



STATE OF OREGON  
invites applications for the position of:

# Principal Executive/Manager D (IPPM Program Manager)

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**JOB CODE:** AG18-0018A

**OPENING DATE/TIME:** 08/14/18 12:00 AM

**CLOSING DATE/TIME:** 09/16/18 11:59 PM

**SALARY:** \$5,231.00 - \$7,714.00 Monthly

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Agriculture-Plant Protection & Conservation Program

**DESCRIPTION:**

Oregon Department of Agriculture is currently recruiting for an Principle Executive/Manager D to join our Plant Protection & Conservation Program.

This is a full-time, management position located in Salem, Oregon. This recruitment will be used to establish a list of qualified applicants to fill the current vacancy and may be used to fill future vacancies as they occur.

This program exists to support the department's interrelated threefold mission; to provide agricultural market development, to protect agricultural natural resources, and provide consumer protection and food safety.

Plant Programs Area includes four sections: Insect Pest Prevention & Management, Nursery and Christmas Trees, Noxious Weed Control and Native Plant Conservation. These programs protect Oregon's agricultural industries and natural environment from harmful pests, diseases and noxious weed; enhance the value and marketability of exported nursery stock, Christmas trees, seeds and other agricultural products; and further the conservation of threatened and endangered plants.

The purpose of Insect Pest Prevention and Management Section (IPPM) is to protect Oregon's agriculture, horticulture, environment, and quality of life from damaging insect pests and to enhance or maintain the value of our agricultural and horticultural products. Our first set of defenses is regulatory, consisting of state and federal quarantines to exclude exotic pests from Oregon and state control area orders to slow their spread within Oregon. Eradication and control programs are implemented when feasible. Management of grasshopper outbreaks and implementation of biological control are also parts of the IPPM program. Native pollinator conservation may develop into a focus if funds are available.

**DUTIES & RESPONSIBILITIES:**

This position administers the Insect Pest Protection & Management Program, including direct responsibility for oversight of program operations; supervision of program staff; representing the department with other agencies and stakeholders; and manages, maintains and coordinates all

program operations. Represents the Program on various work groups and organizations regarding agency programs.

Duties include:

Manages and directs programs by developing program goals and objectives. Monitors performance standards and measurements. Prepares and/or recommends revision to agency/programs area policy, administrative rules and procedures. Evaluates programs to determine quality of service, customer satisfaction, technology levels, resource needs. Prepares budget requests for inclusion in agency budget. Prepares federal cooperative agreements related to invasive species efforts. Administers general, lottery, federal and other funds throughout programs. Seeks new funding sources and negotiates contracts for federal and other funds.

Oversees and directs the statewide program for control of invasive insect pests, eg. Gypsy moth, Japanese beetle, and others; coordinates exclusion, survey and control efforts with federal agencies; oversees introduction of biological control agents; proposes, prepares, interprets and enforces plant quarantine laws. Serves as the State Survey Coordinator (SSC) for Oregon. Coordinates project activities with program staff, federal counterparts, contractors and other cooperators to ensure the success of the project. Assigns work to field and office personnel, reviews their work, monitors reports, collects project data, insures adherence to schedule and progress toward accomplishment of project goals. Facilitates development and evaluates data for project risk assessments and permits required by other agencies. Plans, writes, edits and presents reports or comments related to environmental impact statements, environmental assessments, and federal regulations. Reports on joint state/federal invasive insect pest projects. Prepares written and oral reports. Maintains records and data on project efforts. Provides both technical training on integrated pest management and program objectives to cooperators.

Performs supervisory functions, i.e., interviews, selects and provides training for employees; evaluates subordinates' strengths, and weaknesses to determine extent of direction needed to ensure effective provision of services and maximize effectiveness; initiates personnel actions; responds to grievances; evaluates employee performance. Responsible for assuring compliance with Affirmative Action, Safety and Workers Compensation goals and objectives.

Organizes and attends invasive pest control meetings and conferences with state and federal officials to share information, discuss projects, address concerns; prepares reports and data for professional groups, other officials, the legislature and the State Board of Agriculture. Plans and conducts public meetings as part of pest eradication programs.

Responds to technical questions on pest exclusion, early detection and rapid response from staff and cooperators in both the public and private sectors. Drafts interpretive and guidance memorandums, and implementation strategies. Serves on technical interagency advisory committees.

Serves on Programs Area Management team. Meets regularly with management staff to coordinate activities in areas of shared responsibility. Other duties as assigned.

**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.

**Affirmative Action and Diversity:** Engages in recruitment efforts designed to reach underutilized persons in protected classes.

Makes hiring decisions in keeping the ODA Affirmative Action goals.

Ensures the work environment is inclusive, sensitive to and tolerant of differences. Provides skill building and developmental opportunities for employees and ensures that employees of diverse backgrounds and with disabilities receive support to thrive in the work environment.

