



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Department of Agriculture

Facility: North Valley Complex

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Laboratory Technician 2
b. Classification No: C6811
c. Working Title: Lab Support - Purchasing
d. PPDB No/WD ID: 0142760 / 000000043025
e. Section Title: Laboratory Services
f. Agency No: 60300
g. Employee Name: Vacant
h. Budget Auth No: 391980
i. Supervisor Name: Kathleen Wickman
j. Repr. Code: OAO
k. Work Location (City – County): Wilsonville - Clackamas

I. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share

m. FLSA: Exempt Non-Exempt
If Exempt: Executive/Supervisory Administrative Professional Computer
n. Eligible for Overtime: 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 Oregon Department of Agriculture's (ODA) mission to protect, promote, and prosper by safeguarding Oregon's agriculture, natural resources, working lands, economies, and communities through assistance, compliance, and market support. The ODA provides a broad range of leadership, service, inspection, regulation, and market development functions to Oregon agriculture. ODA is committed to serving the people of Oregon's needs through core values of being approachable, genuine, growth-oriented, inclusive, experts, and sustainable – "Aggies".

ODA unifies 38 programs operationalized by a \$190 million budget with 523 employees located across Oregon. ODA serves over 35,000 farms, an economic value of over \$16 billion, and 225 + commodities diversly grown for local and international markets.

Laboratory Services provides analytical and scientific technical support to the inspectional/service programs of the Oregon Department of Agriculture (ODA) in the areas of pesticides chemistry, food/dairy chemistry, food/dairy microbiology, fertilizer chemistry, certification testing (i.e.. Export Service Center) and regulatory animal diseases. The Cannabis Reference Laboratory (CRL) program provides services to the Oregon Liquor and Cannabis Commission (OLCC) in the areas of compliance, pesticides, potency, etc. and method development related to new concerns/issues. The analytical programs help ensure safety, quality and marketability of food and other agricultural products including cannabis produced and processed in the state and elsewhere.

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 laboratory technician in this position provides primary support for ordering and general supply maintenance. Inventory management and quality checks of supplies as needed. Additionally, the position provides sample receipt back-up/surge assistance.

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>			
75	NC	E	Carries out duties and behaves in a manner consistent with the Laboratory Daily Expectations
	NC	E	Carries out duties and behaves in a manner consistent with International Standards Organization/International Electrotechnical Commission (ISO/IEC) 17025 Standard policy and procedures following Oregon Department of Agriculture Laboratory Services (ODALS) Quality Management System.
	NC	E	<ul style="list-style-type: none"> • Orders lab supplies for inventory maintenance and to meet staff requests assuring lab ability to meet analytical needs following laboratory and department protocols • Works with co-workers to identify acceptable items for purchase • Works with vendors to meet staff requests and resolve issues when they occur. • Performs Quality Checks (QC) on items deemed quality critical supplies when received to verify required parameters met and are fit for purpose, such as: <ul style="list-style-type: none"> • sterility checks • volume checks • ph checks • seal checks • performance checks • Stocks supplies as orders are received and/or released for use. • Enters data into appropriate databases related to task, ie. critical supply database, chemical inventory, etc. • Maintain purchasing records including order requests and packing slips • Uses SPOT card and Helpdesk Purchasing process for orders • Obtain Safety Data Sheets (SDS) and Certificate of Analysis (COA) for quality critical supplies, etc. • Maintains lists of acceptable vendors and performs annual review. • Maintains supply inventories. • Keeps complete and legible records.

20	NC	E	Sample receipt <ul style="list-style-type: none"> • Receives samples from carrier or investigator/sanitarian. • Verifies samples match sample submittal forms • Clarifies any issues • Fills out sample accountability forms/logs • Delivers samples to appropriate storage area • Enters sample data into Laboratory Information Management System (LIMS) • Coordinates receipt activities with Sample Receipt Lab Tech • Keeps complete and legible records.
5	NC	E	Duties as assigned by Laboratory Manager.
ongoing			Work Environment: Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public.
ongoing			Customer Service: 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

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.

Working conditions are those of a normal analytical laboratory. Danger of hazardous chemicals, toxic solvents and pathogenic organisms form part of the risks of this position daily.

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.

Official Methods of Analysis of AOAC International,
 Food & Drug Administration (FDA) Bacteriological Analytical Manual, United States Department of Agriculture Food Safety and Inspection Service (USDA FSIS) Meat Program,
 FDA National Shellfish Sanitation Program (NSSP) checklists
 FDA Interstate Milk Shippers (IMS) Program 2400 checklists
 Oregon Department of Agriculture Laboratory Services quality manual and standard operating procedures.
 Instrument instructions
 Departmental procedures and policies.
 ISO/IEC 17025 Laboratory standard and AOAC Laboratory Accreditation Guidelines (ALACC)
 The NELAC Institute (TNI) (NELAC) National Environmental Laboratory Accreditation Council

b. How are these guidelines used?

Manuals and procedures provide protocols to be followed for consistency and efficiency in workflow.

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>			
Vendors	Phone/Written	Place orders/Clarify order issues	Monthly
Departmental Personnel	Person/Phone/Written	Serve on committees, answer supply and media questions	Daily
Other State Agency Personnel	Person/Phone/Written	Clarify sample issues	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made regarding day-to-day organization of assigned workload, evaluation of analyses performed, correctness of results, and result interpretation.

Decisions can impact the correctness of analytical result, laboratory reputation, efficiency of laboratory operations and economic loss of food and agricultural products.

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>				
Microbiologist 3	011599 051822	In person/written/virtual	Daily	Resolve questions/review work
Chemist 3	166602 009305	In person/written/virtual	Daily	Resolve questions/review work
Chemist 3	036333 028095	In person/written/virtual	Daily	Resolve questions/review work
Science, Chemistry, and Laboratory Manager 2	010375	In person/written/virtual	Daily/weekly	Performance review. Resolve issues
Quality Assurance Officer	015420	In person/written/virtual	Monthly/periodically	Quality control, process questions

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"/> Prepare & 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:

Ability to adapt to changing workloads and analytical procedures as dictated by staffing and sample prioritization.

Assists in enhancing and maintaining ISO17025 laboratory accreditation through active participation in Standard Operating Procedure (SOP) writing/reviewing/updating and successful participation in audits and training.

Ability to look for opportunities for process improvement.

Able to stay late and work weekends if required due to workload, priority samples and staffing.

Able to be approved by Drug Enforcement Administration (DEA) for receipt of cannabis.

ODA is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by ODA. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment.

Working in a team-oriented environment requires collaborative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

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