



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/27/21

Agency: Oregon Department of Agriculture

Facility: Plant Protection and Conservation Program

New Revised

This position is:

- Classified
Unclassified
Executive Service
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 Plant Protection Program area includes four sections: Nursery & Christmas Tree, Insect Pest Prevention and Management (IPPM), Noxious Weed Control and Native Plant Conservation, and Industrial Hemp.

Through inspection and certification, the Nursery and Christmas tree program sees that all licensed nursery and Christmas tree growers statewide adhere to federal and state laws, meet quarantine requirements of receiving state and countries, and that imported stock is in compliance with quarantine requirements.

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:

Nursery and Christmas tree program Horticulturists are located throughout the state to implement program functions described in Section 2a. The horticulturist plans and conducts the survey, detection, and identification of, and provides recommendations and directions for the exclusion, control, and eradication of injurious pests and weeds of economic interest to the nursery and Christmas tree industries. The horticulturist serves retail nurseries and Christmas tree growers in the Portland Metro Area and provides back-up assistance to other horticulturists in neighboring territories. In addition, this position assists with inspections and sampling for the *Phytophthora ramorum* Nursery Program. Delegated responsibilities include, but are not limited to, compliance enforcement of Oregon horticultural law, interstate, federal, and international plant quarantine import/export rules. The horticulturist provides appropriate import/export information and certifies shipments of plant material as officially required interstate, intrastate, or international movement.

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>Phytosanitary Evaluation, Certification, Quarantine Compliance, Enforcement: Evaluates commercial shipments of plant material shipped into Oregon to determine plant health and compliance status. Makes critical, independent decisions authorizing or denying certification for domestic and international markets. Interprets and enforces complex state and federal quarantines, Oregon nursery and Christmas tree laws, other horticultural laws, and plant quarantines. Determines the need for and issues rejection, hold, embargo, and violation notices for plant material not in compliance with the law, rules, and regulations listed above. Enforces international import and export regulations, laws and compliance procedures governing movement of plants, plant parts, and growing media related material. Determines the suitability of material for export based on inspection and laboratory results, when applicable. Accesses current, relevant information from various databases, written reference materials, and other resources. Reviews import permits, federal program manuals, and CITES documents. Frequently reviews treatment, compliance, and inspection records.</p> <p>Oversees compliance agreements of both state and federal programs for participating nurseries and Christmas tree growers. Initiates contact with and brings into compliance unlicensed nurseries and Christmas tree growers. Responsible for collection of fees for licensing and certification as necessary.</p> <p>Writes and issues state and federal phytosanitary certificates using the USDA’s Phytosanitary Issuance and Tracking (PCIT) system. Writes other state issued certificates using the Nursery Information Management System (NIMS).</p> <p>May be called upon to present official reports or oral testimony in legal proceedings. Acts as independent third party expert</p>

			between interested parties to give unbiased opinion of quality or pest status of product thereby helping to resolve disputes or guarantee quality.
30	R	E	<p>Inspections, Diagnostics, Consultations: Independently plans, and conducts required inspections of Oregon nursery stock and, when necessary, Christmas trees to assure compliance with Oregon nursery and Christmas tree laws. Evaluates nursery stock and Christmas trees for the presence of common and quarantined pests and overall plant health. Inspects licensed nurseries and Christmas tree growers to determine and control pests and noxious weed conditions. Writes technical reports summarizing findings, conclusions, and possible consequences. Reports inspection results to the licensee and the Salem office using NIMS.</p> <p>Diagnoses plant health disorders and determines identification of pests, diseases and weeds. Collects data to determine presence of new or unreported pests. Methods used include insect trapping, sampling of above and/or below ground plant parts, soil or water sampling, visual surveys, and personal interviews. Coordinates with the IPPM and Plant health programs for sample and trap delivery for diagnostics. Utilizes online and in-print references to help identify or confirm pest, weed, and plant disorders (abiotic vs. biotic).</p> <p>Recommends corrective actions or treatments to licensed nurseries and Christmas tree growers when appropriate. Educates customers on value of required actions, emphasizing the importance of Best Management Practices (BMPs) as a means to increase nursery sanitation and improve overall plant health.</p> <p>Provides technical expertise, consultations, and recommendations to licensed nurseries and Christmas tree growers. Consults, supervises, and monitors treatment and fumigation of plant materials, growing ground, and media.</p>
25	NC	E	<p>Phytophthora ramorum Inspection, Sampling, Eradication Assists the <i>Phytophthora ramorum</i> Nursery Program field team with biannual compliance inspections, including sampling of symptomatic plant material. Must understand and comply with sampling requirements stated in federal domestic quarantine on <i>Phytophthora ramorum</i> (7 CFR 301.92). Assists with resulting delimitations, trace investigations and mitigation projects involving soil infestations.</p>
10	N	E	<p>Communication, Records, Professional Development: Schedules and prioritizes daily work. Maintains accurate, detailed records of daily activities using NIMS and other electronic resources. Contributes to Nursery and Christmas tree newsletters and reports. Communicates via email and written documents with ODA staff, other agencies, and industry. Contributes to the program library/archive of horticultural references and photographs.</p> <p>Maintains pesticide consultant's license by attending relevant training sessions. Maintains an up to date working knowledge of plant</p>

