



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/16/21

Agency: Agriculture

Facility: Plant Protection and Conservation

[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 2
b. Classification No: C8502
c. Effective Date:
d. Position No: 2132012
e. Working Title: Eradication Specialist
f. Agency No: 60300
g. Section Title:
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: OAO
k. Work Location (City - County): Beaverton/Portland Field Office
l. Supervisor Name: Jake Bodart
m. Position: [] Permanent [] Seasonal [X] 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 in the Plant Protection and Conservation Program Area's Insect Pest Prevention and Management program developed to protect Oregon by detecting the introduction of, preventing the spread of, and controlling or eradicating injurious plant pests, primarily insects and other invertebrate pests. Surveys for invasive weeds and plant pathogens may also be conducted in cooperation with other Plant Division programs. 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 ensure food safety, protect natural resources, and promote agricultural economic development.

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 Natural Resource Specialist 2 position in coordination with the Natural Resource Specialist 4, oversees a variety of activities and provides support to the Japanese beetle (JB) eradication efforts, primarily in Portland and other

areas where Japanese beetle is found. Assists eradication team in logistics and implementation of the JB eradication project. Communicates with contractors, team members including seasonal eradication technicians, and the public.

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
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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”.

25%	R	E	<p>Program Analysis and Evaluation</p> <p>Communicates and provides outreach to the public, businesses, home owners associations, and Parks to collect consent to treat properties with targeted insecticides. Maintains detailed records of outreach attempts, contact information, and scheduling conflicts.</p> <p>Assists in producing and delivering outreach material to gain homeowner consent for treatment.</p> <p>Processing and data entry of consent forms.</p> <p>Assists in creating and printing treatment maps.</p> <p>Assists in onboarding and training of seasonal technicians</p> <p>Coordinates with office staff, contractors, ODA’s pesticide department, home owner associations, landscapers, and other groups to schedule eradication activities.</p> <p>Oversee the application of insecticides. Acts as a crew lead and assists other crew leads as needed.</p> <p>Utilizes electronic and paper maps and keep up to date treatment records.</p> <p>Address residents’ questions and concerns before and during treatment.</p> <p>Assists in keeping necessary supplies stocked.</p> <p>Attends various eradication and entomological meetings throughout the year and keeps abreast of current developments in the United States.</p> <p>Reviews and continually evaluates eradication project progress, plans, permit applications, contractor progress, residential consent form database and entry. Evaluates and does necessary procedures to assure compliance with Federal, State, and local natural resources laws and regulations.</p> <p>Recommends approval or disapproval of plans or contractor applications to higher level project staff or supervisor.</p> <p>Reviews and evaluates plans that control damage to natural resources,</p>
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			<p>propose compliance strategies for required regulated facilities, etc. Resolves problems of moderate complexity by designing plans and measures to minimize and mitigate adverse project affects. Monitors projects during construction and upon completion for compliance with rule or permit specifications.</p> <p>Describes project scope, purpose, and alternatives. Records the results of project development. Writes documentation of the findings of the research and analyses. Describes mitigation actions. Oversees graphics preparation and document publication.</p> <p>Gathers, evaluates, and interprets environmental data to determine regulatory compliance, ambient conditions, trends, and cause-and-effect relationships between activities and observed natural resources effects. Analyzes data to identify resources and their significance, and evaluates potential effects of proposed projects using a variety of methods, including statistical analysis.</p> <p>Writes staff or technical reports including analysis, conclusions and recommendations in specific program areas. Reviews proposed legislation and regulations to for impact on agency programs.</p> <p>Represents the department at informational meetings with groups and individuals affected by such programs; prepares reports and recommendations on the results of such programs.</p> <p>Responds to a variety of inquiries from the public about eradication projects. Participates in a variety of outreach activities alongside the outreach coordinator including giving talks to members of the public, school children, and stakeholders.</p>
25%	R	E	<p>Special Program Areas and Responsibilities:</p> <p>Reviews project or program assignment to determine scope and diversity of involvement and required procedural actions. 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.</p> <p>Assists in determining methods and procedures to mitigate effects and complete projects. Develops project work plans in consultation with appropriate participants. Develops and coordinates project schedule and forecasts budgets. Identifies resources and regulatory and administrative steps needed for project completion.</p> <p>Coordinates and participates in meetings or hearings to gather input and meet procedural requirements. Serves as a member and may chair project technical advisory committees. Monitors project status to ensure progress toward completion (e.g., required procedural steps completed fully and on time, interested groups and individuals informed of progress). Ensures that project information is accurate. Modifies procedures and research plans and coordinates changes with participants.</p> <p>Represents the agency at public hearings and meetings, citizen advisory</p>

