



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/1/26

Agency: Oregon Department of Agriculture
Facility: Medford Shipping Point District Office
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: Shipping Point Inspector 2
b. Classification No: C5451
c. Working Title: Agriculture Services Inspector 2
d. PPDB No/WD ID: 145630/3286
e. Section Title: Shipping Point Inspection
f. Agency No: 60300
g. Employee Name:
h. Budget Auth No: 394050
i. Supervisor Name: Susanna Pearlstein
j. Repr. Code: OBO
k. Work Location (City – County): Klamath Falls – Klamath County

I. 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 Computer
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 Agriculture Services Division includes a group of closely intertwined programs that operate statewide to assist Oregon’s agricultural producers and businesses to successfully sell and ship products to local, national, and international markets. Programs also provide regulatory oversight, technical assistance, and grants supporting Oregon’s specialty crops. Agriculture Services Division programs include Certification, Livestock Identification, Plant Health, Produce Safety, Seed Regulatory, Shipping Point Inspection, Smoke Management, and Weights and Measures. Programs are funded mainly through user fees for services with some federal funds.

The Shipping Point Inspection (SPI) Program provides a variety of services for the inspection, verification, and certification of Oregon commodities prior to their shipment into US and world commerce channels. These include impartial third-party inspection of product to determine grades of fruits, nuts, and vegetables and implementation of alternative inspection programs where ODA staff collaborate with customers to provide inspections. SPI program staff provide inspections and issue phytosanitary certificates to support export of Oregon agriculture commodities.

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 the Shipping Point Inspector 2 position is to assist the Shipping Point District Manager or Assistant manager in the coordination of crews performing inspection and/or grading activities such as shipping point inspections, phytosanitary inspections, and official sampling and witnessing. Staff in this position also perform third-party certification audits. This position may also provide seed field crop inspections, insect surveys and trapping, food safety sampling and inspections, and other services to assist customers in moving agricultural products.

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>Shipping Point Inspection</p> <ul style="list-style-type: none"> Obtains and maintains federal licenses, including supervisory licenses as needed, for certification of agricultural commodities; issues Federal-State certificates for commodities meeting federal standards. Interprets and applies industry-specific contract specifications, customer requirements, state and/or federal grades, marketing order or other requirements to inspection activities. Instructs and oversees applicant staff on sampling, inspection, and grading processes and performs audits on applicant staff results as part of customer-assisted inspection programs. Samples agricultural commodities, such as fruit, nuts, vegetables, seed, and others to meeting grading or inspection guidelines, recording lot information, and maintaining integrity of samples. Delivers or returns samples to designated locations. Inspects agricultural commodities, such as fruits, nuts, vegetables, seed and others, and records inspection results; writes state or federal reports or certificates based on findings. Grades produce or other agricultural commodities to size, grade, or other category, using USDA, industry, and/or state rules, protocols

			<p>and guidelines to meet market needs; records results and writes state or federal certificates based on findings.</p> <ul style="list-style-type: none"> • Performs and checks agricultural commodity weights and counts. Counts bags, bins, or other containers of lots or commodities or witnesses weighing or other measurements. • Performs special tests as required (i.e., gravity, internal, fry color determination, bruise, etc.) based on commodity, state or federal protocol, or customer request. Records results and issues reports. • Coordinates crews to perform shipping point inspection or other agency program duties in processing plants or other operations to meet customer and district needs. • Participates in development of quality standards and procedures for program work. • Provides training on shipping point inspection or other agency program duties. • Maintains appearance and operability of equipment and vehicles used for sampling, inspection, grading and other work. Schedules maintenance to keep equipment and vehicles in safe and proper operating condition. • Accurately records time and mileage and applies cost codes to ensure work and fees are tracked correctly. • Reviews inspection reports for accuracy; corrects inaccuracies; provides feedback and training to staff. • Tracks inventory and maintains supply of state and federal inspection documents and certificates.
50%	NC	NE	<p>Other Agency Program Activities</p> <ul style="list-style-type: none"> • Inspects commodities to meet phytosanitary requirements for export based on federal protocols; records inspection results; interprets phytosanitary requirements and issues phytosanitary certificates for commodities. • Performs third-party food safety audits to determine if producers or handlers meet agricultural production standards; writes accurate and timely audit reports. • Maintains qualifications as a USDA Agricultural Marketing Service Process auditor by participating in five audits per year, undergoing desk audits and in-person evaluations as required by USDA, and taking USDA audit refresher courses when assigned. Participates in audit reviews. • Maintains qualifications as an Organic Inspector for all scopes offered by ODA, undergoing desk audits and in-person evaluations as required by USDA's National Organic Program. • Inspects fields and/or gravel pits for weeds of concern, records and communicates findings, writes inspection reports used to determine if sites meet weed-free program standards. • Inspect seed field crops (i.e., walks transects through crop fields and observes crop status) for diseases or pathogens of regulatory concern using established protocols, records daily activities and results, and submits samples as needed for confirmation of diagnoses. • Traps for exotic insects. Places, monitors, and retrieves insect traps on private and public property; requests permission to place traps; keeps records of trap and survey information; submits data to trapping coordinator to meet program timelines. • Surveys for grasshoppers and Mormon crickets; determines survey

			<p>locations and conducts surveys; accurately makes counts of insects and determines species complexes; records and transmits data using remote devices.</p> <ul style="list-style-type: none"> • Obtains and maintains accreditation as an Authorized Certification Official by participating in federal trainings. • Represents the department at industry meetings to provide information about department or program activities • Collects Food Safety regulatory samples (milk, milk products, potable water, coolant) following a set schedule; samples according to established protocols to maintain chain of custody and sample integrity. • Performs egg quality grading, maintaining sanitary work areas and following food safety, biosecurity, and workplace safety procedures; plans and schedules work with facility personnel; reviews processing records, documents findings, and communicates results. • Inspects milk tankers for compliance with the Grade A Pasteurized Milk Ordinance (PMO) following established protocols; coordinate with facility to conduct tanker truck inspections; verify wash tags and procedures that meet standards; document findings.
5%	NC	E	<p>Agency Representation</p> <ul style="list-style-type: none"> • Communicates with customers and the public about agency services and provide information about agency programs.
5%	NC	NE	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.

