



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/16/20

Agency: Agriculture

Facility: Plant Protection & Conservation Program - IPPM

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: Natural Resource Specialist 3
b. Classification No: C8503
c. Effective Date:
d. Position No: 0146880
e. Working Title: Entomologist
f. Agency No: 60300
g. Section Title:
h. Budget Auth No: 394390
i. Employee Name:
j. Repr. Code: OAO
k. Work Location (City - County): Salem/Marion County
l. Supervisor Name: Jake Bodart
m. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share
n. FLSA: Exempt Non-Exempt
If Exempt: Executive Professional Administrative
o. 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 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 is situated within the IPPM Entomological Museum and Laboratory and requires independent decision making, provides technical expertise for other NRS 1 and laboratory technicians, independent operating the taxonomic laboratory, including the digital imaging, the SEM (scanning electron microscope), and the PCR (polymerase chain reaction) group. In addition, this position assists in designing and implementing of multi-species complex invasive pest surveys and/or control programs, and independently evaluating and analyzing survey data for reporting to the IPPM Program Manager, assisting in writing and editing cooperative agreements and grant proposals, and editing of the annual Plant Programs report.

Independently designs, develops, implements, and analyzes complex invasive pest taxonomic work, compliance inspections, and project activities; functions as technical expert; coordinates essential program actions of the digital imaging, SEM and PCR group; Provides technical office, laboratory, and field support to develop information on occurrence of plant pests of economic or regulatory concern. Employee provides technical expertise and delegates tasks for Entomologist 1 (NRS-1) and multiple Laboratory Technicians, working on sorting and identifying of target species.

Employee is responsible for independent development, planning and implementation of complex taxonomic work, quarantine, compliance, certification, control and eradication programs of target pests; collects, sorts, identifies, and catalogues target species, insects, mites, mollusks, and other invertebrates and analyses, reviews, verifies, and summarizes target species data and information; determines the adequacy of and compliance with state, federal, and international phytosanitary standards, rules and regulations; makes recommendations to higher-level staff, i.e. State Taxonomist, NRS 4, and provides information to other parties on pest programs. Work is done independently as a member of a team under the overall supervision of the IPPM 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
30%	R	E	<p><b>Analysis/Evaluation</b></p> <ul style="list-style-type: none"> <li>Independently designs, develops, implements, monitors, and analyzes a variety of complex and interdisciplinary taxonomic programs and may assist in survey programs and eradication projects, such as but not limited to Gypsy moth, Japanese beetle, Asian longhorned beetle, emerald ash borer, exotic woodboring pests, exotic fruit and vegetable pests, imported fire ants, cereal leaf beetle and others: identification of invasive pests requires proficient understanding of complex biology and technology involved in invasive pest taxonomy; requires technical skills to independently develop taxonomic tools and keys for each respective target species, independently coordinate with other state and federal identifiers and entomological laboratories involved in the taxonomic programs for identification coordination and acquire necessary taxonomic supplies (microscopes, digital imaging system, etc.).</li> <li>Responsible for independent technical expertise and delegates</li> </ul>