			regulations, pests and weeds of concern, and BMPs through literature review, seminars, and workshops. Participates in regular staff meetings and occasional team projects and special assignments.
5	N	E	Other duties as assigned.
			<p>Customer Service: Shows positive, professional, and open attitude to agency customers. Works to find ways to help customers solve problems. Experienced in guiding difficult customers into compliance with existing regulations and procedures. Represents the Department of Agriculture at related industry functions and trade shows.</p> <p>Work Environment: Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public.</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.

Work is performed in field and office environments. Work may require entering ODA lab facilities for sample drop off and consultation with laboratory personnel. Occasionally works extended hours. Overnight travel is sometimes required. Duties as described involve frequent driving which could involve exposure to hazardous driving conditions. Performs duties regularly in areas consistently treated with agricultural chemicals. Occasionally faces hostile individuals, works in remote areas, and in inclement weather. Work is primarily conducted independently.

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 Laws: ORS 561 (Department of Agriculture), 564 (Wildflowers; Threatened or Endangered Plants), 570 (Plants; Inspection, Quarantine, Pest and Weed Control), 571 (Nurseries; Growers; Dealers; Christmas Tree Growers) and 634 (Pesticide Control); OAR 603, (Certification Programs); (Quarantines); (Nurseries-Noxious Weeds). Interstate, Federal, International Plant Regulations.

b. How are these guidelines used?

(1) Various laws provide authority to inspect, seize, condemn, reject and treat plant material infested or infected with a serious plant pest or disease; (2) Quarantines restrict the movement of certain plants from entering this state because of plant pests or diseases; (3) Export manuals provide information on import requirements of other states and countries.

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>			
Nursery/Christmas tree business personnel	In-person, phone, email, write	Inspection, Certification, Information	Daily
ODA Staff	In-person, phone, email, write	Information	Daily
Grower Organizations	In-person, phone, email, write	Information	Occasionally
Extension Agents/University staff	In-person, phone, email, write	Information	Occasionally
County, state, federal, foreign agencies	In-person, phone, email, write	Information	Occasionally
General public, private industry	In-person, phone, email, write	Inspection, Certification, Information	Occasionally

SECTION 7. POSITION RELATED DECISION MAKING

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

(1) Field detection and identification of pest, disease, and cultural problems. Improper ID could result in major crop loss or unnecessary treatment expense; (2) Decide whether a shipment of nursery stock meets import requirements of importing state and country; improper decision can result in rejection or destruction of shipment at destination; (3) Recommending proper chemical for insect disease and weed control; improper decision could result in economic loss and/or misuse of chemicals, exposing the state to potential liability; (4) Schedule and prioritize daily work. Such decisions influence agriculture, forestry, and the public at large: (1) by allowing, restricting, or denying availability, trade, or movement of horticultural products; (2) by promoting crop health and economic savings; (3) by affecting public health and well being, and aesthetic values of Oregon's urban and rural environment.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Principle Executive/ Manger F	00000017526	Reviews work progress in response to current problems or issues. Work performance is reviewed annually.	Daily/ annually	To determine status, achievement of overall program objectives, and program conformity with the various regulations.

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 nature and mechanics of this position require that the incumbent be highly self-motivating, able to plan their own work, work independently, use good judgment, and be able to communicate well. Deals with nurseries and Christmas tree plantations in a territory that encompasses all or parts of one or more counties that are far removed from the Salem office. May be assigned to work in other territories as needed. Responsible for routine care and maintenance of assigned state owned vehicle. Must obtain an Oregon driver's license and maintain a good driving record.

Special Requirements: Horticulturists must meet the requirements of a designated cooperator under USDA's Cooperative Export Certification Program. The requirements are: (1A) a Bachelor's Degree in the biological sciences, and (1B) a minimum of 2 years experience in plant regulatory activities and identification of plant pests, or (2) a minimum of 6 years experience in plant regulatory activities and identification of plant pests. Obtain and maintain ODA Pesticide Consultant's license. Become proficient in the use of the USDA's Phytosanitary Certificate Issuance and Tracking (PCIT) system within 30 days of employment.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type

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