			<p>committee meetings, technical advisory committee meetings, and local civic organization meetings to give written and oral information related to specific projects or natural resource concerns.</p> <p>Initiates the negotiation process to resolve concerns and problems with resource users and others. Ensures that projects comply with program regulations. Negotiates project changes and mitigation measures with local, State, and Federal officials. Coordinates volunteer programs to obtain public assistance in natural resource control, management, or utilization.</p> <p>Reviews program effectiveness and recommend modifications to higher level staff or supervisor. May confer on technical policy matters with line staff, team leader, or manager in program administration. Participates in program planning, operational, or review meetings.</p> <p>Develops and recommends program policies and procedures to higher level staff or supervisor. Compiles information for administrative rule revisions and assists in developing new rules or guidelines. Writes technical memorandums and reports. Writes or revises policy and procedure manuals. Designs and develops program-related forms.</p> <p>Advises the agency of Federal, State, and local program regulations and requirements. Reviews, evaluates, and edits technical reports and documents written by agency staff and consultants. Aides other agency staff and the public with developing alternatives to resolve problems. May conduct or assist with training sessions, technical workshops, and seminars.</p>
25%	R	E	<p>Survey and Detection: Responsible for assisting in the planning, organizing, participating, and evaluates periodic and continuing survey and detection programs relating to IPPM program; assists the IPPM program supervisor in developing federal and other project proposals such as Cooperative Agriculture Pest Survey projects; maintains written and electronic records on surveys and eradications conducted by checking accuracy of data and keeping the data updated; prepares reports and recommendations on survey progress and results. Cooperates with GIS experts or independently to analyze, prepare, and produce survey maps.</p>
10%	NC	E	<p>Technical Assistance/Consultation Provides technical expertise and makes recommendations to the department, to city, county, state, and federal agencies, and to agencies in other states concerning eradications and other organism of regulatory significance to Oregon; presents lectures and seminars on the entomological activities of the department; prepares and directs the preparation of manuals, leaflets and visual aids for training field personnel and for providing information to the general public.</p> <p>Meets with land owners or managers, either in the office or field, to identify short- and long-term eradication objectives for the property as well as any economic and environmental constraints to be placed on future operations. May conduct cursory economic or other analyses to help land owner or manager in formulating options to meet their objectives. Prepares written management plan to present recommendations.</p>

10%	NC	E	<p>Research Keeps informed of latest taxonomic and ecological developments in entomology relating to Japanese beetle, current and past eradications, integrated pest management, and related professions through close professional contact with other researchers through attendance at professional meetings and seminars; through publication of survey and systematic research results in professional journals, and through review of various literature sources pertaining to entomology, agriculture & ecology. Taxonomic Services: Identifies insects and related arthropods; provides biological information; researches the identity and role of potential insects and arthropod pest's exotic to Oregon.</p>
5%	N	E	<p>Other duties as assigned.</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.

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.

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?
Professional entomologists, county, state agencies, grower special interest groups, non-governmental groups, general public, etc.	Person/phone/letter/email/fax	Provide or acquire information; make recommendations for economic pests and their impact to Oregon's agriculture. Develop and implement programs	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position recommends, designs, coordinates, implements, and manages outreach projects as well as various other digital imaging, and bee projects. Determines if plant material and other items comply with state and federal quarantines, and serves as a state expert in all aspects of insect pest management and in regulatory procedures. Such decisions affect ranchers, growers, and the general public by protecting Oregon from invasive species, providing access to market for plant and other material, or by requiring that such material be destroyed, returned out of state, or treated to prevent insect infestation.

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 current programs under the supervision of this position and to determine achievement of overall program objectives, and to determine program conformity with Oregon law and agency policy.

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 |
| <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 Entomology, particularly for programs for which this position is responsible. While a Masters' degree in entomology meets qualifications, a Ph.D. in Entomology or related field is preferred. Teamwork requiring good communication, collaboration and respectful behavior toward customers, coworkers and supervisors is important.

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