



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
3/1/25

Agency: Agriculture

Facility: Oregon Department of Agriculture

☐ 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 3</u>	b. Classification No: <u>C8503</u>
c. Effective Date: _____	d. Position No: <u>0746410</u>
e. Working Title: <u>IWM Specialist</u>	f. Agency No: <u>60300</u>
g. Section Title: _____	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>OAD</u>
k. Work Location (City – County): <u>Baker/Grant/Umatilla/Union/Wallowa</u>	
l. Supervisor Name: <u>Troy Abercrombie</u>	
m. 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	
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative	

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 IWM Specialist in general is responsible for planning, implementation, and coordination of noxious weed management activities against noxious weed species identified in the ODA Noxious Weed Policy and Classification System. Activities of the IWM Specialist include, but are not limited to contract administration, project evaluation and monitoring, provision of technical assistance, and implementation and coordination of target weed projects that include survey and control elements. The primary responsibility of this position is for conducting weed activities in Western Oregon. This position also has secondary statewide responsibilities as part of the statewide program to assist as needed on other priority weed management projects in other geographic locations of the state.

The IWM Specialist monitors, interprets, and reports on weed control laws, regulations, and policies. Provides technical expertise to other Department staff, for federal government land managers, county weed control personnel and for natural resource specialists of other state agencies and the public. The IWM Specialist also develops training materials related to principles and applications of integrated weed management, delivers training, and observes and supports delivery of training by other staff. The specialist consults and implements various noxious weed management projects and maintains records related to program operations and makes recommendations for improvements to the Program Manager.

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”.			
30	N	E	Analysis/Evaluation Plans and implements integrated control practices to selected noxious weed infestations, which, includes herbicide applications, manual/mechanical controls and collection and redistribution of biological control agents as appropriate. Coordinates noxious weed control activities with cooperators such as the Bureau of Land Management, U.S. Forest Service, U.S. Fish and Wildlife Service, county weed control programs, Cooperative Weed Management Areas, and other public and private sectors.
25	N	E	Education/Outreach/Compliance/Grant Reviews Develops training materials related to integrated pest management principles and application with special emphasis in weed management, including curricula, visuals, displays and demonstrations. Develops and coordinates delivery of IPM training with county, state and federal government personnel involved in integrated weed management and with interested public. Develops weed project plans. Plans include description of project scope, purpose, and options for implementation. Advises, land managers in development of their own weed management plans. Identifies problems contributing to weed outbreaks and recommends corrections. Reviews plant literature and assists in development of plant pest risk assessments for the Oregon State Weed Board and cooperators. Reviews noxious weed grant proposals and makes recommendations to the Oregon State Weed Board for funding. Monitors selected awarded grants for efficacy and compliance.

10	N	E	Technical Review/Consultation Facilitates implementation of state and federal rules and regulations related to weed and vegetation management, pesticide use, environmental protection, or noxious weed/invasive plant related rules and regulations by providing information, notices, new law, etc. to weed management personnel that includes the National Environmental Policy Act of 1969, the Endangered species Act of 1973, BLM Policy 9014 and 9015 and U.S. Forest Service 2080 Policy. Facilitates development of National Environmental Protection Act (NEPA) documents required for federal projects. Plans, writes, edits, and presents plans for incorporation into environmental impact statements, environmental assessments, and categorical exclusions.
15	N	E	Program and Project Operation Conducts field detection surveys for noxious weeds and monitors project sites for efficacy of controls. For preventive programs, participates in weed detection surveys. In site-specific programs, conducts delimiting and appraisal surveys to determine distribution and extent of populations of both target weeds and of biological control agents. Records, collates and summarizes survey data. Analyzes and reports data. Collates and summarizes data, including data entry into computer systems, operations of routine software packages and geographic information systems databases. Assists in GIS, WeedMapper and GPS data collection projects. Participates in other program activities as required. Assists in development training programs, symposia, seminars; prepares informational material such as pamphlets, bulletins, circulars; assists with maintenance procurement of equipment and supplies; supports field activities; participates in program reviews. Oversees team in planning, assigning, and reviewing the project work of NRS-1's.
10	N	E	Project Management Initiates complex noxious weed-oriented agency projects. Coordinates information, proposals, and procedures with appropriate project participants, including various internal units, other State, Federal, and local agencies, private businesses and organizations, special interest groups, local communities, and the public. Seeks cooperation in the project assignment and ensures participation of interested individuals and groups. Monitors project status to ensure progress toward completion, for compliance with specifications, full and timely completion of required procedural steps, and that interested groups and individuals are informed of progress. Compiles monthly, quarterly, and annual reports on status of ongoing projects. Ensures accurate project information.
5	N	E	Agency Representation: Represents the agency at public hearings and meetings, citizen advisory committee meetings, technical advisory committee meetings, and local civic organizations. Gives written and oral information relating to specific projects or concerns. Presents agency's viewpoint and policy to advise other State and Federal agencies about the impact of their decisions. Participates in conflict resolution. May represent the State on or serve as staff to committees and councils dealing with issues of moderate complexity or controversy. Evaluates and responds to public or

