



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

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: Compliance and Regulatory Manager 1
b. Classification No: X7006
c. Working Title: Water Quality Compliance Program Manager
d. PPDB No/WD ID: 0719980/000000016867
e. Section Title: Natural Resources Program Area
f. Agency No: 60300
g. Employee Name: Vacant
h. Budget Auth No: 719980
i. Supervisor Name: Isaak Stapleton
j. Repr. Code: MMS
k. Work Location (City – County): Salem - Marion

I. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year 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 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 serving the people of Oregon's needs through core values of being approachable, genuine, growth-oriented, inclusive, experts, and sustainable – "Aggies".
ODA unifies 38 programs operationalized by a \$190 million budget with 523 employees located across Oregon. ODA serves over 35,000 farms, an economic value of over \$16 billion, and 225 + commodities diversly grown for local and international markets."

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 Water Quality Compliance Program Manager primary purpose is to serve as the program leader and manager for the CAFO & Fertilizer programs to ensure a high degree of professionalism and service to meet the mission of the individual programs under direct supervision and to ensure that the mission, core values and strategic plan for the agency are achieved. This position has particular emphasis on overseeing the program's compliance inspections and enforcement work for the protection or water quality and the states natural resources.

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
45		E	<p>Performs supervisory functions:</p> <ul style="list-style-type: none"> • Serves and the program manager for two program areas: Confined Feeding Animal Operations and Fertilizer product registration and compliance. • Assign and evaluate activities of program staff and provides guidance on execution of activities. Provides program organization & structure; ensures workflow improvements. • Coordinates and assigns the daily activities of the CAFO and Fertilizer programs and will provide guidance to ensure that overall program area goals and objectives are being met and will monitor and track activities and results. • Assist subordinate staff with technical issues, complaint investigations, and enforcement actions to ensure the quality, accuracy, and completeness of staff work. • Works collaboratively with other managers to ensure work being performed is completed timely and accurately to support the program needs. • Responsible for the development and implementation of procedures and guidelines that impact the livestock industry, works closely with the agriculture industry, the environmental community, and with members of the CAFO Advisory Committee and its technical advisors. • Creates and maintains an environment that encourages innovation and continuous improvement. Track and monitor employee engagement and will work to ensure staff are supported and that they are highly engaged in their programs. • Interview, select, and provide training of new staff members. • Evaluate staff performance on a quarterly basis and recommends personnel actions regarding staff. • Receive employee grievances, communicate grievances to other division and department managers, and work with other division and department managers to address grievances. • Promote and provide professional development opportunities. • Reviews and approves time off requests, timesheets, and travel claims.
20		E	<p>Establishes effective communication:</p>

			<ul style="list-style-type: none"> • Establishes effective communication processes that keep appropriate persons informed on program missions and associated projects. • Communicates effectively orally and in writing in a timely manner. • Works with advisory groups, other agencies, and organizations to communicate program goals, objectives, accomplishments, and to resolve issues of mutual concern. • Establishes reporting relationships and communication processes among staff, other managers, and industry advisory groups. • Responds to technical questions from staff, public and private sector. • Drafts interpretive and guidance documents, emails and implementations strategies for agency staff and cooperators. • Serves on technical interagency advisory committees as needed and/or as requested. • Conducts public hearings and information meetings, provides testimony to the legislature, and testifies in court proceedings regarding program and activities. • May participate in meetings and conferences with state and federal partners to share information.
15		E	<p>Customer Service and Performance:</p> <ul style="list-style-type: none"> • Assist in the management of program activities and evaluate the quality of services delivered to customers. Review customer satisfaction data and develop policies for service improvement when needed, while ensuring that the program is following state and federal statutes, regulations, policies, and procedures. • Establishes reporting relationships and communication processes among staff. And ensures work accountability is established and monitored through performance measures. • Assists in the coordination of activities with other programs or agencies.
10		E	<p>Member of the program area's management team.</p> <ul style="list-style-type: none"> • Assists in the development and implementation of program area policies, procedures, and priorities consistent with department mission, statutory authority, policies, and procedures. • Participates in the Process Management Leadership Team to track and ensure service deliver and continuous improvement within program area. • Participates in department-wide strategic planning to develop goals, objectives, policies, and priorities to accomplish the mission of the department. • Assists in developing goals, objectives, policies, and priorities pertaining to the program, including gathering and analysis of information on the short- and long-term impacts of proposed policies on program customers, division staff, the department, and the public. • Work with other management staff and subordinate technical and support staff to identify, select, and implement effective uses of resources to accomplish program, division and department goals and objectives. • Assists in the preparation of the department budgets by preparing program and project specific budgets and administers budgetary controls. • Adheres to budgetary process, monitors budgetary controls, and directs spending to stay within budget.

