



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
06/04/2025

Agency: Oregon Department of Agriculture

Facility: North Valley Complex

☐ 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>Quality Assurance Officer</u>	d. PPDB No/WD ID: <u>0139860/ 000000015420</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>389450</u>
i. Supervisor Name: <u>Kathleen Wickman</u>	j. Repr. Code: <u>OAD</u>
k. Work Location (City – County): <u>Wilsonville - Clackamas</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"/> Executive/Supervisory	n. Eligible for Overtime:	<input type="checkbox"/> Yes
	<input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Administrative		<input checked="" type="checkbox"/> No
			<input checked="" 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 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.

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:

This position is the technical expert in quality assurance to ensure quality data produced by the laboratory is accurate and defensible. The position focuses on maintaining and improving the Quality Management System (QMS), expanding methods under scope and ensuring compliance to external accrediting and certifying programs to meet client (departmental program areas, OLCC and others) needs. The position may also provide quality system oversight to other departmental labotatory areas as part of a Departmental Quality Assurance Team as needed.

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	E	Carries out duties and behaves in a manner consistent with the Laboratory Daily Expectations
	NC	E	Carries out duties and behaves in a manner consistent with International Standards Organization/Intenational Electrotechnical Comission (ISO/IEC) 17025 Standard policy and procedures following Oregon Department of Agriculture Laboratory Services (ODALS) Quality Management System.
95	NC	E	Participates as lead for the laboratory Quality Assurance Team in ensuring quality management system is adhered to. Plans, implements and maintains the Quality Management System (QMS) to accreditation and certification requirements, including but limited to: -Quality control assessment -Monitors Demonstrations of Capability (DOC) for analyticalmethods -Reviews method validation documentation -Periodically reviews analytical data packages against the QMS and

		<p>technical SOP.</p> <ul style="list-style-type: none"> -Identifies and tracks nonconformance reports and corrective actions <p>Trains staff on the Quality Management System and quality related parameters.</p> <p>Maintains training records and assures mechanism for documenting such.</p> <p>Tracks training to assure staff current on QMS trainings, technical methods, etc.</p> <p>Coordinates and maintains proficiency test (PT), round robin and panel sample schedule, assesses performance on these results to assure meet accreditation/certification requirements, and submits appropriate results to certification/accreditation bodies.</p> <p>Administers Ideagen document management system to ensure most current authorized documents are in use and old documents archived.</p> <p>Applies data analytics to assessing data quality, method validations, verifications and extensions.</p> <p>Authorizes method validations.</p> <p>Reviews records (e.g. CAR, control charts, PT results, audit findings) for trends and communicates issues with QA team and laboratory management to identify improvements to maintaining data quality.</p> <p>Develops action plans addressing deficiencies, areas for improvement, efficiencies, etc.</p> <p>Participates in management review and action plan development/execution as appropriate.</p> <p>Assures internal auditing as means of monitoring activity compliance with QMS, technical SOPs and accreditation/certification requirements:</p> <ul style="list-style-type: none"> -develops plan, -trains internal auditors, -performs audits, -writes reports, -assesses appropriateness of corrective actions. <p>Facilitates external audits:</p> <ul style="list-style-type: none"> -Coordinates dates of on-site inspections -Compiles requested documentation and submits -Escorts auditor(s), -Assembles data, composes audit responses and follow-ups. <p>Leads team identifying and documenting risks (perceived and real).</p> <p>Participates in service discussions with clients to assure quality objectives are clear and being met.</p> <p>Maintains relevant records and disposes per laboratory retention schedule.</p> <p>Stays abreast of changes and developments pertaining to quality systems through literature reviews, conferences and trainings.</p>
--	--	--

			Represents the laboratory as an expert witness in litigation related to data quality and practices when needed.
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.

- This position works primarily in the office with occasional remote work to complete specific projects as needed.
- Work schedule is 5 days Monday-Friday, 40 hours. At times weekend and evening work is required to meet customer/department needs and analytical requirements.
- This position requires the ability to work on multiple tasks, sometimes under pressure of high priority deadlines.
- Daily computer use, may include multiple monitors, keyboard, mouse, etc.
- Work is performed in a cubical office environment given the audible distractions of a cubicle office environment.
- Requires frequent use of a computer, which includes repetitious hand movement.
- Long periods of sitting or standing.
- Potential exposure to hazardous chemicals, pathogenic organisms, toxic compounds when performing internal audits, addressing quality issues and shepharding external auditors through laboratory.
- Out-of-state travel to professional meetings or regional conferences may be required.
- Periodic walking trips (~100yds per one way) from cubicle to laboratory, laboratory to other laboratory areas and return multiple times during day across industrial carpeting and cement floors.

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 Bacteriological Analytical Manual,
Food & Drug Administration Pesticide Analytica Manual,
Compendium for the Examination of Foods,
Collaboratively studies and publishes governmental methods,
Oregon Department of Agriculture Laboratory Services quality manual and standard operating procedures,
Instrument instructions,
Departmental procedures and policies,
Environmental Protection Agency Drinking Water Laboratory Certification Manual,
Food & Drug Administration Interstate Milk Shippers Lab Evaluation Manual and protocols,
Food & Drug Administration Interstate Shellfish Sanitation Conference Laboratory methods and checklists,
United States Department of Agriculture Food Safety and Inspection Service Meat Inspection Program protocols,
United States Department of Agriculture Animal and Plant Health Inspection Service National Veterinary Service Laboratory protocols,
ISO/IEC 17025 Laboratory standard and AOAC Laboratory Accreditation Guidelines (ALACC),

b. How are these guidelines used?

Accreditation/certification requirements guide the maintenance and improvement of the laboratory's quality management system to meet the varied clients' needs.

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 curser at end of a row (outside table) and hit "Enter".			
USDA APHIS MPI	Email, phone, in person	Clarify laboratory cerification issues, lab audits	periodically
FDA LEOs	Email, phone, in person	Clarify laboratory cerification issues, Lab audits	periodically
EPA Lab group	Email, phone, in person	Clarify laboratory cerification issues. Lab audits	periodically
ISO Accrediting Body (A2LA)	Email, phone, in person	Clarify laboratory cerification issues. Lab audits	periodically
Other state QAOs	Email, phone, in person	Clarify laboratory cerification issues. Lab audits	periodically
Other certification/accreditation groups	Email, phone, in person	Clarify laboratory cerification issues. Lab audits	periodically

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made regrading interpretation of reference material to successfully meet and maintain various program accreditation and certification criteria. Decisions can influence the acceptance or rejection of test results which may impact the health and safety of Oregon citizens and the agricultural economy.

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 curser at end of a row (outside table) and hit "Enter".				
Science, Chemistry, and Laboratory Manager 2	00000010375	In person, virtually, phone, email	Daily	Review work, discuss issues,
Business Operations Administrator 1	00000032205	In person, virtually, phone, email	Periodically	Discuss issues, review laboratory QMS performance

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:

At time of hire:

Knowledge of and experience working with ISO/IEC17025 and/or TNI accreditation requirements
Knowledge of and experience applying statistical programs (other than EXCEL), such as R.

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 cursor 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