



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
5.30.25

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

a. Classification Title: <u>Administrative Specialist 1</u>	b. Classification No: <u>C0107</u>
c. Working Title: <u>Program Assistant</u>	d. PPDB No/WD ID: <u>0138850</u>
e. Section Title: <u>Plant Protection & Conservation Division</u>	f. Agency No: <u>60300</u>
g. Employee Name: _____	h. Budget Auth No: _____
i. Supervisor Name: <u>Kevin Bailey</u>	j. Repr. Code: _____
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 type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory	n. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Administrative		<input type="checkbox"/> No
			<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 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 Plant Protection & Conservation Division (PPCD) includes four sections: Insect Pest Prevention & Management (IPPM), Nursery & Christmas Tree, Noxious Weed Control, Native Plant Conservation, and Hemp. PPCD programs protect Oregon's agricultural industries and natural environment through surveys and eradication of harmful and/or invasive plant pests and noxious weeds; inspection and certification of nursery stock to maintain marketability; research to further the conservation of Oregon's threatened and endangered plant species; and enforcement of Oregon's hemp laws to protect and support legal hemp growing operations. The PPCD has about 49 permanent staff members and is funded through a combination of state, federal and other funds.

The Division supports the Department of Agriculture's (ODA) interrelated threefold mission: protect agricultural & natural resources, provide consumer protection and promote agricultural market development.

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 serves as administrative support to programs within the PPCD. Primarily this position will support the Nursery and Noxious Weed Control Programs, and support other programs or provide general administration support for the Division as needed. This position is co-supervised by the Nursery and Noxious Weed Control Program managers.

This position coordinates program activities which includes but is not limited to: placing and tracking equipment orders; fundamental clerical work, and data entry. They will receive frequent inquiries from the public and from interested agricultural parties. Responses require interpreting and explaining program related policies and regulatory requirements. Other tasks may include editing, proofing, printing and distribution of program correspondence, documents, and bulletins. This employee may be asked to review correspondence, documents, and administrative rules for accuracy and content. This position also assists with general duties such as preparing meeting materials, assisting with event planning and coordination, documenting meeting notes, supporting new hires, assisting with travel arrangements, answering program phone lines, mailing duties, and other tasks as needed. They may use databases to summarize program activities (under the direction of the Program Managers).

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	NC	E	<p>PCPP Programs Services: This position serves internal and external customers by being the initial point of contact for the public and providing information about the PPCD programs by phone, email, letter, and in person. Under direction and scheduling of the Nursery & Noxious Weed Control managers, this position is responsible for answering incoming phone calls; placing orders for equipment and supplies; maintaining inventory of office supplies; performing mailroom functions; tracking programmatic activities, maintaining and updating list of phone number and contacts, and other duties as assigned.</p> <p>Additionally, this position supports program staff with special projects including but not limited to: data entry and extraction; compiling information for reports; coordinating events and meetings; taking meeting minutes;</p>

			<p>making travel arrangements; reviewing travel claims; and setting up interviews.</p> <p>Customer Service: Demonstrates and fosters friendly, professional, and open attitude to agency customers. Works to find ways to help stakeholders solve problems by responding to questions and complaints, determining eligibility for agency services, explaining regulations and policies, and assisting them in becoming compliant with ODA regulations. Educates customers on the values of the PPCD programs. Communicates on a regular basis in person, by telephone, and in writing with agency staff, other State and local government agencies, private agencies, and/or the public to provide or request information.</p>
25	NC	E	<p>Nursery and Christmas Tree Program Admin Support: Assists with the day-to-day functioning of the Nursery Program. Answers program phone line and serves as first point of contact for customer and public enquiries by providing guidance on: requirements for the licensing and shipping of nursery stock and program statutes, regulations, policies, and procedures. Updates physical and electronic file inventories of program forms, certificates, and other documentation (i.e. shipping notifications).</p> <p>Assists the ODA's Licensing Unit, Program Manager and Program Lead in resolving licensing issues and acts as a liaison between ODA's Licensing Unit and non-responsive businesses who hold, or should hold, Nursery or Christmas Tree licenses. Uses programs such as USDA's PCIT (Phytosanitary Certification Information Tracking) System to provide information to field staff, track the issuance of federal phytosanitary certificates, and oversee fee collections and money transfers related to PCIT.</p> <p>Under the guidance of the Program Manager and Program Lead: Updates program mailing listservs, edits, and distributes e- bulletins to nursery stakeholders. Conducts the proofing, printing, and distribution of program correspondence and documents. Provides program publications, brochures, and informational materials to industry and field staff as requested.</p>
25	NC	E	<p>Noxious Weed Control Program Admin Support: Assists with the day-to-day functioning of the program. Answers program phone line and serves as first point of contact for customer and public enquiries by providing guidance on noxious weed resources such as: weed lists, the process to report noxious weeds, risk assessment documents, and where to learn about grants.</p> <p>Supports the Grant Coordinator in creating packets and other outreach material for meetings and symposia; distributing meeting minutes in a timely fashion; and meeting-related tasks. Provides support as needed to other program staff such as the Projects Coordinator or Integrated Weed Management (IWM) Coordinators.</p>
10	NC	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.

