



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/11/2023

Agency: Oregon Department of Agriculture

Facility: 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 Spec. 3
b. Classification No: C8503
c. Effective Date: 7/1/23
d. Position No:
e. Working Title: Worker Protection Std. Spec.
f. Agency No: 60300
g. Section Title: Pesticides Program
h. Budget Auth No:
i. Employee Name: Vacant
j. Repr. Code:
k. Work Location (City - County): Salem - Marion
l. Supervisor Name: Gilberto Uribe Valdez
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [X] 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 Pesticides Program supports the department's mission to ensure healthy natural resources, environment, and economy for Oregonians now and in the future through inspection and certification, regulation, and promotion of agriculture and food. It also fulfills several key objectives in the department's strategic plan, including a culture of compliance, support, collaboration, and excellence in customer service.

The Pesticides Program protects humans and the environment from the adverse impacts of pesticides, while maintaining the availability of appropriate pesticides as tools for the production of agricultural and forest crops, the protection of food supplies, structures and human health, and other beneficial uses. Pesticides are regulated on many different levels, including production, labeling, distribution, storage, disposal, sale, and use. The Pesticides Program implements its regulatory responsibilities in Oregon related to product registration, applicator certification and licensing, and distribution and use in compliance with state and federal law. The program also provides educational information to users of pesticides, including agricultural workers, who may interact with pesticides in their day-to-day work.

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:

conduct activities relating to training, education, and compliance assistance related to the Worker Protection Standard (WPS). This position will work as a conduit among the different governmental agencies, educational institutions and organizations, and target audiences to identify compliance, knowledge, and outreach gaps and partner to work within existing frameworks to maximize outreach and compliance assistance and serve as a technical expert on the WPS.

This position also conducts outreach and compliance assistance activities relating to supervision requirements of non-certified pesticide handlers and other elements under EPA’s Certification of Pesticide Applicator rules (40 CFR 171); certification, training, licensing of applicators and other license holders; pesticide registration; and education of agricultural employers and workers who interact with pesticides, as well as label interpretation assistance, educating pesticide users about issues such as personal protective equipment, safe use and handling of pesticides, and protection of health of other people and the environment.

Activities include interaction with staff of federal, state, and local agencies, as well as with agricultural producers, pesticide users, agricultural workers, and pesticide registrants. Compliance assistance and outreach will be conducted in both English and in Spanish because Spanish-speaking pesticide handlers, and agricultural workers comprise a critical segment of the target audience of the Worker Protection Standard and related outreach efforts.

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
70			<p>Technical and Compliance Assistance</p> <ul style="list-style-type: none"> Serves as technical expert to department staff, the regulated community, and the public regarding use of pesticide technologies and practices, particularly those that protect agricultural workers and handlers of pesticides from exposure to pesticides and that maintain compliance with state and federal Worker Protection Standards (WPS). Prepare and deliver presentations and develop written material for agricultural employers, handlers, and workers. Assist agency and university partners in the development of curricula and certification exam test questions to provide and evaluate knowledge of the WPS and other laws and rules to protect public and environmental health and safety. Consult with the department’s Natural Resource Programs, other state agencies, universities, non-governmental organizations, federal agencies, and private industry to develop educational materials. Leads teams of technical and support staff, especially on projects or areas relating to the WPS or other areas of expertise, and will provide training to other program staff in relevant regulatory updates. Work as a conduit and liaison among the different governmental agencies, educational institutions and organizations, and target audiences to identify compliance, knowledge, and outreach gaps and partner to work within existing frameworks to maximize outreach and compliance assistance and serve as a technical expert on the WPS. Evaluates the technical training needs of governmental staff, educational institution partners, and the regulated community to develop and conduct

			<p>formal or informal training sessions, technical workshops, or seminars either independently or in partnership with other governmental agencies or organizations.</p> <ul style="list-style-type: none"> Reviews pesticide labels for adequacy of safety related information.
10			<p>Program Support</p> <ul style="list-style-type: none"> Will work within the Pesticides Program, especially with the Certification & Licensing and the Pesticide Product Registrations teams to ensure materials relating to WPS and worker safety are appropriate and accurate, including but not limited to guidance documents, advisories, licensing study materials, bilingual labeling.
10			<p>Agency Representation</p> <ul style="list-style-type: none"> Represents the agency at meetings with governmental agencies, educational institutions, private entities, advocacy groups, and/or the regulated community to represent the agency's viewpoint, respond to comments, assist in the development of policy, respond to inquiries, or other activities relating to the WPS or ongoing pesticide-related projects. When appropriate, seeks to form cooperative relationships with partner agencies, industry groups, advocacy groups and other organizations, such as when there is an overlap in goals and objectives.
5			<p>Other Duties</p> <p>Conducts other activities pertaining to functions of the department as assigned by program management.</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.

Position requires work in office environment as well as travel to meetings and presentation opportunities, including occasional overnight travel in and out of state. Attendance at evening meetings may be required.

May occasionally deal with frustrated or upset customers.

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 183, 561, 634. OAR 603. Federal Insecticide, Fungicide, & Rodenticide Act; Federal Food, Drug & Cosmetic Act; Code of Federal Regulations (*e.g.*, 40 CFR 170; 40 CFR 171); U.S. Environmental Protection Agency regulations and guidelines; Oregon OSHA rules related to worker protection; U.S. Food & Drug Administration Guidelines; Oregon Dept. of Agriculture Policies & Collective Bargaining Agreement. USDA Farm Bill - Private Applicator Recordkeeping Requirements.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Department staff	Person/phone/email	Information/regulations/feedback	Daily/weekly
Other agencies	Person/phone/email	Information/regulations/feedback	Daily/weekly
Ag. producers, advocacy groups & other stakeholders	Person/phone/email	Information/regulations/feedback	Daily/weekly
Pesticide users, and agricultural workers	Person/phone/email	Information/regulations/feedback	Daily/weekly
OSU staff	Person/phone/email	Information/regulations/feedback	Daily/weekly
EPA staff	Person/phone/email	Information/regulations/feedback	Occasionally
USDA staff	Person/phone/email	Information/regulations/feedback	Rarely
FDA staff	Person/phone/email	Information/regulations/feedback	Rarely

SECTION 7. POSITION RELATED DECISION MAKING

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

As part of providing educational information and technical assistance, this position will interpret laws, rules, and policies, and decide how best to convey information so that it is understandable to diverse customers. These decisions affect regulatory compliance among the regulated community, enforcement interpretation, as well as the health and safety of agricultural and forest workers and pesticide handlers.

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>				
Compliance and Regulatory Manager 1	0146940	Oral and written communication	Ongoing	Discuss areas of concern, provide uniform direction, program enhancement, and maximize efficiency

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 |

- Approves work
- Responds to grievances
- Disciplines and rewards
- Recommends hiring
- Gives input for performance evaluations
- 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:

Position regularly contacts and is contacted by industry professional staff, university research and extension personnel, crop production specialists, regulatory officials in all levels of government, grower organizations, farmers, wholesale and retail distributors, agricultural workers, and the general public. The performance of position duties follow federal and state laws, administrative rules, department policies, scientific principles, and accepted investigative techniques.

This position is required to be proficient in reading, writing, and speaking Spanish.

This position’s duties and responsibilities may include access to confidential, sensitive, or protected information. Employee is required to sign authorization agreement and to receive annual security training.

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.

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