



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11.01.24

Agency: Oregon Department of Agriculture

Facility:

☒ New ☐ Revised

This position is:

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

SECTION 1. POSITION INFORMATION

Student Professional/Technical Worker			
a. Classification Title:		b. Classification No:	0150
c. Working Title:	SFS Student Intern	d. PPDB No/WD ID:	
e. Section Title:	Animal Health Program	f. Agency No:	60300
g. Employee Name:		h. Budget Auth No:	
i. Supervisor Name:	Ryan Scholz	j. Repr. Code:	OA0
k. Work Location (City – County):	Salem - Marion		
l. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" 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 type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer		n. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.

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 purpose of this position, working within the authority of the office of State Veterinarian, is to help Oregon livestock producers develop Secure Food Supply plans that will enhance the department's ability to respond to foreign animal disease (FAD) outbreaks. The Secure Food Supply (or SFS) plans are voluntary and include written, commodity-specific (for beef, milk, pork, poultry, sheep/wool) enhanced biosecurity plans. The plans provide guidance for producers to prepare for possible disease outbreaks and will help facilitate continuity of business through the safe movement of animals and animal products during a disease outbreak.

This position, will work to assist Oregon animal producers in developing written SFS plans and ODA Animal Health program staff in registering producers in the Oregon SFS program. Interns will gain first-hand experience on the realities and benefits of implementing biosecurity in animal agriculture, as well as the implications of effective biosecurity on business continuity.

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".			
15%	N	NE	Participate in and complete onboarding training on biosecurity and Oregon Secure Food Supply program with ODA Animal Health program staff.
50%	N	NE	Travel to interested livestock operations, primarily focusing on Oregon dairies and feedlots, and collaborate with producers and other supporting partners (e.g., industry organizations, university extension agents) to develop written enhanced biosecurity plans in line with commodity-specific national guidelines. <ul style="list-style-type: none"> Meet with each producer on their premises twice. Student interns, and industry representatives and ODA veterinarians (as available/involved), will attend the on-site visits. Interns will work directly with producers to gather information, draft plans, and deliver the hard copy of the plan and materials for review with producer.
30%	N	NE	Provide producers with Secure Food Supply information and relevant resources to help implement their plans and enroll in the Oregon secure food supply program. This will include assembling an informational binder for each producer that contains SFS education materials and resources along with a hard copy of the completed, site-specific plan. When possible, materials will be provided in both English and Spanish.
5%	N	NE	Additional duties as assigned (5%) <ul style="list-style-type: none"> Maintains a working knowledge of agency programs and services offered. Provides accurate information to customers to ensure that calls and emails received by the Animal Health Program are routed to the correct agency program contacts when needed. Demonstrates professionalism and respect to other employees and customers in all interactions.

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 will primarily occur in a hybrid office environment. Frequent use of a computer and other office technology will be required. Occasional field work will be necessary in cooperation with program field staff to evaluate commercial farm operations and applicability of products developed. Fieldwork may involve limited exposure to poultry and livestock species, time spent outside in all weather conditions, and unsanitary conditions with a slight risk for transmission of zoonotic diseases. Must have a current Oregon drivers license and acceptable driving record.

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.

This position will make use of existing state and federal response guidance and plans, as well as approved project work plans.

b. How are these guidelines used?

State and federal response guidance and plans will be used to guide project work to ensure that all planning and products developed meet requirements.

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 cursor at end of a row (outside table) and hit "Enter".			
Livestock producers	In person, phone, email	Communicate project objectives, solicit producer input, provide outreach and developed resources	Daily, Weekly
Livestock industry representatives	In person, phone, email	Communicate project objectives, solicit industry input, collaborate on outreach and development of resources	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position assists the State Veterinarian and Animal Health Program employees in implementing, developing and enhancing Oregon's preparedness for a major disease outbreak or animal disaster through biosecurity outreach to livestock producers. This position will work with subject matter experts to assist in determining the best way to present technical information provided by the SMEs to livestock producers.

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 cursor at end of a row (outside table) and hit "Enter".				
State Veterinarian	1048020	In person, phone, email	Weekly	Reviews reports for completion and follow-ups that may be necessary, assigns work as situations develop, and plans work cooperatively on weekly basis

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"/> 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:

At time of hire:

Acquire after hire:

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
Note: If additional rows of the below table are needed, place curser 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