Often required to answer and deal with complex regulatory questions or concerns from the general public, the industry or other state or federal officials. Often confronted with agitated individuals requiring a careful and tactful responses.

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 (ORS): Chapter 571 (Nursery Stock and Licensed Agricultural Crops); Chapter 569 (Weed Control); Chapter 570 (Plant Pest Control, invasive species); Chapter 564 (Wildflowers, threatened and endangered plants), Chapter 183 (Administrative Procedures Act).

Oregon Administrative Rules (OAR): Chapter 603 (Department of Agriculture) – including, but not limited to, Divisions pertaining to admin functions, licensing, pest & disease control, nursery, weeds, industrial hemp and inspection feeds.

Oregon hemp statutes and regulations; 2014 and 2018 Federal Farm Bills.

a. How are these guidelines used?

Knowledge of Oregon pest, native plant and noxious weed laws, regulations, and quarantines are required to accurately respond to inquiries pertaining to permitting, licensing and shipping requirements for related industries and interested parties.

Knowledge of division policies and procedures, federal quarantine programs, Pacific Northwest regional requirements, and generalized state requirements to be in compliance with applicable laws. Reference material for use in reviewing hemp registration applications.

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".			
Plant inspection officials from various states and Canada	Phone/email	Inspection/certification verification	On occasion
External customers	Phone/person	General import/export information, licensing & permitting, information, general pest and weed information, staff contacts, complaints	Daily
Public	Phone/person	General import/export information, licensing & permitting, information, general pest and weed information, staff contacts, complaints	Daily
Other Oregon State Agencies	Phone/email/person	Various	On occasion
USDA/APHIS	Phone/email	Issues related to compliance agreement, PCIT database	Rarely
Plant Division staff	Phone/text/email/MS Teams	Assistance with daily functions and document/information retrieval	Daily
University Personnel	Phone/mail/email	Issues related to Nursery Research Grant Program	On occasion

SECTION 7. POSITION RELATED DECISION MAKING

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

Day to day decisions are made to ensure the smooth flow of services and operation. Evaluates sensitivity of situations and types of requests, and decides to provide available information to receive information and/or to refer customers to next appropriate individual. Prioritizes and schedules daily activities, with the guidance of program management. Decisions affect the efficiency and productivity of program services.

Must accurately evaluate licensing criteria based on knowledge of Oregon law. Failure to provide correct information could result in failure of individual or company to become appropriately licensed before conducting a regulated business activity.

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".				
Compliance and Regulatory Manager 1	017526	Informal conversations or as problems arrive. Official reviews.	Daily, weekly, quarterly	To evaluate achievement of overall program objectives, assignments, and to ensure program conformity with Oregon law and agency policy. Attendance, phone coverage, and customer service.
Natural Resource Protection and Sustainability Manager 1	007885	Informal conversations or as problems arrive. Official reviews	Daily, weekly, quarterly	To evaluate achievement of overall program objectives, assignments, and to ensure program conformity with Oregon law and agency policy. Attendance, phone coverage, and customer service.
Natural Resource Specialist 4	065270	Informal conversations or as problems arrive	Daily or Weekly	Provides input to manager that program objectives are being met.
Program Analyst	018330	Informal conversations or as problems arrive	Daily or Weekly	Provides input to manager that objectives are being met.

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"/> 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:

This position requires: Excellent verbal and communication skills. The nature of supporting many diverse programs requires the willingness to work independently and as part of a team within and outside the Division. Teamwork and customer service requires very strong communication skills and ability to negotiate social dynamics in a respectful and diplomatic manner. It is essential that this person is respectful with customers, coworkers, and supervisors.

Must be able to take initiative and prioritize/re-prioritize work daily.
Must be very organized.

Experience operating Apple and PC computers, iPhones, and programs such as Microsoft Office Suite (particularly Word and Excel). Competent with different web browsers (Google, Mozilla, Firefox); collaborative technologies (Microsoft Teams chats and video meetings); and use of printer/scanner/fax machine. Proficiency with graphics and presentation programs (Photoshop,Power Point).

An ability to enter and extract data from databases; meticulous typing skills; and the capability to perform basic business calculations using a calculator.

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
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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”.

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