10		E	Other Duties: <ul style="list-style-type: none"> • Conducts other activities pertaining to functions of the department as assigned. • Serves as a certified professional agronomist for the programs.
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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.

Work is primarily performed in an office setting with occasional work in the field in all types of weather. This position may require frequent in state and out of state travel overnight travel. Regularly deals with hostile or agitated groups or individuals. Occasionally required to conduct public meetings dealing with controversial issues, and to testify in Legislative or administrative hearings. Hours often irregular. Evening meetings and long hours required on occasion to meet specific program needs. May require extensive overnight domestic travel.

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.

Federal Clean Water Act, ORS 183, ORS 561, ORS 633, ORS 568, ORS 663, OAR 603 Division 90, 95 and 59, ORS 468B, OAR 603 Division 74, OAR 340 Division 51, OAR 340 Division 45, CAFO NPDES general permit, CAFO WPCF general permit, DEQ/ODA Memorandum of Understanding, CAFO Program Manual, Oregon Department of Agriculture Policies, SEIU Collective Bargaining Agreement

b. How are these guidelines used?

Law, rules, and permits, are used to determine water pollution compliance and enforcement methods to protect the natural environment, consumers, and water quality. The manuals and program guides are used to establish procedures and practices to ensure efficient and effective operation of the program and utilization of state resources.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Soil and Water Conservation Districts	In person, phone, email, teams	Education, outreach, technical assistance, compliance	As needed
News Media	In person, phone, email, teams	Provide information	As needed
Partner Agencies, DEQ, OWRD, OHA, ODFW, ODF	In person, phone, email, teams	Coordination and collaboration	As needed
Oregon State University Extension	In person, phone, email, teams	Provide or receive information	As needed
Regulated community	In person, phone, email, teams	Education, outreach, technical assistance, compliance	Daily/Weekly

Public	In person, phone, email, teams	Education, outreach	Daily/Weekly
Industry and community partners	In person, phone, email, teams	Education, outreach, technical assistance, compliance	As needed
Tribal governments	In person, phone, email, teams	Inter-governmental communications and information sharing	As needed
Agency leadership	In person, phone, email, teams	Program performance and awareness	Weekly
Elected officials	In person, phone, email, teams	Education, outreach, technical assistance, compliance	As needed
Federal agency partners, NRCS, USDA, EPA	In person, phone, email, teams	Coordination and collaboration	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position is responsible for decisions that direct the day-to-day operations and performance of the programs. Determines compliance of laws and rules permits, and enforcement actions. Interprets laws and rules and works with the Natural Resource Program Administrator to set policy interpretations. Recommends program operational and procedural changes to program administrator. Prioritizes workload, assigns, and directs work of staff.

This position applies the agricultural water quality program's philosophy of providing flexible means to achieve required environmental outcomes and applying a progressive compliance approach to achieve those outcomes. Decisions made in this position affect budget priorities, program priorities, enforcement actions, policies and procedures, and personnel considerations. Results of activities conducted are often controversial and can have economic impacts to agricultural landowners. The position frequently needs to balance and consider the interrelatedness of environmental outcomes with economic impacts. Position regularly contacts and is contacted by farmers and ranchers, Soil and Water Conservation District staff, state natural resource agency staff, university research and extension personnel, Oregon Department of Justice, conservation organizations, grower organizations, and the public. The performance of position duties follows federal and state laws, administrative rules, department policies, scientific principles and accepted investigative techniques.

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	0185660	In person through weekly meeting and quarterly check-in reviews.	Weekly/quarterly	Effective management and operation of programs

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 11
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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 CAFO and Fertilizer Programs are closely observed by stakeholder groups having widely divergent opinions. Actions can be controversial, and result in media and public attention being directed on the program, the program area, the department, other agencies, and the agriculture industry in Oregon.

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.

Affirmative Action and Diversity:

“Actively conducts recruitment initiatives aimed at attracting underrepresented individuals in protected classes. Makes hiring choices aligned with ODA’s Affirmative Action objectives. Fosters an inclusive workplace that respects and values differences. Offers skill development and growth opportunities for all employees, ensuring that those from diverse backgrounds and with disabilities receive the necessary support to succeed.”

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 cursor 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