



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3/27/24

Agency: Oregon Department of Agriculture

Facility: Salem Headquarters

[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 4
b. Classification No: 8504
c. Effective Date:
d. Position No: TBD
e. Working Title: Rangeland Health Specialist
f. Agency No: 60300
g. Section Title: Noxious Weeds
h. Budget Auth No: TBD
i. Employee Name: Vacant
j. Repr. Code: OAO
k. Work Location (City - County): TBD - See RTF
l. Supervisor Name: Troy Abercrombie
m. Position: [] Permanent [] Seasonal [X] Limited Duration [] Academic Year
[] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [X] Exempt [] Non-Exempt
If Exempt: [] Executive [X] Professional [] Administrative
o. Eligible for Overtime: [] Yes [X] 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: Nursery & Christmas Tree, Insect Pest Prevention and Management (IPPM), Noxious Weed Control and Native Plant Conservation, and Industrial Hemp. 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 Oregon's nursery stock, Christmas trees, hemp, and other agricultural products; and further the conservation of threatened and endangered plants.

The Rangeland Health Specialist (NRS 4) position exists in the Department of Agriculture's Noxious Weed Control Program. The program provides implementation of weed control projects for public and private land managers throughout Oregon. Program staff assist in administering noxious weed control grants, conduct and coordinate weed survey and control programs, and develop and assist in the development and implementation of integrated weed management projects. The Noxious Weed Control Program is an integral part of implementing the Department of Agriculture's mission of providing leadership and service to Oregon's agricultural economy and the protection of the states natural resources. The Noxious Weed Control Program has a staff of 10, including a program manager.

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 primary purpose of this position is to develop and implement projects that protect or restore rangelands in Oregon with an emphasis on the implementation of the "Grow the Core, Defend the Core" management framework. Specifically, this position will focus on the development and implementation of complex projects that address rangelands impacted by invasive annual grasses and other state-listed noxious weeds. The Lead Rangeland Health Specialist serves as the primary point of contact in the agency with respect to rangeland health and threats to rangelands in Oregon (i.e.- wildfire, invasive annual grasses, climate change, and land use). This position is responsible for prioritizing key geographies in Oregon to identify high value project areas for resource protection and developing, prioritizing, coordinating, and implementing rangeland protection partnerships and projects. The Lead Rangeland Health Specialist will assign work to another Rangeland Health Specialist (NRS 3) and review their work to verify progress toward agency, partner, and project objectives.

The Lead Rangeland Health Specialist will identify and pursue available financial resources and landowner assistance programs that facilitate implementation of complex projects to address invasive annual grasses on private and public lands. This position will serve as a liaison between landowners and agencies at the federal, state, and local levels. In the role of liaison, this position will identify and support implementation and adoption of existing USDA programs and initiatives that address climate change and promote stewardship, including Environmental Quality Incentives Program (EQIP), Conservation Reserve Program (CRP), Conservation Stewardship Program (CSP), Grazing Lands Conservation Initiative (GLCI), Working Lands for Wildlife (WLFW) and others. The Rangeland Health Specialist will also provide capacity and technical assistance to existing local and regional efforts which may include project planning, grant writing, coordination of state resources and on-the-ground project activities. This position will assist in the development of management plans, advise treatment methods and techniques, lead partner and project coordination, work with landowners, monitor outcomes, and share information with relevant cooperators and organizations.

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
15	N		Plan, assign and review work. This position will plan and schedule their own field work as well as the field work of an NRS-3 Rangeland Health Specialist. Will act as first reviewer of work performed by NRS-3 Rangeland Health Specialist.
35			Planning and Coordination. As the agency subject matter expert, position is responsible for planning, implementation and coordination of invasive annual grass management projects at various scales, up to watershed scale. Projects will be highly complex and will involve communication and coordination of large and diverse stakeholder groups that include government agencies, Tribes, non-profit organizations, private contractors and private citizens. May plan and coordinate development of funding proposals to be submitted by ODA or other parties that will support invasive annual grass management, restoration, public education, outreach and other related activities performed by ODA and/or external partners. May plan and coordinate large meetings attended by diverse group of stakeholders that includes policymakers, government agencies, Tribes, academia, non-profit organizations,

private contractors and private citizens. Will plan and coordinate field work to be performed by ODA staff and project partners. May act as project manager for restoration projects funded by outside sources with on the ground work performed by ODA staff or external partners and cooperators.