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

			<p>tasks for one NRS 1 and up to 3-5 seasonal laboratory technicians (some year-round) and laboratory technicians in Entomological Laboratory including preparation of work load and work activities.</p> <ul style="list-style-type: none"> <li>• Responsible for developing, reviewing, and editing all necessary Entomological Laboratory activities, including developing and implementing complex taxonomic programs for invasive pests, such as exotic woodboring pests, exotic fruit and vegetable pests, mites, mollusks and other taxonomic groups: generating digital imaging and SEM procedures and taxonomic screening aids for laboratory technicians, preparing laboratory supplies, assistance in sorting and identifying of target species from state wide surveys, recording laboratory taxonomic data on ODA database, responding to other agencies' and public taxonomic requests, coordinating taxonomic activities with other agencies and laboratories, and preparing Entomological Laboratory data for final agency report, and for database entry into federal databases.</li> <li>• Reviews and assists in development of environmental impact statements, environmental assessments, pest risk assessments, state or federal regulations, permits, agency policies for grasshopper, Gypsy moth, Japanese beetle and other complex programs, and gives recommendations to IPPM Program Manager.</li> <li>• Prepares and reviews printed material/publications, such as survey and training manuals, brochures, forms, etc. for training, field use, public information. Prepares PowerPoint presentations, takes photographs and video images for printed and video material, displays, presentations for internal and external presentations.</li> <li>• Prepares Entomological Laboratory data and submits to IPPM's database manager.</li> <li>• Monitors, evaluates, and ensures accuracy of data pertaining to work duties of seasonal laboratory technicians: develops, generates, and revises data for seasonal laboratory technicians</li> <li>• Identifies suspected target pests from all statewide surveys to level of expertise.</li> <li>• Prepares technical reports to IPPM Manager</li> </ul>
10%	R	E	<p><b>Inspections/Compliance/Enforcement</b></p> <ul style="list-style-type: none"> <li>• Inspects ports, plants, residential/commercial property, operations, various commodities, ports or modes of entry and other materials for insects or other invertebrates to assess pest presence or absence, abundance, or pest risk as part of regulatory compliance requirements</li> <li>• Collects, processes and assesses insects, insect damage, plants or other samples for laboratory identification and potential regulatory action.</li> <li>• Receives plant or insect samples from Horticultural inspectors, other agencies, and the public and identifies material to personal level of expertise for potential control or regulatory action.</li> <li>• Participates in surveys to delimit known or potentially infested areas for control or eradication activities.</li> <li>• Researches and compiles contact lists for further investigation of taxonomic work. Conducts interviews and performs inspections with property residents, business and government employees or</li> </ul>

			<ul style="list-style-type: none"> <li>representatives, etc.</li> <li>• Records and summarizes results of identification, surveys, and investigations describing findings, conclusions, risk assessment and recommended course of action and submits to IPPM Program Manager.</li> <li>• Places, maintains, retrieves insect survey traps and records results of survey work.</li> <li>• Participates in joint state/federal surveys/programs for quarantine pests, such as Asian longhorned beetle, emerald ash borer, Japanese beetle aircraft inspection, etc.</li> <li>• Takes information and investigates reports from the public of suspect target pests.</li> <li>• Ensures compliance with state and federal phytosanitary regulations.</li> <li>• Participates in surveys to delimit infested areas.</li> <li>• Prepares recommendations to agency policies and procedures.</li> </ul>
15%	R	E	<p><b>Technical Assistance/Consultation</b></p> <ul style="list-style-type: none"> <li>• Provides technical assistance, consultation, and directions in a variety of program areas to other agencies and the public.</li> <li>• Consults with the public, property owners, business and government employees on general entomological questions, diagnoses, and concerns. Distributes information via phone or other available media.</li> <li>• Gathers, records, maintains, and ensures accuracy of pest and pest taxonomic data obtained from a wide range of sources and methods for inclusion in various lists, documents, reports, summaries, etc. including: <ul style="list-style-type: none"> <li>- Data from insect specimens obtained through survey programs, other field works, reference collections, the public. This may include collection, sorting of traps or other samples, rearing, mounting, labeling, curation and identification of insects and other invertebrates to personal level of expertise.</li> <li>- Data pertaining to control or eradication projects, including developing information on spray boundaries, sensitive environmental areas, safety hazards, threatened and endangered species, address lists, state and local agency contacts, weather and other environmental conditions, applications times, work performed by spray crews, etc.</li> <li>- Data pertaining to staff work performance, such as daily log sheet, performance measures, trap placement and evaluation, timesheets, etc.</li> </ul> </li> <li>• Provides, prepares, updates, verifies and maintains permanent records of taxonomic programs, such as taxonomic screening aids, identification keys, etc.</li> <li>• Compiles, prepares, writes, consults with or assists staff with public informational and technical documentation, collections, displays, using a variety of methods, such as Word, databases, spreadsheets, graphic programs, web pages, PowerPoint, statistical analysis etc.</li> <li>• Provides technical assistance including identification of insects, photography, reference material, etc.</li> <li>• Serves as adviser and communicator to state and federal agencies and public in specific areas of his/her expertise.</li> <li>• Provides training to NRS 1, seasonal laboratory technicians and other IPPM staff members in his/her field of expertise.</li> </ul>