Working conditions: Works primarily in office, sometimes in laboratory or field. May drive with frequent stops over all classes of roadway; makes contacts on private property; occasionally works long or unusual hours, travels overnight, or drives long distances; occasionally exposed to laboratory chemicals, pesticides and solar radiation; may be exposed to hostile dogs or people and noxious plants and insects; and may infrequently fly in small aircraft. Requires valid drivers license and acceptable driving record.

**QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:  
MINIMUM QUALIFICATIONS**

**PROGRAM RELATED OPTION**

**Supervision and Management**

- Six years of experience in supervision, staff-technical, or professional-level work **related to Entomology**. Two years of this experience must have included **supervision and management of a program, section, or unit** which included: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, **and** d) budget preparation.

(**NOTE:** A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

**OR**

**Program Related (Program/Project Leader)**

- Six years of experience in supervision, staff-technical, or professional-level work **related to Entomology**. Two years of this experience must have included **program/project leader** responsibility involving **one or more** of the following areas: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation and/or project evaluation, **or** d) monitoring and controlling or preparing a budget.

(**NOTE:** A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

**NOTE: To receive credit for all required/related coursework, a photocopy of transcripts is required.**

**Requested Skills:**

PhD in Entomology  
Training or experience with a plant regulatory program  
Management skills in program budgeting  
Preparing written reports  
Giving oral presentations

**ADDITIONAL INFORMATION:**

To apply for this position, follow the "Apply" link above to complete the Oregon Employment Application online. All application materials must be received by the closing date/time posted.

**Resumes will not replace the completed "Work Experience" section in your online application.** Be sure to indicate your experience based on a 40-hour workweek. (Example: 20

hours a week for one year would equate to six-months full time work experience.) You may be disqualified if your work experience does not include information used to: 1) meet the minimum qualifications of the job and 2) back up your answers to the supplemental questions.

Employment with the Oregon Dept. of Agriculture may be contingent on the outcome of a DMV check. Driving records will be reviewed for finalists applying for positions which require driving as an essential function. By submitting your application, you authorize the Department to conduct a DMV check.

If you need assistance with adding attachments to your profile or to a specific job posting, please go to [Adding and Removing Attachments to a Profile and Job Posting](#) for further instructions. This quick help guide can also be found on the State Jobs Page by clicking in the Applicant E-Recruit FAQs then click on Applicant Profile Maintenance.

Only complete applications will be considered. Be sure to answer all supplemental questions and attach any required documents. Responses to the "Supplemental Questions" will be reviewed to determine if you will be invited for an interview for the position. Transcripts must be submitted to receive credit for higher education coursework (official or unofficial at the time of application).

If you are an eligible veteran and you meet the minimum qualifications, veteran's preference points will be added to your score. To receive veteran's preference points you MUST attach to your electronic application the following required documentation:

- A copy of your DD214/DD215 form; OR a letter from the US Dept. of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.
- A copy of your DD214/DD215 form; OR a letter from the US Dept. of Veteran's Affairs indicating you receive a non-service connected pension; AND a copy of your veteran's disability letter from the Dept. of Veteran's Affairs for the ten (10) point preference.

For more information on veteran's preference points visit [www.oregon.gov](http://www.oregon.gov) and select veteran's preference.

The state of Oregon requires all applications have a valid email address. Communication to applicants from Oregon Department of Agriculture may occur via email, letter, or telephone.

If you do not currently have an email address and do not know where to go to get one, please refer to our Applicant E-Recruit FAQs web page, question #14, to view several internet providers where you can get a free email account. The state of Oregon does not endorse any particular provider.

The pay and benefits on all announcements may change without notice.

If you have a disability or otherwise require an application in an alternate format in order to complete the process, you may contact:

Oregon Department of Agriculture  
Human Resources Office  
635 Capitol St NE  
Salem, OR 97301  
Phone (503) 986-4584

**Oregon Department of Agriculture is an Equal Opportunity and Affirmative Action Employer.**

**OUR OFFICE IS LOCATED AT:**

635 Capitol St NE  
Salem, OR 97301  
503-986-4584

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**Principal Executive/Manager D (IPPM Program Manager) Supplemental Questionnaire**

**Work Experience**

The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (**minimum and special qualifications**) and at what level you meet the requested skills (**desired attributes**). Your answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume. Supplemental materials such as cover letters and/or a resume will NOT be reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants.

**Supplemental Questions**

Your answers to the Supplemental Questions may be reviewed to help determine if you meet the required skills and how you meet the requested skills for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses.

**Note:** The specific questions and scoring process used are determined by each hiring authority. Only those individuals who meet the required skills and most closely match the requested skills will be invited to an interview.

\* 1. Which of the following best describes your **highest related level of education**?

