



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3/7/21

Agency: Oregon Department of Agriculture

Facility: Plant Protection & Conservation Programs

[X] New [] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Natural Resource Specialist 3
b. Classification No: C8503
c. Effective Date:
d. Position No:
e. Working Title: Hemp Inspector
f. Agency No: 60300
g. Section Title: Hemp Program
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: OBO
k. Work Location (City - County): Eugene
l. Supervisor Name: Timothy Butler
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [X] Exempt [] Non-Exempt
If Exempt: [] Executive [X] Professional [] Administrative
o. Eligible for Overtime: [] Yes [X] 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 Industrial Hemp Program exists within the agency's Plant Protection and Conservation Program Area. The goal of the program is to assist in the growing and production of hemp plants, hemp commodities, and hemp products while protecting the health & safety of Oregonians. The program accomplishes this by 1) registering hemp growers, hemp handlers, and agricultural hemp seed producers, 2) ensuring required testing of raw hemp, hemp commodities, and hemp products has been completed to the standard set by statute, and 3) auditing records maintained by industrial hemp registrants. This program serves both regulatory and service functions within the agency.

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 major purpose of this position is the inspection and reporting of compliance and noncompliance with federal and state laws pertaining to the growing/production and/or handling/processing of industrial hemp. This position also plays a key role to educate and provide educational materials to assist growers and handlers and others in the industry for compliance with federal and state laws and regulations for hemp. This position is also expected

to conduct educational and outreach efforts using a variety of media. Position is supervised and work assignments are coordinated by 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
5%			<p>Analysis/Evaluation Writes technical reports including analysis, conclusions, and recommendations in specific program areas. Develops and recommends agency policies and procedures to higher level staff or supervisor. Reviews and edits technical reports written by staff for thoroughness and defensibility.</p>
55%			<p>Inspections/Investigations/Compliance/Enforcement Conducts routine and complex inspections/investigations to determine compliance. Develops and implements enforcement strategies to address violations. Identifies compliance activities with the regulated community and follows up on implementation. Investigates complaints on complex sources or issues, determines compliance or noncompliance and initiates corrective action, as appropriate. Writes reports of investigations/inspections describing findings, conclusions, and potential effects and recommends follow-up. Conducts follow-up investigations.</p>
25%			<p>Technical Assistance/Consultation Provides technical expertise to other department staff, the regulated industry, and the public regarding major or complex issues. Helps other agency staff and the public with negotiating or developing alternatives to resolve complex problems. Interprets rules, regulations, laws and procedures by phone, in person, and in writing to answer questions or concerns and provide direction for agency staff, industry, the public, and other governmental agencies on specific program areas. Drafts interpretive memos, guidance memorandums, and implementation strategies for department staff and the regulated community. Delegates daily tasks and supports teams of professional, technical and support staff. Assists in their orientation and training. Serves as technical advisor to them. Reviews staff work for accuracy, comprehensiveness to ensure it conforms to Federal, State, and local regulations. Reviews, evaluates, and edits, registration applications, technical reports written by agency staff and consultants. Consults with Federal, State, and local agencies, private consultants, and the public regarding assigned activities. Advises the agency of Federal, State, and local regulations and requirements. Serves in a staff role to advisory committees preparing special reports and responding to specific inquiries. Communicates complex technical or policy information to decision makers and the public. Evaluates technical training needs of department staff and the regulated community. Develops and conducts formal or informal training sessions, technical workshops, or seminars.</p>
5%			<p>Program Operation Assists program manager in developing and carrying out short- and long-range goals and objectives for special projects or specific program area. Coordinates project or program development activities with other state agencies, advisory committees, internal agency committees, industry, or special interest groups. Develops, tracks, and monitors project</p>

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

			schedules within program area and prepares status reports. Ensures assigned vehicle is maintained and investigative supplies are stocked.
2%			<p>Project Management Serves as a member and may, chair project technical advisory committees. Initiates complex natural resource-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.</p> <p>Ensures accurate project information.</p>
3%			<p>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 media questions, comments and concerns. 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, etc.</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.

Some work may need to be conducted during evening hours and on weekends. Work locations away from the office will vary, including a variety of business and public locations. Driving great distances in all weather conditions and some overnight travel are required of this position.

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 571.260 to 571.348. OAR 603-048-0010; state regulations for Industrial Hemp. Also, federal regulations in USDA Farm Bill. And all hemp program polices and procedures.

- 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?
Hemp Growers and Processors	Oral/written/in person	Provide/Receive Info	Daily
Other Agencies/Public Entities	Oral/written/in person	Provide/Receive Info	Daily
Department Staff	Oral/written/in person	Provide/Receive Info	Daily
General Public	Oral/written/in person	Provide/Receive Info	Daily
Oregon State University	Oral/written/in person	Provide/Receive Info	Weekly
Law Enforcement	Oral/written/in person	Provide/Receive Info	Monthly
USDA Staff	Oral/written/in person	Provide/Receive Info	Occasionally

Note: If additional rows of the below table are needed, place curser 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.

-Schedule routine hemp inspections with growers and processers, select and obtain appropriate samples, photographs and documents.

-Decisions can be controversial, and can have economic impacts on individual firms, their employees, and associated businesses.

-Routine policy interpretations and decisions which must remain consistent for equitable program function.

-Interact with other department staff to develop recommendations regarding program development to enhance agency efficiency and customer satisfaction.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM D		Oral and written communication	Ongoing	Discuss areas of concern, provide uniform direction, program enhancement, 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? _____
 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:

Results of activities conducted are often controversial. Position requires the ability to communicate through various media with people having varied educational and professional backgrounds. Communication efforts can have direct and indirect effects on program functions and future outcomes. Position regularly contacts and is contacted by industry professional staff, college and university instructional staff, public and private educators, regulatory officials in all levels of government, special interest organizations, farmers and the general public. The performance of position duties follow federal and state laws, administrative rules, department policies and accepted techniques.

This position's duties and responsibilities include access to confidential, sensitive, or protected information. Employee is required to sign access authorization agreement and to receive security training in accordance to agency policies.

Must have a valid driver's license and an acceptable driving record.

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