			<ul style="list-style-type: none"> <li>• Provides technical expertise and directing work duties of NRS 1 and Laboratory Technicians.</li> </ul>
15%	R	E	<p><b>Program Operation</b></p> <ul style="list-style-type: none"> <li>• May function as technical expert for seasonal laboratory technicians in support of a field office (some year-round).</li> <li>• Provides guidance, training, and direction to one Entomologists 1 and up to 3-5 Laboratory Technicians, some year-round.</li> <li>• Participates in and directs crews during eradication projects. May serve as Application Team Leader during spray projects. Ensures all safety precautions are followed.</li> <li>• Assists IPPM Program Manager in developing survey programs and long-term program planning.</li> <li>• Develops, tracks, and monitors project schedules and budgets within program area and prepares status reports. Develops Federal budget applications and cooperative agreements for program activities. Writes grant proposal and applications for program funding. Reviews program effectiveness and recommends modifications to higher-level staff or supervisor.</li> </ul>
10%	R	E	<p><b>Project Operation</b></p> <ul style="list-style-type: none"> <li>• Participates in all aspects of survey/eradication project management including planning, preparation, organization, implementation, and review.</li> <li>• Serves as project expert and coordinates and directs regular staff meetings with seasonal laboratory employees.</li> <li>• Collects and verifies required paperwork including daily log sheets, timesheets, mileage reports, etc. for Entomological Laboratory.</li> <li>• Responsible for laboratory supplies.</li> </ul>
10%	R	E	<p><b>Research</b></p> <ul style="list-style-type: none"> <li>• Obtains, analyzes, and synthesizes data for invasive species taxonomy from various sources, such as peer reviewed literature, federal and state databases, textbooks, manuals, etc.</li> <li>• May plan and conduct research pertinent to invasive pest survey and control programs.</li> <li>• Prepares manuscripts describing results of research, surveys, taxonomic results, etc.</li> </ul>
5%	R	E	<p><b>Agency Representation</b></p> <ul style="list-style-type: none"> <li>• Represents the agency at public and professional meetings, hearings, and meetings of civic organizations.</li> <li>• Makes presentations and develops displays/educational materials.</li> <li>• Presents agency viewpoint to other state, federal, and local agencies.</li> <li>• Responds to questions and concerns from the public, organizations, and news media.</li> <li>• Contacts property owners to obtain permission to conduct survey and eradication activities and to verify damage claims.</li> </ul>
5%	R	E	<p><b>Other duties as assigned</b></p> <p>Customer Service: Shows positive, professional and open attitude 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
General public/growers	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	Regularly
Scientists/regulatory officials	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	Regularly
City/County/State/Federal agencies	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	Regularly
Media – radio/tv/newspaper	Person/phone/letter/email/fax	Conduct interviews and educational pieces	Occasionally
Misc. suppliers/ vendors/ businesses, etc.	Person/phone/letter/email/fax	Provide or acquire information; make recommendations for economic pests and their impact to Oregon's agriculture. Develop and	Regularly

		implement programs	

## SECTION 7. POSITION RELATED DECISION MAKING

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

Employees in this position make independent operational decisions and set work priorities for the Entomological Laboratory requiring proficient knowledge and expertise of invasive pests and complex pest taxonomic skills and independent decision-making skills. They make problem solving decisions for Entomologist 1 and Laboratory Technicians in the Entomological Laboratory. Employees set own work priorities and schedule own daily office, laboratory and field activities depending on program needs, goals and objectives. Employees routinely evaluate field, laboratory or office-based information and situations through literature review, observations, measurements, diagnoses, analyses or communication with other parties. Based on own evaluations and thorough data analysis, employees decide on an appropriate course of action. Employees routinely identify target insects or other invertebrates, consult with Program Manager and take appropriate actions. Some situations may require employee to respond or take immediate action (e.g. immediate regulatory action or other mitigating measures to minimize pest risk) as warranted and then inform higher-level staff. They set individual work priorities and activities in response to work progress and program needs for Entomologist 1 (NRS-1) and 3-5 Laboratory Technicians. Employees routinely schedule the use of equipment and vehicles. These decisions affect the efficiency, productivity, and accuracy of the work unit and are critical in accomplishing program goals and objectives.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
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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".*

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:

**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>		



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## SECTION 11. ORGANIZATIONAL CHART

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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.

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## SECTION 12. SIGNATURES

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date