



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/29/21

Agency: Oregon Department of Agriculture

Facility: Plant Protection & Conservation Program

[ ] New [x] 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 3
b. Classification No: C8503
c. Effective Date:
d. Position No: 0143290
e. Working Title: INW Specialist
f. Agency No: 60300
g. Section Title: Noxious Weed Program
h. Budget Auth No: 392210
i. Employee Name:
j. Repr. Code: OAS
k. Work Location (City - County): Prineville - Crook
l. Supervisor Name: Tim Butler
m. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] 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 Integrated Weed Management (IWM) Specialist position exists in the Oregon Department of Agriculture's (ODA) statewide Noxious Weed Control Program. The Noxious Weed Control Program in the Departments Plant Protection and Conservation Program Area.

The Noxious Weed Program mission is: "To protect Oregon's agriculture and natural resources from the invasion and proliferation of invasive noxious weeds." The Noxious Weed Control Program provides technical leadership and coordination of noxious weed control activities, throughout Oregon with; county, state, federal and private land managers.

Program staff; are also responsible for conducting and coordinating weed surveys, implementation of early detection and rapid response projects, implementation of integrated control projects including biological control of weeds. Program staff assist the Oregon State Weed Board in reviewing and administering noxious weed control grants. The weed program is an integral part of the Department of Agriculture's mission to provide leadership and service to Oregon's agricultural community and for the protection of Oregon's natural resources.

**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 IWM Specialist in general is responsible for planning, implementation and coordination of noxious weed management activities against noxious weed species identified in the ODA Noxious Weed Policy and Classification System. Activities of the IWM Specialist include, but are not limited to contract administration, project evaluation and monitoring, provision of technical assistance, and implementation and coordination of target weed projects that include survey and control elements. The primary responsibility of this position is for conducting weed activities in Central Oregon. This position also has secondary statewide responsibilities as part of the statewide program to assist as needed on other priority weed management projects in other geographic locations of the state.

The IWM Specialist monitors, interprets and reports on weed control laws, regulations and policies. Provides technical expertise to other Department staff, for federal government land managers, county weed control personnel and for natural resource specialists of other state agencies and the public. The IWM Specialist also develops training materials related to principles and applications of integrated weed management, delivers training and observes and supports delivery of training by other staff. The specialist consults and implements various noxious weed management projects and maintains records related to program operations and makes recommendations for improvements to the 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>				
30%				<p><b>Analysis/Evaluation:</b></p> <p>Applies control to selected noxious weed infestations, which, includes herbicide applications, manual/mechanical controls and collection and redistribution of biological control agents as appropriate. Coordinates noxious weed control activities with cooperators such as the Bureau of Land Management, U.S. Forest Service, U.S. Fish and Wildlife Service, county weed control programs, Cooperative Weed Management Areas and other public and private sectors.</p>
20%				<p><b>Education/Outreach/Compliance/Grant Reviews</b></p> <p>Develops training materials related to integrated pest management principles and application with special emphasis in weed management, including curricula, visuals, displays and demonstrations. Develops and coordinates delivery of IPM training with county, state and federal government personnel involved in integrated weed management and with interested public. Develops weed project plans. Plans include description of project scope, purpose and options for implementation. Advises, land managers in development of their own weed management plans. Identifies problems contributing to weed outbreaks and recommends corrections. Reviews plant literature and assists in development of plant pest risk assessments for the Oregon State Weed Board and cooperators. Reviews noxious weed grant proposals and makes recommendations to the Oregon State Weed Board for funding. Monitors selected awarded grants for efficacy and compliance.</p>

