



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
07/22/26

This position is:

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

Agency: Oregon Department of Agriculture

Facility: North Valley Complex

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Science, Chemistry, and Laboratory Manager 2	b. Classification No:	7764
c. Working Title:	Laboratory Program Manager	d. PPDB No/WD ID:	0140040 / 010375
e. Section Title:	Laboratory Program Manager	f. Agency No:	60300
g. Employee Name:		h. Budget Auth No:	389590
i. Supervisor Name:	Rusty Rock	j. Repr. Code:	MMS
k. Work Location (City – County):	Wilsonville - Clackamas		
l. Position:	☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share		
m. FLSA:	☒ Exempt ☐ Non-Exempt	If Exempt:	☒ Executive/Supervisory ☐ Administrative ☐ Professional
n. Eligible for Overtime:	☐ 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 Food Safety, Animal Health, and Lab Services Division exists to support the Agency's mission: to ensure healthy natural resources, environment, and economy for Oregonians now and in the future through inspection and certification, regulation, testing, and promotion of agriculture and food. The Food Safety

Program exists to assure Oregon citizens a safe, wholesome, properly labeled and protected food supply. The Food Safety Program is responsible for administering nine separate statutes that regulate food sanitary handling, including all production and distribution. The regulation encompass bakeries, retail grocery stores, warehouses, food & dairy processing plants, beverage plants, dairy farms, meat operations, cannabis edibles, eggs, pet food, and shellfish growers & processors. The Animal Health Program, under the direction of the Oregon State Veterinarian, is responsible for protecting the health of Oregon livestock and domestic animals. This responsibility is carried out through fo Livestock Disease Control and Response, Animal Disease Traceability (ADT), and Animal Emergency Planning and Response.

Laboratory Services provides analytical and scientific technical support to the inspectional/service programs of the State of Oregon in the areas of pesticides chemistry, food/dairy chemistry, food/dairy microbiology, fertilizer chemistry, and animal health. Additionally, the lab provides support to Oregon Liquor and Cannabis Commission (OLCC) as the Cannabis Reference Laboratory (CRL). These analytical programs help ensure safety, quality and marketability of food and other agricultural products produced, processed, and/or sold in the 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 provide scientific, supervisory, and strategic leadership for the agency's analytical laboratory program. This role ensures necessary accreditation, quality system integrity, scientific advancement, and regulatory compliance while directing planning, resource coordination, and interagency collaboration. The position provides guidance to mid-level management subject matter experts, and technical staff to ensure the laboratory's services effectively support agency mission, statewide programs, and emerging testing needs.

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
40	R	E	Operational Oversight • Direct daily workflow, sample processing, scheduling, prioritization, and turnaround time management. • Monitor testing systems, quality control performance, and operational timelines. • Adjust staff assignments to ensure timely and accurate testing. • Support and implement new methods, procedures, and operational improvements. • Maintain readiness for inspections and consistent documentation accuracy. • Coordinate LIMS functionality and expansion to improve laboratory efficiency. • Coach employees in work related activities, personal growth, and career development.
10	R	E	Leadership, Employee Development, and Organizational Culture • Develop laboratory policies, programs, goals, objectives, and strategic work plans in cooperation with all department groups. • Participate in agency strategic planning and contribute to executive level decision making.

			• Support development of performance measures and goals for laboratory service programs. • Lead program development in emerging areas including new technologies, method expansion. Oversee recruitment, onboarding, training, performance evaluation, corrective actions, and staff development. • Promote a respectful, inclusive work environment aligned with agency mission and values. • Support employee career development, coaching, and growth.
10	R	NE	Accreditation, Regulatory Leadership, and Quality Governance • Ensure compliance with state and federal laboratory regulatory requirements. • Oversee and approve SOPs, nonconformance documentation, deviations, and ensure documentation meets Quality Management System standards. • Direct laboratory readiness for inspections, assessments, and external evaluations. • Oversee quality assurance program direction and scientific integrity. • Maintain accreditation to ISO IEC 17025 including oversight of system documentation, internal audits, and corrective action completion.
20	R	E	Leadership and Scientific Oversight • Supervise senior subject matter experts including Quality Assurance Officer. • Provide guidance on method development, research studies, and interpretation of complex scientific data. • Collaborate with staff to resolve high complexity analytical problems, ensure accurate interpretation of results, and confirm that corrective actions are implemented before results are released. • May serve as an expert witness when scientific expertise is required.
10	R	NE	Budget Collaboration, Resource Planning, and Facility Coordination • Collaboratively prepare budget proposals including equipment planning, capital investments, and staffing levels with the agency executive leadership. • Monitor expenditures, oversee corrective actions, and ensure resources meet agency program needs. • Participate in facility planning for the North Valley Complex and represent laboratory operational needs. • Evaluate laboratory capabilities to maintain sufficient analytical capacity and efficiency. • Supports/writes grant applications.
5	R	NE	Interagency Representation and External Partnerships • Serve as an agency representative on state, regional, and national committees as necessary. • Serve as an agency representative member to ORELAP. • Represent laboratory needs to DAS for facility planning and infrastructure support. • Maintain liaison with the Oregon Liquor and Cannabis Commission (OLCC), Public Health Division Lab (PHL), Department of Environmental Quality lab (DEQ), as well as other state labs, and applicable municipal, industrial, and private laboratories.

