



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/28/25

Agency: Department of Agriculture

Facility: Salem Headquarters

☒ New ☐ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc - Supervisory
☐ Mgmt. Svc - Managerial
☐ Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Natural Resource Specialist 4</u>	b. Classification No:	<u>C8504</u>
c. Working Title:	<u>CAFO Permit Coordinator</u>	d. PPDB No/WD ID:	<u>2851304 / 000000166610</u>
e. Section Title:	<u>Natural Resources - CAFO</u>	f. Agency No:	<u>60300</u>
g. Employee Name:	<u>Vacant</u>	h. Budget Auth No:	<u>1436392</u>
i. Supervisor Name:	<u>Connie Landis</u>	j. Repr. Code:	<u>OA0</u>
k. Work Location (City - County):	<u>Salem - Marion</u>		

l. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

m. FLSA:	<input checked="" type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/>	n. Eligible for Overtime:	<input type="checkbox"/> Yes
	<input type="checkbox"/> Non-Exempt		Executive/Supervisory		<input checked="" type="checkbox"/> No
			<input checked="" type="checkbox"/> Administrative		
			<input type="checkbox"/> Professional		
			<input type="checkbox"/> Computer		

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 mission of ODA is Protect, Promote, Prosper: Safeguarding Oregon's diverse communities, natural and working lands, and economies by responding to the changing needs through assistance, compliance, and promotion of food and agriculture as one ODA. In addition to supporting the department's mission, this program helps fulfill several objectives in the

department's strategic plan, including a culture of compliance and support and excellence in customer service.

Compliance is achieved through permitting and inspection of Confined Animal Feeding Operations (CAFOs). The program regulates livestock operations to prevent and control water pollution and watershed degradation from livestock operations. Oregon's permit program includes both state and federal water quality regulations. The number of permitted livestock operations is about 500. Operating according to the conditions of the permit assures that animal wastes are not discharged to waters of the state.

Achieving and maintaining a high level of compliance protects surface water from exceeding water quality standards and protects the water for beneficial uses including drinking, irrigation, recreation, wildlife habitat, etc. which are important to both agricultural producers and the public. It is critical to the sustainability of Oregon agriculture that operators of livestock facilities comply with state and federal water quality laws to assure that water resources continue to be available.

- 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 independently develop, evaluate, and issue National Pollutant Discharge Elimination System (NPDES) and Water Pollution Control Facilities (WPCF) permits for Concentrated Animal Feeding Operations (CAFOs) to ensure compliance with state and federal water quality laws and protect surface and groundwater resources. This position functions as a technical expert within the CAFO Program by interpreting complex application materials, establishing permit conditions, analyzing environmental and operational data, coordinating with EPA and DEQ, and leading the permit development process from initial review through issuance. It also serves as a statewide authority on permitting policy and implementation, represents the agency in public hearings and interagency forums, provides technical assistance to regulated entities and stakeholders, and supports education, outreach, and dispute resolution to advance the program's mission of preventing agricultural water pollution and safeguarding human health and the environment.

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”.			
60%	N	E	<p>Permitting and Authorizing Activities</p> <p>Interprets and evaluates NPDES and WPCF permit application packets (including data and information) to determine completeness and adequacy with agency policy as well as state and federal requirements. Requests additional information or studies, if necessary, to ensure applications are complete. Evaluates facility construction, operations, and maintenance, including the structural and mechanical integrity of the treatment system components and the collection system, and compliance history/issues as necessary to develop CAFO permit conditions and requirements.</p> <p>Plans, leads, and implements the development of CAFO permits. Writes and provides detailed documents on analyses and evaluations in a permit fact sheet (evaluation report) and other supporting documentation to satisfy internal policies and procedures as well as meet all state and federal requirements.</p> <p>Reviews, evaluates, and critiques permits, fact sheets, and other administrative records of permit development for soundness of data collection, interpretation, and compatibility of proposed actions with agency statutes, rules, and guidance.</p> <p>Reviews Nutrient Management Plans, schedules, reports, and other technical information to ensure the submission of information complies with state and federal regulations and is adequate to support development and issuance of CAFO permits.</p> <p>Directs and coordinates consultants, contractors, or program staff performing complex studies, site investigations, monitoring systems, sampling, and restoration work in support of permit issuance activities.</p> <p>Reviews technical reports, studies, and permit modification proposals for technical merit to make a recommendation to approve or decline.</p> <p>Evaluates and recommends policy and rule changes to improve program, writes rules, and prepares legislative concepts for program needs.</p>