15%			<p><b>Technical Review/Consultation</b></p> <p>Facilitates implementation of state and federal rules and regulations related to weed and vegetation management, pesticide use, environmental protection, or noxious weed/invasive plant related rules and regulations by providing information, notices, new law, etc. to weed management personnel that includes; the National Environmental Policy Act of 1969, the Endangered species Act of 1973, BLM Policy 9014 and 9015 and U.S. Forest Service 2080 Policy. Facilitates development of National Environmental Protection Act (NEPA) documents required for federal projects. Plans, writes, edits and presents plans for incorporation into environmental impact statements, environmental assessments, and categorical exclusions.</p>
25%			<p><b>Program and Project Operation</b></p> <p>Conducts field detection surveys for noxious weeds and monitors project sites for efficacy of controls. For preventive programs, participates in weed detection surveys. In site-specific programs, conducts delimiting and appraisal surveys to determine distribution and extent of populations of both target weeds and of biological control agents. Records, collates and summarizes survey data. Analyzes and reports data. Collates and summarizes data, including data entry into computer systems, operations of routine software packages and geographic information systems databases. Assists in GIS, WeedMapper and GPS data collection projects. Participates in other program activities as required. Assists in development training programs, symposia, seminars; prepares informational material such as pamphlets, bulletins, circulars; assists with maintenance procurement of equipment and supplies; supports field activities; participates in program reviews. Performs leadwork type duties in planning, assigning and reviewing the work of NRS-1's</p>
2%			<p><b>Project Management</b></p> <p>Initiates complex noxious weed oriented agency projects. 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. Seeks cooperation in the project assignment, and ensures participation of interested individuals and groups. Monitors project status to ensure progress toward completion, for compliance with specifications, full and timely completion of required procedural steps, and that interested groups and individuals are informed of progress. Compiles monthly, quarterly, and annual reports on status of ongoing projects.</p> <p>Ensures accurate project information.</p>
3%			<p><b>Agency Representation:</b> Represents the agency at public hearings and meetings, citizen advisory committee meetings, technical advisory committee meetings, and local civic organizations. Gives written and oral information relating to specific projects or concerns. Presents agency's viewpoint and policy to advise other State and Federal agencies about the impact of their decisions. Participates in conflict resolution. May represent the State on or serve as staff to committees and councils dealing with issues of moderate complexity or controversy. Evaluates and responds to public or media questions, comments and concerns. Prepares and answers correspondence from local agencies and the public on major technical or policy issues. Analyzes, assesses and responds to public and agency comments on draft documents.</p>

5%			<p><b>Other Duties as Assigned</b></p> <p>- Conduct other activities pertaining to functions of the department as assigned by program management.</p> <p><b>Work Environment:</b> Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public.</p> <p><b>Customer Service:</b> 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>
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## 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.**

Occasionally working long hours and staying overnight in remote areas; working out of doors, occasionally during inclement weather; occasionally applying chemical herbicides; driving 4x4 vehicles off road in rugged areas and regularly driving long distances.

Some work may need to be conducted during evening hours and on weekends. Work locations away from the office will vary, including a variety of business and public locations. Driving great distances in all weather conditions and some overnight travel are required of this position.

## 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 569.180-620; Administrative Rules regarding noxious weed control quarantine (OAR 603-1200-052). Federal Noxious Weed Act, National Environmental Protection Act, Endangered Species Act

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

Guidelines provide authority, procedures and scope of activities conducted.

## 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?
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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".

BLM Weed Coordinators	Oral/written/in person	Provide/Receive Info	Daily
USFS Weed Coordinators	Oral/written/in person	Provide/Receive Info	Daily
County Weed Coordinators	Oral/written/in person	Provide/Receive Info	Daily
General Public	Oral/written/in person	Provide/Receive Info	Daily
Oregon State University	Oral/written/in person	Provide/Receive Info	Occasionally
Other ODA Staff	Oral/written/in person	Provide/Receive Info	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

1. Relates questions about laws, policies and regulations to weed control and integrated pest management practices. Insures adherence to program goals, public policy.
2. Decides on appropriate management actions required to reduce impacts of noxious weeds. Improves effectiveness of program efforts directed at specific sites and at targeted invasive noxious weeds.
3. Routine policy interpretations and decisions which must remain consistent for equitable program function.
4. Interact with other department staff to develop recommendations regarding program development to enhance agency efficiency and customer satisfaction.

## SECTION 8. REVIEW OF WORK

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

Classification Title	Position Number	How	How Often	Purpose of Review
PEM D		Oral and written communication	Ongoing	Discuss areas of concern, provide uniform direction, program enhancement, and maximize efficiency

**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? \_\_\_\_\_
- 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 IWM Specialist makes many day to day decisions on field activities with input from distant supervisor in Salem to ensure to that overall program goals are being met.

This position is required to have and maintain a regulatory weed herbicide applicator license.

Must have a valid driver’s license and an acceptable driving record.

Must have knowledge and experience or the ability to gain knowledge and experience through training in driving 4x4 off road vehicle in rugged terrain areas.

**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**

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Employee Signature

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Date

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Supervisor Signature

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Date

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Appointing Authority Signature

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Date