suspect organism(s). At the direction of the OHA, conducts site inspection, collects facts, writes reports, and communicates findings professionally. Participated in traceback investigations to identify the source of contamination..</p>
10	NC	NE	<p><u>MISCELLANY</u> Performs other duties as assigned.</p> <p><u>WORK ENVIRONMENT</u> Demonstrates the ability to appropriately handle stress and interact amicably with others, including co-workers, stakeholders, and the public.</p> <p><u>CUSTOMER SERVICE</u> 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.</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.

On a daily basis, a NRS3: 1) will traverse over wet floors, climb ladders, crawl under, over, and into equipment and machinery; 2) is required to safely and appropriately lift packages, equipment and materials weighing up to 50 pounds; 3) will be exposed to livestock, animal waste, loud noises, extreme temperatures, and wet conditions; 4) drives to inspection locations. Occasional overnight travel 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)
Oregon Administrative Rules (OAR)
Food and Drug Cosmetic Act (FDCA)
Food Allergen Labeling Act (FALCPA)
Pasteurized Milk Ordinance (PMO)

National Shellfish Sanitation Program (NSSP)
Code of Federal Regulations (CFR)
Fair Packaging and Labeling Act (FPLA).
Oregon Department of Agriculture Food Code

b. How are these guidelines used?

1. State statutes and administrative rules are the primary source for food safety regulations in Oregon; an NSR3 interprets and explains the state's laws daily to the public and to industry.
2. CFRs and the FDCA are used to establish standards and guidelines for the industries regulated by FSD.
3. The FPLA is used to evaluate all labels.
4. The PMO is the national ordinance used to regulate the dairy industry.
5. The NSSP is the national ordinance used to regulate the shellfish industry.
6. The Oregon Department of Agriculture Food Code used to regulate the retail industry.

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?
Licensed Establishments	In person, e-mail, phone	Inspections, sampling, regulatory actions	Daily
General Public	In person, e-mail, phone	Consumer complaints, explaining regulations, licensing requirements	Daily
Federal/State/County	In person, e-mail, phone	Refer questions, compare regulations and provide recall/outbreak information, consultations, Plan Reviews	Weekly

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

SECTION 7. POSITION RELATED DECISION MAKING

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

A NRS3 daily uses education, training, and skills to address, direct, and resolve complex, potentially life-threatening situations. A NRS3 makes on-the-spot judgments as to the significance of potential public health problems in food establishments. Determines the appropriate action or correction necessary to address a situation, monitors the establishment's action/inaction, and implements enforcement as necessary. Reviews blueprints and provides licensees, contractors, and other regulatory bodies what modifications are necessary, if any. Inspects facilities to determine if they meet minimum required standards prior to license approval. As necessary, issues, sanitation warnings, as well as recommends license suspensions, food embargoes, and notices of closure. Initiates condemnation of facilities when the occasion requires.

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	Review may include: work assignments, uniformity of application of laws and rules, prioritization of work, completeness of reports and forms, thoroughness of inspections, use of time, and sampling procedures.	Weekly/Quarterly/ Annually	For consistency among staff members, provides feedback on overall performance.

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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? 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:

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.

An NRS3 works primarily in the field, and is based in either a home office or a regional office and is responsible for planning individual work schedules, including travel and the amount and type of work performed on any given day. An NRS4 is required to meet all deadlines established by State and Federal laws, by the Department, by the Program, and by individual managers and supervisors. As applicable, you are responsible for maintaining and operating all State-provided equipment, including an assigned state vehicle. This position requires some overnight travel. Due to strict biosecurity concerns, ODA staff that conduct on-farm inspections should have no contact with any avian species or keep birds of any type at home.

SPECIAL REQUIREMENTS: A NRS3 must be registered as an Environmental Health Specialist (REHS) by the State Board of Registered Environmental Health Specialists, Health Licensing Division. Must be able to perform all duties in a self-directed work environment with minimal supervision. Must have a current Oregon driver's license with an acceptable driving record.

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