



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/21/20

Agency: Agriculture

Facility: Plant Protection & Conservation Program - IPPM

[X] New [X] 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 1
b. Classification No: C8501
c. Effective Date:
d. Position No: 0563820
e. Working Title: Assitant field operations
f. Agency No: 60300
g. Section Title:
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: OAO
k. Work Location (City - County): Beaverton
l. Supervisor Name: Jake Bodart
m. Position: [X] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[X] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [ ] Exempt [X] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [ ] Administrative
o. Eligible for Overtime: [X] 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 position exists within the Plant Program Area's Insect Pest Prevention and Management Program (IPPM) developed to protect Oregon's natural resources and agriculture by early detecting the accidental introduction of, preventing the spread of, and eradicating and/or controlling of harmful invasive plant pests, primarily insects and other invertebrate pests. Surveys for invasive weeds and plant pathogens may also be conducted in cooperation with other Plant Program Area and departmental programs. Regulatory certification may be provided based on the results of these activities. This program is conducted statewide and affects all segments of Oregon's agricultural and horticultural community as well as natural resources in urban, rural and forested environments. This program is an important component in the agency mission to serve the changing needs of Oregon's diverse agricultural and food sectors to maintain and enhance a healthy natural resource base and strong economy in rural and urban communities across the state.

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 provides logistical support to IPPM's field office operations, survey projects, and eradications. This position will primarily provide support in the field implementation for field offices, eradications, various laboratory surveys, and biological control surveys.

### 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%		E	<p><b>Analysis/Evaluation</b></p> <ul style="list-style-type: none"> <li>- Assist with preliminary insect sample screening of target pests from statewide samples.</li> <li>- Creates and maintains inventory of assigned field office, fleet vehicles, and warehouse.</li> <li>- Communicates with other program staff to determine supplies needed for the surveying season. Assist with inventory and procurement of supplies related to eradication, biological control, laboratory, or program activities.</li> <li>- Reviews electronic applications to test for data errors and testing of the system.</li> <li>- Monitors, evaluates, and ensures accuracy of data pertaining to work duties and projects such as field surveys and sample identification data.</li> <li>- Does general scientific or technical quantitative and qualitative analyses of data according to standard procedures of the agency or scientific discipline.</li> <li>- Develops data displays including graphs, charts, and tabulation of data records.</li> <li>- Does preliminary review and evaluation of technical reports, program operation guidelines, and grant and permit applications; ensures compliance with department guidelines and standards, and initiates enforcement action. Confers with other professional staff regarding findings and makes initial recommendations and gives input regarding final recommendations.</li> <li>- Writes reports of findings of studies and monthly or annual reports on program and project status. Participates in writing or revising program procedures or guidelines. Participates in developing or maintaining computer systems for manipulating technical program data.</li> </ul>
40%		E	<p><b>Inspections/Compliance/Enforcement</b></p> <ul style="list-style-type: none"> <li>- Inspects plants, properties, etc. for insects, other invertebrates, and plant pathogens.</li> <li>- Participates in surveys to delimit infested areas.</li> <li>- May assist in rearing and monitoring colonies of biological control agents regarding ongoing projects with the Department and collaborators.</li> <li>- Prepares data summary and analysis.</li> <li>- Inspects minor sources or investigates complaints where the problem is typical or the origin easily identifiable. Collects or participates with manager or higher level specialists in the collection of data or field samples. Keeps accurate records in support of field survey or data gathering activities; ensures accuracy and validity of data collection processes and resources.</li> <li>- Prepares data summaries and analyses. Evaluates findings and writes</li> </ul>

			summary reports with recommendations for action for review by higher level staff. - May oversee the work of or coordinate field technicians, seasonal, part-time, or temporary employees on specific projects.
10%		E	<b>Survey and Detection:</b> Participates in periodic and continuing survey, detection, and eradication programs relating to IPPM program across Oregon; maintains written and electronic records on surveys and eradications conducted by checking accuracy of data and keeping the data updated; prepares reports on survey progress and results. Utilizes and interprets survey maps. Assists field crews and other teams related to eradication, survey, biological control, suppression, and detection projects across Oregon. Overnight travel may occur.
10%		E	<b>Logistics</b> - Responsible for determining lures, survey supplies, and vehicle needs for the season in cooperation with NRS3 Field Office Coordinator. Responsible for ordering lures and survey supplies. Responsible for maintaining seasonal fleet vehicles. - Responsible to prioritize daily and weekly activities, plan out survey season, and balance season planning, field surveys, and other related tasks accordingly. - Organizes and keeps the warehouse in working order with supplies stocked. - Assists in planning and setting up on-boarding.
10%		E	<b>Agency Representation</b> -Assist in program presentations at public and professional meetings and participates in outreach activities including Japanese Beetle open houses. -Responds to questions and concerns from the public, organizations, and news media.  <b>Work Environment:</b> Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public.  <b>Customer Service:</b> 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.

## 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; 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.

## 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 570, ORS 561.510 - 561.630, ORS 633-670, OAR 603 Division 51, Federal Quarantines

Insect Survey Technician Handbook  
Entomology Lab Standard Operating Procedures

### 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. 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Professional entomologists	Person/phone/letter/email/fax	Provide or acquire information; make recommendations for economic pests and their impact to Oregon's agriculture.	Daily
general public	Person/phone/letter/email/fax	Provide or acquire information; make recommendations for economic pests and their impact to Oregon's agriculture.	Daily
non-governmental groups	Person/phone/letter/email/fax	Provide or acquire information; make recommendations for economic pests and their impact to Oregon's agriculture.	Daily
state agencies	Person/phone/letter/email/fax	Provide or acquire information; make recommendations for economic pests and their impact to Oregon's agriculture.	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Day to day decisions are made to ensure the smooth flow of eradication and biological control services and operation.

## 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 D	0147360	Review work progress in response to current problems or issues. Work performance is also reviewed annually.	Daily and weekly	to determine status of work progress under this position and to determine achievement of overall program objectives, and to determine program conformity with Oregon law and agency policy. Work performance is also reviewed annually. Program Executive D and Administrator may review work progress in response to current problems or issues.
Principle Executive/ Manager F	0147350	Informal conversations	Occasionally	To determine achievement of overall program objectives, and to determine program conformity with Oregon law and agency policy.
Office Manager 1	0138890	Informal conversations	Occasionally	To determine achievement of overall program objectives, and to determine program 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? \_\_\_\_\_

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     |

- Responds to grievances
- Disciplines and rewards

- Gives input for performance evaluations
- 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:

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