- Frequent phone and in-person contact with people from diverse backgrounds, including people who may be facing challenging circumstances or highly stressful situations.
- This position requires the ability to work on multiple tasks, sometimes under pressure of high priority deadlines. Priorities and procedures may change daily and require the ability to be flexible.
- Long periods of sitting or standing.
- Overnight travel for one to two weeks at a time may be required.
- Long, irregular hours may be required during busy periods with the possibility of weekend, night, holiday, and split shift work.
- Works part of the time in a typical office environment.
- Requires frequent use of a computer, which includes repetitious hand movement.
- The following equipment may be used: telephone, cell phone, tablet, ODA-assigned computer with multiple monitors, printer/copier, and other office equipment.
- May work outdoors during all seasons, including exposure to various weather conditions.
- Daily driving to facilities, fields, farms, or other work sites in all types of weather conditions. May cover large geographical areas in which frequent and direct supervision is not available.
- Physical outdoor activity required for field work, including walking for long periods on uneven terrain in fields or on farms. May include exposure to inclement weather, pollutants, sun, snakes, noxious plants, and insects.
- Working with and near material handling equipment including weight carts, pallet jacks, and forklifts.
- Working with and near equipment such as scales, scrubbers, steam peelers, pressure testers.
- Working in non-temperature-controlled facilities.
- Frequent and routine lifting and moving of up to 50 lbs. bags of commodities such as potatoes or onions.

- Requires use of knives and food processing equipment to cut and process produce for testing.
- Required to wear personal protective equipment (PPE); exposure to chemicals or other hazards if safety protocols are not followed.

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.

- Cooperative Agreement No. 19-SCIDX-OR-0013 between the US Department of Agriculture (USDA) and the Oregon Department of Agriculture
- USDA AMS General Shipping Point Manual
- USDA Positive Lot Identification Manual
- USDA Federal and Federal-State Shipping Point and Cooperative Market Supervisors' Manual
- USDA Federal-State Inspection Certificate (FV-184) Handbook
- USDA Canadian Import Requirements
- USDA Onions Shipping Point and Market Inspection Instructions
- Oregon Department of Agriculture Quality Management System Manual
- USDA GAP & GHP Audit Verification Program User's Guide
- USDA Harmonized GAP Plus+ Standard
- USDA Harmonized GAP Program Manual
- USDA Export Program Manual
- Oregon Administrative Rules 603-051-005 Oregon Grades
- USDA Potatoes Shipping Point and Market Inspection Instructions
- USDA Potatoes for Processing Inspection Instructions
- United States Standards for Grades of Potatoes for Chipping
- United States Standards for Grades of Potatoes for Processing
- USDA Pears Shipping Point and Market Inspection Instructions
- United States Standards for Grades of Winter Pears
- Marketing Order for Pears
- Grade A Pasteurized Milk Ordinance (PMO)
- Oregon Administrative Rules 603 Division 24
- Oregon Administrative Rules 603 Division 22

b. How are these guidelines used?

The guidelines are used to provide standards and procedures to facilitate the accomplishment of inspection, certification, grading, trapping, and other work in a consistent and professional manner.

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?
Owners, managers, foremen, and others from facilities, farms and processing plants	In person, telephone, email, text message	To schedule and perform activities, audits, and inspections; update them as to results	Daily
Industry Associations	In person, telephone, email, text message	To provide education or information about agency or program activities	Occasionally
Other local, state, federal, and international personnel	In person, telephone, email, text message	To provide education or information about agency or program activities; Coordination of shared program activities	As needed

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

SECTION 7. POSITION RELATED DECISION MAKING

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

The Shipping Point Inspector 2 position makes decisions about the coordination of inspection work and the inspections of commodities to determine if they meet applied standards. These decisions determine if the work is completely timely and accurately to enable customers to successfully sell and ship products to local, national, and international markets.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Business Operations Manager 1	PPDB No: 0143530 Workday ID: 000000057904	In person, phone, email, text message, via teleconference In person, phone, via teleconference	Daily Quarterly	Reviews work to ensure that district activities are being completed accurately and timely. Reviews work to ensure that third-party certification audits meet program standards and are completed accurately and timely. Reviews work at quarterly meetings to review goals, discuss issues, and keep advised of progress.
Administrative Specialist 2	PPDB No: 0138970 Workday ID: 000000014064	In person, phone, email, text message	As needed	Reviews work to ensure that district activities are being completed accurately and timely.
Business Operations Manager 1	PPDB No: 0145990 Workday ID: 000000014292	In person, phone, email, text message, via teleconference	As needed	Reviews work to ensure that district activities are being completed accurately and timely.

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 |

Disciplines and rewards

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:

- Have a valid driver's license and a satisfactory driving record or be able to provide an acceptable alternate method of transportation.

Acquire after hire:

- Within 72 months of hire, accreditation as a USDA Authorized Certification Official.
- Within 24 months of hire, secure USDA licenses to inspect commodities and issue federal certificates.
- Within 48 months of hire, certification as a USDA Agricultural Marketing Service Process auditor.
- Within 72 months of hire, certification as a USDA National Organic Program inspector.

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

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