			<p>media questions, comments, and concerns.</p> <p>Prepares and answers correspondence from local agencies and the public on major technical or policy issues. Analyzes, assesses, and responds to public and agency comments on draft documents.</p>
5			<p>Other Duties as Assigned</p> <p>Conduct other activities pertaining to functions of the department as assigned by program management.</p> <p>Work Environment: Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public.</p> <p>Customer Service Demonstrates and fosters an attitude of being open and friendly to agency customers. Works to find ways to help customers solve problems. Educates customers on the values of required actions. Assists customers in complying with existing regulations and procedures.</p>

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.

Works in office, laboratory and field; may work outdoors during all seasons; may drive daily with frequent stops over all classes of roadway; makes contacts on private property; occasionally works long or unusual hours, travels overnight, or drives long distances; occasionally exposed to laboratory chemicals, pesticides and solar radiation; may be exposed to hostile dogs or people and noxious plants and insects. Requires working some evening and weekend hours on a seasonal basis. May have to deal with confrontational situations when embargoes, quarantines or orders to destroy nursery & Christmas stock are imposed.

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, Department Policies, ORS 561, ORS 570, ORS 561., OAR 603 Division 51, Federal Quarantines

b. How are these guidelines used?

The laws and regulations define the duties and authority of the department in the protection of Oregon from economic pests and regulations related to Nursery stock, licensed crop and Christmas tree growers, handlers, and dealers. Departmental policies define the policies under which the job will be performed.

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".			
Agricultural, forestry and wildlife associations and committees, professionals in agricultural and forestry business, local, county, state and federal agencies, special interest groups, non-governmental groups, general public, etc.	Person/phone/letter/email/fax	Provide or acquire information; make recommendations. Develop and implement programs	

SECTION 7. POSITION RELATED DECISION MAKING

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

- A. Establish priorities for program activities and personnel, decisions impact accomplishment of department and section missions.
- B. Makes recommendations to hire and terminate personnel.
- C. Control action decisions: failure to use good judgement can lead to crop, environmental or property loss and could subject department to litigation and damage claims.

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".				
Manager	7885	Review work progress in response to current problems	Daily and weekly	to determine status of current projects under

		or issues. Work performance is also reviewed annually.		the supervision of this position and to determine achievement of overall program objectives, and to determine conformity with Oregon law and agency policy.

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"/> 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:

The employee in this position serves as state expert in invasive noxious weeds and all related topics. Requires an understanding of a broad range of vegetation management techniques, familiarity with noxious weeds and plant community dynamics. This employee will need to have experience with GIS and GPS-based data recording systems. Employee will need to obtain Oregon ATV operators certification. Oregon Public Applicator's License with Regulatory Weed Endorsement will need to be obtained within 30 days. A bachelor's degree and 3 years of related field experience, OR 5+ years of noxious weed management experience. Teamwork requiring good communication, collaboration and respectful behavior toward customers, coworkers and supervisors is important.

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