



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
11/23/21

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

Agency: Oregon Department of Agriculture

Facility: Salem Office

New       Revised

**SECTION 1. POSITION INFORMATION**

a. Classification Title:	<u>Natural Resorce Specialist 2</u>	b. Classification No:	<u>C8502</u>
c. Effective Date:	<u>7/1/2022</u>	d. Position No:	<u>2381102</u>
e. Working Title:	<u>Conservation Technician</u>	f. Agency No:	<u>60300</u>
g. Section Title:	<u>Native Plant Conservation</u>	h. Budget Auth No:	
i. Employee Name:	<u>TBD</u>	j. Repr. Code:	<u>OAO</u>
k. Work Location (City – County):	<u>Corvallis - Benton</u>		
l. Supervisor Name:	<u>Chris Benemann</u>		
m. Position:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year		
	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
n. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
		o. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 Plant Protection Programs Area includes four sections: Insect Pest Prevention & Management, Nursery and Christmas Tree, Noxious Weed Control and Native Plant Conservation. The Area's programs protect Oregon’s agricultural industries and natural environment from harmful plant pests, diseases and noxious weeds; enhance the value and marketability of exported nursery stock, Christmas trees, and other agricultural products; and further the conservation of threatened and endangered plants. This Program Area has a biennial budget of 16 million dollars and a staff of about 50 FTE.

The Native Plant Conservation Program oversees the conservation and management of Oregon's listed threatened and endagered (T&E) plant species. The program monitors and protects listed T&E species through: (1) permits and consultations, (2) oversight of Oregon’s T&E plant list, and (3) collaborative projects on T&E species This role assists in the Departments' mission of protecting Oregon's natural resources and environment.

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:

Native Plant Conservation program staff implement the program functions described in Section 2a. The conservation technician assists with research projects and surveys relating to T&E plant species. Resultant data directly informs policies on how T&E species should be managed. The conservation technician may communicate and provide basic consultation to stakeholders (public and private) on issues relating to T&E species, when appropriate. This position provides direct assistance to the programs' Lead Botanist and Conservation Biologists in developing science-based conservation programs which are compliant with state and federal regulations.

**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
45%	N	E	<p><b>Research:</b> Assists Program Lead and Conservation Biologists in study design, planning, and implementation of complex plant conservation research projects involving monitoring, mapping, reproduction, reintroduction, disturbance, and related conservation studies. Reviews scientific literature, botanical records, recovery plans, conservation planning documents, and complex reports relevant to plant conservation research. Assists with the organization, verification, analysis, and interpretation of results.</p> <p>Follows research methodology and project schedule to accomplish project goals and objectives. Monitors project status to ensure progress towards completion. Helps draft research proposals related to conservation of rare, threatened, or endangered botanical resources of the state.</p>
30%	N	E	<p><b>Analysis, Data Management:</b> Participates in data collection, data entry, data management (including quality control), and analysis. Presents data in graphic and tabular form using technical computer software.</p> <p>Compiles reports on status of ongoing projects that include methods of research, objectives, results, conclusions, and preliminary recommendations.</p>
10%	N	E	<p><b>Consultation, Technical Assistance:</b> Works with Federal, State, and local agencies, private consultants, and the public regarding compliance with state threatened and endangered plant species law. Assists with the evaluation of potential effects of proposed actions or projects and development of methods and procedures to avoid, minimize, and mitigate impacts of proposed project/action. Participates in follow-up investigations and determines compliance or noncompliance. Assists in the development of species and site conservation agreements and management plans.</p>
10%	N	E	<p><b>Agency Representation, Communication:</b> Provides assistance to federal, state and local government agencies, private organizations, and the public for plant conservation issues. May interpret listed plant species rules, laws, and procedures by phone, in person, and in writing. Assists with drafting interpretive written materials and conducting outreach, education, and basic training sessions to meet program needs.</p> <p>May represent agency at citizen advisory committee meetings, technical advisory committee meetings, and local civic organizations, providing written and oral information relating to rare, threatened, or endangered plant research projects or regulatory concerns.</p>

5%	N	E	<b>Customer Service:</b> Demonstrates a positive, professional and open attitude to internal and external customers. Works to find ways to help all customers solve problems. Educates customers on the values of required actions. Assists customers in complying with existing regulations and procedures.  Other duties as assigned.

**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, greenhouse and field, alone or in groups in remote areas for extended periods; may work outdoors during all seasons; may drive daily with frequent stops over all classes of roadway; occasionally works long or unusual hours, travels overnight, or drives long distances; occasionally exposed to laboratory chemicals, pesticides and solar radiation; may make contacts on private property and be exposed to hostile dogs or people and noxious plants and insects; may make public presentations where adversarial concerns are expressed. Requires working some evening and weekend hours on a seasonal basis.

**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: ORS 561 (Department of Agriculture), 564 (Wildflowers; Threatened or Endangered Plants), ORS 183 (Administrative Procedures Act). Oregon Administrative Rules: OAR 603 (Wildflowers and threatened and endangered species), (rulemaking procedures), Endangered Species Act of 1973 (P.L. 93-205, 16 U.S.C. 1531), as amended.

**b. How are these guidelines used?**

The laws and regulations define the program in which the job exists and provide guidance to the department in directing the activities of the position to fulfill the objectives of the 1987 Act created by Senate Bill 533. 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?
Federal agencies	Phone/person/written	Cooperative work efforts or research	Weekly or as needed
State agencies	Phone/person/written	Cooperative work efforts or research	Weekly or as needed

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

Adjacent state agencies	Phone/person/written	Cooperative work efforts or research	Weekly or as needed
Higher education institutions	Phone/person/written	Cooperative work efforts or research	As needed
National and state environmental groups	Phone/person/written	Cooperative work efforts or research	As needed
Industry groups	Phone/person/written	Cooperative work efforts or research	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Assists in developing technical recommendations for studying protected native plants, based on a thorough knowledge of the distribution, biology, and conservation status of plant species currently listed under OAR 603-073. Assists in developing technical recommendation concerning mitigation actions related to protecting listed species, based on a knowledge of conservation biology-related management principles. Recommendations could affect the procedural requirements and cost of undertaking actions for state agencies.

## SECTION 8. REVIEW OF WORK

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

Classification Title	Position Number	How	How Often	Purpose of Review
Principle Executive/ Manger F	00000017526	Review work progress in response to current problems or issues. Work performance is also reviewed annually.	Daily/ annually	To determine status, achievement of overall program objectives, and program conformity with the various regulations.

*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? 0

How many employees are supervised through a subordinate supervisor? 0

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:

This position acts as a program technician, assisting the implementation of projects designed to evaluate the suitability of listing certain native plant species as threatened or endangered under state law. The position also plays an integral role in department studies and research in conservation biology, and meeting with and advising state agencies on specific environmental regulations.

Minimum qualifications for this position: two years of experience in botany, plant taxonomy, plant conservation, or another closely related field and a Bachelor's degree in botany, plant taxonomy, plant conservation, or another closely related field. Three additional years of related experience may substitute for a Bachelor's degree. This position requires workable knowledge in the areas of botany, plant taxonomy, restoration, ecology, and conservation biology.

Computer proficiency is also required. A valid driver's license and good driving record is mandatory.

**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