



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/15/25

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Oregon Department of Agriculture

Facility: Salem Headquarters

New Revised

SECTION 1. POSITION INFORMATION

Form fields for Section 1: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, Eligible for Overtime.

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 Plant Protection Programs area includes four sections: Nursery & Christmas Tree, Insect Pest Prevention and Management (IPPM), Noxious Weed Control and Native Plant Conservation, and Industrial Hemp.

The Rangeland Health Specialist (NRS 3) position exists in the Department of Agriculture's Noxious Weed Control Program. The program provides implementation of weed control projects for public and private land managers throughout Oregon.

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 primary purpose of this position is to help develop and implement projects that protect or restore rangelands in Oregon with an emphasis on the implementation of the “Grow the Core, Defend the Core” management framework. Specifically, this position will assist in the development and implementation of complex projects that address rangelands impacted by invasive annual grasses and other state-listed noxious weeds. The Rangeland Health Specialist serves as the secondary point of contact in the agency with respect to rangeland health and threats to rangelands in Oregon (i.e.- wildfire, invasive annual grasses, climate change, and land use). This position is responsible for assisting in prioritizing key geographies in Oregon to identify high value project areas for resource protection and developing, prioritizing, coordinating, and implementing rangeland protection partnerships and projects.

The Rangeland Health Specialist will help to identify and pursue available financial resources and landowner assistance programs that facilitate implementation of complex projects to address invasive annual grasses on private and public lands. This position will serve as a liaison between landowners and agencies at the federal, state, and local levels. In the role of liaison, this position will identify and support implementation and adoption of existing USDA programs and initiatives that address climate change and promote stewardship, including Environmental Quality Incentives Program (EQIP), Conservation Reserve Program (CRP), Conservation Stewardship Program (CSP), Grazing Lands Conservation Initiative (GLCI), Working Lands for Wildlife (WLFW) and others. The Rangeland Health Specialist will also provide capacity and technical assistance to existing local and regional efforts which may include project planning, grant writing, coordination of state resources and on-the-ground project activities. This position will assist in the development of management plans, advise treatment methods and techniques, lead partner and project coordination, work with landowners, monitor outcomes, and share information with relevant cooperators and organizations.

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 |
|-----------|--------|------|--|
| 5 | N | | Develop Work Plans <ul style="list-style-type: none"> • Plan and schedule their field work in collaboration with an NRS-4 Rangeland Health Specialist. • Quarterly check-ins with Program Manager |
| 40 | | | Planning and Coordination. <ul style="list-style-type: none"> • Assist in the planning, implementation and coordination of invasive annual grass management projects at various scales, up to watershed scale. • Communicate and coordinate local stakeholder groups that include government agencies, Tribes, non-profit organizations, private contractors and private citizens. • Assist with development of funding proposals to be submitted by ODA or other parties that will support invasive annual grass management, restoration, public education, outreach and other related activities performed by ODA and/or external partners. • Attend or coordinate meetings of diverse group of stakeholders including policymakers, government agencies, Tribes, academia, non-profit organizations, private contractors and private citizens. |

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

| | | | |
|----|--|--|---|
| | | | <ul style="list-style-type: none"> • Assist in planning and coordination of field work to be performed by ODA staff and project partners. • May act as project manager for treatment or restoration projects funded by outside sources with on the ground work performed by ODA staff or external partners and cooperators. • Handle, mix and apply chemical herbicides • Gather and analyze spatial data relevant to IAG and rangeland restration projects • Survey rangelands with use of RTV and on foot • Gather data on plant community composition and rangeland condition and changes that result from management activities • Assist to create short- and long-term action plans for invasive annual grass management in Oregon (moved here from reporting section). |
| 40 | | | <p>Communication and Outreach.</p> <ul style="list-style-type: none"> • Act as secondary point of contact and subject matter expert for the agency regarding invasive annual grass management and rangeland health. • Communicate internally and externally. May act as liaison to other government agencies, Tribes, non-profit organizations, landowners and members of the general public. • Gather and provide information about rangeland management to the agency as well as to members of the public, other government agencies, Tribes, non-profit organizations and the general public. • Communicate with relevant stakeholders about existing and emerging funding opportunities • Communicate relevant rules and regulations that may affect existing and proposed management projects. • May communicate with members of the media. • Communicate and perform outreach related to invasive annual grasses, noxious weeds, native plants, wildfire and climate change, Tribal values and Traditional Ecological Knowledge. • Present at meetings, conferences and hearings related to invasive annual grass management and/or specific projects and project activities. • Produce and distribute outreach materials for land managers and members of the public |
| 15 | | | <p>Reporting.</p> <ul style="list-style-type: none"> • Responsible for reporting on project activities, budget expenditures, overall progress towards high-level planning and management goals, relevant regulatory reporting associated with permitted project activities and other regulated activities such as herbicide applications. • Prepare and submit reports as required by funding source for externally funded position and project activities. • Assist in preparation of final reports to NRCS and Oregon Climate Action Commission. |