25%	N	E	Public Relations <p>Conducts public hearings and meetings as required under the administrative procedures act for permit registrations and substantial modifications of permits.</p> <p>Provides technical response to comments received during public comment period and public hearings and recommends final permitting decision to the program manager.</p> <p>Serves as a technical expert before the Legislature, Boards or Commissions, state agencies, at public hearings and public information meetings, or as a witness in contested case court hearings to present on and answer questions related to permit actions.</p> <p>Represents ODA in negotiation and settlement of disputes in CAFO permitting.</p> <p>Coordinates with EPA and DEQ staff on permitting activities and developments.</p> <p>Evaluates, prepares, and answers correspondence from partner agencies, local governments, public or media questions, comments, and concerns about CAFO permits.</p>
10%	N	E	Technical Assistance/Consultation/Education/Outreach <p>Responds to complex technical questions from scientific staff and internal and external customers on individual and multi-faceted CAFO permitting issues related to permit development and compliance.</p> <p>Provides expertise and technical support to owners and operators of CAFOs concerning the permitting process and regulatory issues.</p> <p>Provides training to agency staff and others on CAFO permits and all aspects of the permitting process.</p> <p>Makes presentations to interested groups on water quality and permitting issues.</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.

Work is primarily performed in an office setting with occasional work in the field in all types of weather. This position may require travel, including overnight stays, to attend public meetings, meet with partner agency staff, meet with engineers and technical service providers, and visit CAFOs. Work could involve monitoring and other investigative activities on specific CAFOs and water bodies which may include substantial walking and possible

exposure to pollutants and chemicals. Occasionally deals with hostile, upset, or angry individuals. Occasionally conducts public meetings dealing with controversial issues and testifies in legislative or administrative hearings. Evening meetings and long hours may be required on occasion to meet specific program needs.

A valid driver's license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation is required. This position may cover large geographical areas in which frequent and direct supervision is not available.

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.

Federal Clean Water Act, ORS 183, ORS 561, ORS 633, ORS 568, ORS 663, OAR 603 Division 90, 95 and 59, ORS 468B, OAR 603 Division 74, OAR 340 Division 51, OAR 340 Division 45, CAFO NPDES general permit, CAFO WPCF general permit, DEQ/ODA Memorandum of Understanding, Oregon Department of Agriculture Policies, CAFO Program Handbook

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. The manuals, policies, and program guides are used to establish procedures and practices to ensure efficient and effective operation of the program and utilization of state resources.

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

Program Area Director	In Person, Phone, Email	Info exchange / Work	As Needed
CAFO Program Manager	In Person, Phone, Email	Info exchange / Work	As Needed
Other Natural Resource Agencies	In Person, Phone, Email	Info exchange / Work / Response	As Needed
Producers, Landowners	In Person, Phone, Email	Info exchange / Work / Assistance	As Needed
Natural Resource Interest Groups	In Person, Phone, Email	Info exchange / Work / Assistance	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position independently reviews and determines if the permits, fact sheet/permit evaluation reports, and administrative records developed by producers and/or program staff meet state and federal regulations as well as internal agency policy.

This position independently determines whether a permit application and supporting documents are adequate for permit issuance under an NPDES or WPCF general permit or if an individual permit is required.

The direct effect of these decisions is to ensure that ODA is engaging in the appropriate management of the NPDES and WPCF permit programs as defined by state and federal laws and rules, as well as program guidance, agency policy, and applicable agreements. Decisions on permit conditions may have direct financial impacts on regulated entities, communities, and the public.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

Compliance and Regulatory Manager 1	000000016867 / 01719980	In Person, Phone, Teams, Email	Regular basis	Progress report updates, discussion of important issues. Quarterly performance review.
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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"/> 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:

Employee needs to have knowledge regarding dairy and livestock operations as well as general farming practices. Employee should be knowledgeable of best management practices necessary to protect water quality.

Knowledge of administrative enforcement processes are also important. They must demonstrate strong analytical thinking with the ability to assess complex problems and develop effective, strategic solutions.

Proficiency in communication skills; policy writing, development, and analysis; and presentation skills. Strong interpersonal and relationship skills. Results of activities may be controversial. Position requires the ability to communicate through various media with people having varied educational and professional backgrounds. Communication efforts can have direct and indirect effects on division functions and future outcomes.

This position's duties and responsibilities may include access to confidential, sensitive, or protected information. Employee is required to receive security training in accordance with agency policies.

Ability to work both independently and in a team 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.

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 all policies and procedures.

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		