35

Communication and Outreach. Position will act as primary point of contact and subject matter expert for the agency regarding invasive annual grass management and rangeland health. Will communicate internally and externally. Will act as liaison to other government agencies, Tribes, non-profit organizations, landowners and members of the general public. Will gather and provide information to the agency as well as to members of the public, other government agencies, Tribes, non-profit organizations and the general public. Will communicate with relevant stakeholders about existing and emerging funding opportunities and communicate relevant rules and regulations that may affect existing and proposed management projects. May communicate with members of the media. Will communicate and perform outreach related to invasive annual grasses, noxious weeds, native plants, wildfire and climate change, Tribal values and Traditional Ecological Knowledge. May present at meetings, conferences and hearings related to invasive annual grass management and/or specific projects and project activities.

15

Reporting. Will be responsible for reporting on project activities, budget expenditures, overall progress towards high-level planning and management goals, relevant regulatory reporting associated with permitted project activities and other regulated activities such as herbicide applications. Will prepare and submit reports as required by funding source for externally funded position and project activities. Will create short- and long-term action plans for invasive annual grass management in Oregon. Will assist in preparation of final reports to NRCS and Oregon Climate Action Commission.

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.

This position requires working in outdoor, office, and virtual environments. Outdoor work may take place during inclement weather and in remote areas with rugged terrain. Frequent travel, including overnight, may be required. Infrequent out-of-state travel may be required for special trainings or meetings. This position requires the occasional use of chemical herbicides. Operation of a 4-wheel drive vehicle will be required and may include operating an all-terrain vehicle (ATV).

This position requires a **flexible work schedule** that varies in the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which the starting and stopping times vary on a daily basis, but not necessarily each day, and does not exceed forty (40) hours in a workweek. Work exceeding 40 hours per week requires prior approval by the supervisor.

This position may occasionally work with upset customers and constituents.

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.

ORS 569 and ORS 570 Pesticide Control; OAR 603-57; FIFRA (Federal insecticide, Fungicide and Rodenticide Act; OAR 603-59; division policies and procedures.

Oregon Department of Agriculture Policies United States Environmental Protection Agency (EPA) guidelines and cooperative agreement with DOA.

Oregon Revised Statutes, Oregon Administrative Rules, Agricultural Water Quality Management Area Plans, NPDES permits, and memoranda of agreement with cooperating agencies. Publications from ODA and other partner agencies.

b. How are these guidelines used?

Basic knowledge of state and federal laws and regulations are required to accurately respond to inquiries concerning product registration, user licensing, investigations, and enforcement actions.

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>			
Var. Federal Agencies	Phone, Email, In-person	Planning, Coordination, General Communication	Daily to Weekly
Var. Oregon Tribes	Phone, Email, In-person	Planning, Coordination, General Communication	Daily to Weekly
Var. State Agencies	Phone, Email, In-person	Planning, Coordination, General Communication	Daily to Weekly
General Public	Phone, Email, In-person	Planning, Coordination, General Communication	Daily to Weekly
Contractors	Phone, Email, In-person	Planning, Coordination, General Communication	Daily to Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

The regulation and decision-making activities are crucial for ensuring public safety, environmental protection, and compliance with state and federal regulations. Making accurate determinations regarding natural resource policies is essential to avoid enforcement actions and maintain the integrity of the regulatory framework. Routine policy interpretations and decisions regarding natural resource activities must remain consistent to ensure equitable program function and avoid controversy or economic impacts on affected individuals and businesses. ODA provides guidance documents, training materials, and outreach efforts to assist stakeholders in understanding and complying with agency rules, policies, and statute requirements.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Program Manager	0139130	Phone, Email, In-person	Daily to weekly	Status updates, planning and coordination, progress reports, budgeting, reporting

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:

Preferred candidates will have 5 or more years of experience in the planning and implementation of complex, landscape-scale conservation and restoration projects. The Rangeland Health Specialist will be an expert in rangeland, grassland or prairie ecology, and possess a strong knowledge base regarding relevant plant communities, associated wildlife habitats, hydrology, and wildfire. Strong knowledge of the implications of climate change on western rangelands and its effects on plant community dynamics, carbon sequestration capacity and ecological succession is also desired.

Successful candidate will have demonstrable skills and experience with partner collaboratives, grant writing and technical report writing. Must have a working knowledge of integrated weed management techniques and methods. Must have or be able to obtain a State of Oregon pesticide applicators license with Regulatory Weed and Consulting category endorsements.

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