5	N	NE	<u>Miscellany</u> Performs other duties as assigned.
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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.

The work of this role is primarily conducted onsite to oversee laboratory activities, staff and customer service. Some work is performed in a professional office environment, including cubicle workspaces with routine audible distractions and interruptions. The position requires prolonged periods of sitting, standing, computer use, telephone and cell phone communication, and extensive document review and development requiring sustained concentration, reading comprehension, analytical analysis, and written communication skills. Daily use of computers, electronic devices, and audio-visual equipment is required. There may be times that work will need to be conducted remotely.

Potential exposure to hazardous chemicals, pathogenic organisms, toxic compounds when performing training, internal audits, addressing quality issues, and shepharding visitors through laboratory.

The position may require occasional physical activity, including lifting and carrying materials weighing up to 30 pounds, bending, crouching, reaching above shoulder level, and moving throughout office facilities and alternate work locations. Occasional travel to remote or alternate work sites is required, including occasional overnight travel and operation of a motor vehicle.

The incumbent must be available to work a standard Monday through Friday, 40-hour work schedule, with flexibility to work extended hours as needed during legislative sessions, budget development, audit activities, emergent compliance matters, or other time-sensitive operational demands. This position is FLSA exempt and adheres to all observed holidays. Working during a holiday should be approved by assigned Division Director (or designee) prior to the holiday.

Work may involve exposure to stressful, high-pressure, or contentious situations, including interactions with frustrated, critical, or hostile individuals. The position requires analysis and application of complex laws, administrative rules, policies, and regulatory requirements. Responsibilities include providing regulatory oversight, consultation, and implementation of agency direction within established legal, policy, and operational frameworks.

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
- Oregon Administrative Rules
- ODA and DAS Policies and Procedures
- Oregon Accounting Manual
- Contracts and Procurement Policies
- ODA Laboratory Services quality manual and SOPs,
- Official Methods of Analysis of AOAC International,
- FDA Bacteriological Analytical Manual,
- FDA Pesticide Analytica Manual,
- Compendium for the Examination of Foods,
- EPA Drinking Water Laboratory Certification Manual,
- FDA Interstate Milk Shippers Lab Evaluation Manual and protocols,
- FDA Interstate Shellfish Sanitation Confernce Laboratory methods and checklists,
- USDA FSIS Meat Inspection Program protocols,
- USDA APHIS NVSL protocols,
- ISO/IEC 17025 Laboratory standard and AOAC Laboratory Accreditation Guidelines (ALACC),
- The NELAC Institute, TNI laboratory protocols,
- OPEU/SEIU Bargaining Agreements
- Scientific protocols and methods

- Current scientific literature and professional standards
- Instrument instructions,

b. How are these guidelines used?

The Manager relies on the guidelines to ensure the laboratory's work is scientifically valid, legally compliant, and aligned with both accreditation requirements and agency expectations. These materials guide decisions ranging from method selection and data interpretation to personnel management, documentation standards, and resource allocations. They allow the Manager to confidently direct operations, resolve complex analytical issues, oversee quality assurance activities, and maintain the laboratory's readiness for inspections and accreditation assessments.

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?
Agency Leadership	By phone, email, in-person, and virtual	Provide analysis, recommendations, and strategic advice.	Weekly
Agency Employees	By phone, email, in-person, and virtual	Exchange information; coordinate activities, projects, and actions; respond to questions; discuss needs.	Daily
Vendors	By phone, email, in-person, and virtual	Exchange information; consult and respond to questions; resolve issues.	Weekly
Other Agencies	By phone, email, in-person, and virtual	Exchange information; coordinate activities, projects, and actions; respond to questions; discuss needs.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The Manager typically makes decisions about laboratory priorities, staffing assignments, method selection, and how to address quality or technical issues. These choices determine how efficiently the lab operates each day, how quickly samples move through testing, and how effectively staff and equipment are used. These decisions directly affect the accuracy and reliability of laboratory results, the laboratory's accreditation status, and the agency's ability to take regulatory actions based on defensible data. They also shape staff performance, workplace consistency, and the lab's capacity to meet program needs. Through these decisions, the Manager influences both day-to-day operations and the long-term effectiveness of laboratory services.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Administrator 1	00000032205	Work assignments are presented verbally or in writing by supervisor in the form of a goal to be obtained, a project to be developed, an idea or	Work is reviewed upon completion to ensure that goals and objectives are being met. Most of the technical work is accomplished without review. Work efforts are	To determine the status of the projects and/or problems.

		concept to be investigated, or an evaluation to be made.	discussed at regular informal meetings with the supervisor	

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 27
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|---|---|
| ☒ Plan work | ☒ Coordinates schedules |
| ☒ Assigns work | ☐ Hires and discharges |
| ☒ Approves work | ☒ Recommends hiring |
| ☒ Responds to grievances | ☒ Gives input for performance evaluations |
| ☒ Disciplines and rewards | ☒ 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.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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 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