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 requires working in outdoor, office, and virtual environments. Outdoor work may take place during inclement weather and in remote areas with rugged terrain. Frequent travel, including overnight, may be required. Infrequent out-of-state travel may be required for special trainings or meetings. This position

requires the occasional use of chemical herbicides. Operation of a 4-wheel drive vehicle will be required and may include operating an all-terrain vehicle (ATV).

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. ***This position is full-time remote.***

This position may occasionally work with upset customers and constituents.

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.

ORS 569 and ORS 570 Pesticide Control; OAR 603-57; FIFRA (Federal insecticide, Fungicide and Rodenticide Act; OAR 603-59; division policies and procedures.

Oregon Department of Agriculture Policies United States Environmental Protection Agency (EPA) guidelines and cooperative agreement with DOA.

Oregon Revised Statutes, Oregon Administrative Rules, Agricultural Water Quality Management Area Plans, NPDES permits, and memoranda of agreement with cooperating agencies. Publications from ODA and other partner agencies.

b. How are these guidelines used?

Basic knowledge of state and federal laws and regulations are required to accurately respond to inquiries concerning product registration, user licensing, investigations, and enforcement actions.

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? |
|-----------------------|-------------------------|---|-----------------|
| Var. Federal Agencies | Phone, Email, In-person | Planning, Coordination, General Communication | Daily to Weekly |
| Var. Oregon Tribes | Phone, Email, In-person | Planning, Coordination, General Communication | Daily to Weekly |
| Var. State Agencies | Phone, Email, In-person | Planning, Coordination, General Communication | Daily to Weekly |
| General Public | Phone, Email, In-person | Planning, Coordination, General Communication | Daily to Weekly |
| Contractors | Phone, Email, In-person | Planning, Coordination, General Communication | Daily to 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.

The regulation and decision-making activities are crucial for ensuring public safety, environmental protection, and compliance with state and federal regulations. Making accurate determinations regarding natural resource policies is essential to avoid enforcement actions and maintain the integrity of the regulatory framework. Routine policy interpretations and decisions regarding natural resource activities must remain consistent to ensure equitable program function and avoid controversy or economic impacts on affected individuals and businesses. ODA provides guidance documents, training materials, and outreach efforts to assist stakeholders in understanding and complying with agency rules, policies, and statute requirements.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|----------------------|-----------------|-------------------------|-----------------|---|
| Program Manager | 0139130 | Phone, Email, In-person | Daily to weekly | Status updates, planning and coordination, progress reports, budgeting, reporting |
| | | | | |
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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"/> 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:

Preferred candidates will have 5 or more years of experience in the planning and implementation of complex, landscape-scale conservation and restoration projects. The Rangeland Health Specialist will be an expert in rangeland, grassland or prairie ecology, and possess a strong knowledge base regarding relevant plant communities, associated wildlife habitats, hydrology, and wildfire. Strong knowledge of the implications of climate change on western rangelands and its

effects on plant community dynamics, carbon sequestration capacity and ecological succession is also desired.

Successful candidate will have demonstrable skills and experience with partner collaboratives, grant writing and technical report writing. Must have a working knowledge of integrated weed management techniques and methods. Must have or be able to obtain a State of Oregon pesticide applicators license with Regulatory Weed and Consulting category endorsements.

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> | | |
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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