



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Agriculture

Facility: Salem

New X Revised

This position is:

- Classified
Unclassified
Executive Service
X Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Form with fields a-j: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, Eligible for Overtime.

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 Agricultural Water Quality Program supports the department's mission to ensure healthy natural resources, environment, and economy for Oregonians now and in the future through inspection and certification, regulation, and promotion of agriculture and food.

The program is responsible to work with farmers and ranchers in Oregon to prevent and control water pollution from agricultural activities and soil erosion. The program works closely with Soil and Water Conservation Districts and other partners to conduct its work.

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 oversees the department's Agricultural Water Quality program. This position has particular emphasis on overseeing the program's compliance and regulatory work, including compliance education, compliance investigations, and enforcement actions; and the program's monitoring and adaptive management work. This position participates in the development and implementation of program and department policies, directs and coordinates specific activities of the program, and assists to plan and coordinate the program's contribution to the department's legislative program. This position has responsibilities in planning, implementing and executing the program's budget and resources. In addition, this position assists in managing the department's resources to achieve high quality service, long and shortrange planning, and monitoring of the overall effectiveness of the department.

This position works closely with the Natural Resource and Pesticides Program Director and Office Manager in general administration of the programs and supervision of all program staff. This position has particular emphasis on overseeing the program's compliance inspections and enforcement work, including strategic work in small watersheds throughout the state. This position also oversees the program's staff, which have interagency partnership and education and outreach responsibilities in addition to compliance and technical duties.

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	Performs supervisory functions. <ul style="list-style-type: none"> - creates and maintains an environment that encourages innovation and continuous improvement. - interviews, selects and provides training for new subordinate staff. - assigns and evaluates daily activities of subordinate technical staff, and provides guidance for conduct of activities. - evaluates subordinate technical staff performance. - recommends personnel action, and conducts personnel actions regarding subordinate staff. - receives employee grievances, communicates grievances to other division and department managers, and works with other division and department managers to address grievances.
20		E	Establishes effective communication processes that keep appropriate persons informed. <ul style="list-style-type: none"> - communicates effectively orally and in writing. - communicates in a timely manner. - determines appropriate division and department staff with whom to communicate on specific matters. - works with advisory groups, other agencies and organizations and groups to communicate program goals, objectives, accomplishments, and to resolve issues of mutual concern.

			- conducts public hearings and information meetings, provides testimony to the legislature, and testifies in court proceedings regarding program and activities.
15			Assists in the management of program activities and evaluates the quality of services delivered to customers. - establishes reporting relationships and communication processes among staff. - ensures work accountability is established and monitored through performance measures. - reviews customer needs and satisfaction to improve service delivery. - assists in the coordination of activities with other programs or agencies. - ensures program compliance with state and federal statutes, regulations, policies and procedures.
10			Member of the department's management team. Assists in the development and implementation of program policies, procedures and priorities consistent with department mission, statutory authority, policies and procedures. - 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 to regulate pesticide products and fertilizer products, 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. - assist in developing, implementing and reporting of cooperative agreements with federal and state agencies.
10			Assists in the preparation of budgets and administers budgetary controls. - evaluates and reports to other department managers program resource needs to achieve program and department goals and objectives. - prepares, or assists in preparing, program and project specific budgets. - adheres to budgetary process, monitors budgetary controls and directs spending to stay within budget. Other Duties - conducts other activities pertaining to functions of the department as assigned 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, etc. Affirmative Action and Diversity: Engages in recruitment efforts designed to reach underutilized persons in protected classes. Makes hiring decisions in keeping the ODA Affirmative Action goals. Ensures the work environment is inclusive, sensitive to and tolerant of differences. Provides skill building and developmental opportunities for employees and ensures that employees of diverse backgrounds and with disabilities receive support to thrive in the work environment.

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.

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.

ORS 183; ORS 561; ORS 633; ORS 568; ; ORS 468B; OAR 603-090 and 095
Oregon Department of Agriculture Policies
Collective Bargaining agreement

b. How are these guidelines used?

Guidelines provide authority, procedures and scope of activities conducted.

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>			
ODA Administration	Oral/Written/In Person	Provide/receive info.	As needed
U.S Dept. of Ag.	Oral/Written/In Person	Provide/receive info.	As needed
Oregon state agencies	Oral/Written/In Person	Provide/receive info.	As needed
OSU Extension	Oral/Written/In Person	Provide/receive info.	As needed
State Agencies-Other States	Oral/Written/In Person	Provide/receive info.	Daily
News Media	Oral/Written/In Person	Provide/receive info.	As needed
Soil and Water Conservation Districts	Oral/Written/In Person	Provide/receive info.	Daily/Weekly
Soil and Water Conservation Commission and Board of Agriculture	Oral/Written/In Person	Provide/receive info.	As needed
General Public	Oral/Written/In Person	Provide/receive info.	As needed
Special Interest Groups	Oral/Written/In Person	Provide/receive info.	Daily

Legislative Staff	Oral/Written/In Person	Provide/receive info.	As needed
ODA Staff	Oral/Written/In Person	Provide/receive info.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

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 general 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
Principle Executive/Manager F	0185660	Oral and written communication	As needed	To provide uniform direction and maximize efficiency

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

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 16

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"/> 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 Agricultural Water Quality Program is 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.

Duties and responsibilities of this position include access to confidential, sensitive, and protected information. Employee is required to sign authorization agreement and to receive annual security training. Experience in budget and management are necessary to perform the duties of this position.

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 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