- High School Diploma or Equivalent
- Some College Coursework, No Degree Received
- Associate's Degree
- Associate's Degree and additional coursework
- Bachelor's Degree
- Bachelor's Degree and additional coursework
- Master's Degree
- Master's Degree and additional coursework
- Doctorate Degree
- Doctorate Degree and additional coursework
- None of the above

\* 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many **upper division (300 level or higher)** credit hours have you completed? Select the Quarter/Semester hours that best describe your **completed coursework**. If you selected any other option, choose N/A.

- N/A
- 4 Quarter hours/3 Semester hours
- 8 Quarter hours/5 Semester hours
- 12 Quarter hours/8 Semester hours
- 16 Quarter hours/11 Semester hours
- 20 Quarter hours/13 Semester hours
- 24 Quarter hours/16 Semester hours

- 28 Quarter hours/19 Semester hours
  - 32 Quarter hours/21 Semester hours
  - 36 Quarter hours/24 Semester hours
  - 40 Quarter hours/27 Semester hours
  - 44 Quarter hours/29 Semester hours
  - 45-68 Quarter hours /30-45 Semester hours
  - 69-95 Quarter hours /46-63 Semester hours
  - 96-143 Quarter hours /64-95 Semester hours
  - 144-191 Quarter hours /96-127 Semester hours
  - 192-239 Quarter hours /128-159 Semester hours
  - 240 or more Quarter hours /160 or more Semester hours
- \* 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your **upper division (300 or higher)** coursework. If you selected any other option, enter N/A.
- \* 4. Which of the following best describes the **focus of your degree**?
- Business Administration
  - Public Administration
  - Other Related Degree
  - My degree is not related
  - I do not have a degree
- \* 5. If you selected "Other Related Degree" in question 4, please identify the **focus of your degree**. If you selected any other option, enter N/A.
- \* 6. Which of the following best describes your **level of experience in supervision, staff technical, or professional level work in Entomology**?
- less than 6 months
  - 6 to 11 months
  - 12 to 17 months
  - 18 to 23 months
  - 2 years
  - 3 years
  - 4 years
  - 5 years
  - 6 years
  - 7 years
  - 8 years
  - 9 years
  - 10 years or above
  - None of the above
- \* 7. In relation to question 6, which of the following best describes your level of experience in **supervision and management** of a program, section, or unit which included **all of the following areas**?
- a) development of program rules and policies,
  - b) development of long- and short-range goals and plans,
  - c) program evaluation, **and**
  - d) budget preparation.
- less than 6 months

- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

\* 8. In relation to question 6, which of the following best describes your level of experience as a **program/project leader** that included **one or more of the following areas**?

- a) development of program rules and policies;
- b) development of long- and short-range goals and plans;
- c) program evaluation and/or project evaluation; **or**
- d) monitoring and controlling or preparing a budget.

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

\* 9. Oregon Department of Agriculture: Are you a **current employee** with the Oregon Department of Agriculture (ODA)? Note: This includes regular status, trial service and limited duration employees. Temporary, volunteer and contract employees are not included.

- Yes, I am a current ODA employee
- No, I am not a current ODA employee

\* 10. The duties of this position require the incumbent possess a valid driver's license and acceptable driving record. An acceptable driver license is a regular, temporary, or commercial license that is lawful, current, and valid. It must be issued by the state or country where the employee actually resides. It must be legal to use in the jurisdiction where the driver is driving. It must be the kind or class or be endorsed as required by law for the kind of driving being done. **Do you possess a valid motor vehicle operator's license as described above?**

- Yes     No

11. Please enter your Driver License number if applicable.

- \* 12. What is your experience managing and supervising program Budgets? If none, please mark with N/A.
  
- \* 13. What is your experience managing and supervising program budgets? If non, please mark with N/A.
  
- \* 14. Please describe your managerial experience. If none, please mark with N/A.
  
- \* 15. Please describe your experience with invasive pest eradication projects? If non, please mark N/A.
  
- \* 16. Describe how much knowledge and experience you have with federal and state plant quarantine laws? If none, please mark with N/A.
  
- \* 17. What is your experience in preparing grants? If non, please mark with N/A.
  
- \* 18. **Before** you click "Confirm Application" on the next step, be sure to attach all required documents as described in the job announcement.

**Transcripts:** If you are using education (a degree or coursework) to qualify for this position, transcripts must be submitted for all required or related courses. Transcripts can be official or unofficial at time of application and must include (1) the name of the institution, (2) the degree received, (3) required courses completed with a passing grade, and (4) your name. **If you are using your education to meet the minimum qualifications and do not attach your transcripts your application may be removed from consideration.**

**Veteran's Preference Points:** If you are requesting Veteran's Preference points, you must attach the necessary documentation to receive credit. **If you do not attach the necessary documentation, points will not be provided.**

**Work Experience:** Your application must verify your responses to the above questions in order to be considered. **If your answers are not reflected in the work experience section, your application may be removed from consideration.**

**Have you demonstrated your work history in your answers and attached all necessary documents?**

Yes    No

\* Required Question