

## AGRICULTURAL ANIMAL RESEARCH TECHNICIAN SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
0000	Agricultural Animal Research Technician I	07	007	6 mo.	00/00/00	
0000	Agricultural Animal Research Technician II	07	007	6 mo.	00/00/00	
0000	Agricultural Animal Research Technician III	07	007	6 mo.	00/00/00	
0000	Agricultural Animal Research Technician IV	07	007	6 mo.	00/00/00	

### **Series Narrative**

Employees in positions allocated to this series provide technical support for Agricultural Animal Research, Teaching, Demonstration, and Production Units. Agricultural Animal Research Technician supply the basic physical, social, and behavioral requirements of the animals (such as feed and water) and maintain the sanitation, environmental controls, and animal care equipment and supplies for an agricultural animal facility. They may also operate and maintain equipment in preparation and delivery of animal diets; maintain agricultural/farming equipment in the production of forages, grains, and miscellaneous crops for use in animal research units; and maintain the upkeep of facilities and grounds. These positions may be working with and assisting faculty, undergraduate/graduate students, laboratory personnel and other unit staff with procedures and specific experimental care for animals used in research and education.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Agricultural Animal Research Technician I**

**XXXX**

#### **Previous class - Field Worker**

Employees in positions at this level of the series work in a team-based environment to perform basic duties in service and support for agricultural animal research, teaching, demonstration, and production units.

An Agricultural Animal Research Technician I typically –

1. assists in receiving, processing, storing, and rotating feed, forage, bedding, and other animal care and facilities supplies.
2. provides feed and water to animals, which may include preparing, mixing, and weighing animal diets and supplements.
3. weighs, measures, handles and restrains animals.
4. grooms, bathes, and exercises animals.
5. milks cows.
6. observes animals for normal behavior or overt signs of illness or disease.
7. assists with the administration of prescribed medications and treatments.
8. assists with animal breeding programs; provides special care and attention to animals at time of parturition.
9. assists in the preparation of livestock for teaching, research, and demonstration purposes.

10. assists with carrying out euthanasia procedures; disposes of animal carcasses.
11. performs routine maintenance, sanitation, and repair of unit facilities and equipment.
12. assists in agricultural crop production to produce feed and forage for use by the agricultural animal units (e.g., tillage, planting, cultivating, preserving, hauling, delivering, storing, and/or drying of crops, forages, and miscellaneous products).
13. operates feed, farm, and animal unit equipment (e.g., tractors, scales, grinders, horizontal mixers, specialized operational and research equipment, animal handling and processing equipment).
14. performs other duties as assigned.

**Level II: Agricultural Animal Research Technician II****XXXX****Previous classes – Farm Laborer, Farmer, Herder, Poultry Worker, Dairy and Food Plant Attendant**

Employees in positions at this level of the series work in a team-based environment to perform a wide variety of basic and technical duties in service and support for agricultural animal research, teaching, demonstration, and production units.

An Agricultural Animal Research Technician II typically –

1. receives, processes, stores, and rotates feed, forage, bedding, and other animal care and facilities supplies.
2. administers medications and treatments.
3. prepares livestock for teaching, research, and demonstration purposes.
4. conducts euthanasia procedures.
5. provides pre- and post-procedural care for agricultural animals; assists with other advanced/technical animal care procedures.
6. observes animals regularly, recognizing and reporting changes in eating or drinking habits and general behavior and outward signs of disease or abnormal appearance/behavior.
7. records and/or maintains animal health data, breeding data or other data necessary for operation of the unit; assists facility users in common technical procedures and record-keeping responsibilities.
8. collects specimens for diagnostic or environmental control procedures.
9. performs animal identification procedures.
10. performs agricultural crop production procedures to produce feed and forage for use by the agricultural animal units.
11. assists in the training or instruction of lower-level and student staff.
12. performs all duties and responsibilities as needed outlined in Level I.

13. performs other duties as assigned.

**Level III: Agricultural Animal Research Technician****XXXX****Previous classes - Farm Foreman, Herder Foreman, Poultry Worker Foreman**

Performs specialized duties and responsibilities, and/or may be actively involved in providing skilled assistance to investigators. Employees at this level should be skilled and knowledgeable in all areas of service to the animal units (animal care, maintenance, feed milling, diet preparation and forage and crop production).

An Agricultural Animal Research Technician III typically –

1. provides technical assistance and special services to investigators, clinicians, or other staff.
2. assists in the selection of livestock for teaching, research, and demonstration purposes; assists with teaching and demonstrations for class.
3. performs more high-level specialized animal care procedures requiring particular treatments and skilled assistance.
4. advises and assists in the preparation of standard operating procedures for unit. assists management and/or departmental administration on medium-term and long-range planning for operations and facilities.
5. may act as unit supervisor, which includes scheduling and assigning work to others; inspecting facilities to monitor equipment and condition of animals; training, instructing, and/or directing lower-level staff in operational and animal care procedures; assisting in lower-level staff performance evaluations; and coordinating communication between management and staff.
6. may have the authority to make purchasing decisions.
7. maintains operational and experimental records on computers and or handheld recording devices.
8. conducts visitor tours of the facilities and explains operations.
9. performs all duties and responsibilities outlined in Levels I and II.
10. performs other duties as assigned.

**Level IV: Agricultural Animal Research Technician****XXXX****Previous classes - Supervising Farm Foreman, Farm Manager**

Responsibilities include assisting management in mid-range operation planning and scheduling that involves production, teaching, research and demonstration at a unit. This level could be qualified to operate and maintain a small unit or facility as well as operational areas within a larger unit. Employees at this level work under administrative supervision from a unit manager and/or higher-level staff with supervisory appointments.

An Agricultural Animal Research Technician IV typically –

1. acts as unit operation supervisor, which includes supervising, training, scheduling and assigning/prioritizing work to subordinate staff; overseeing daily inspection of agricultural animals, facilities, equipment, and supplies; assisting in performance evaluations for staff, or performing evaluations where there is no higher-level supervision.
2. performs more advanced technical procedures and operations.
3. may have the authority to make purchasing decisions.
4. develops standard operating procedures for unit.
5. develops medium-term and long-range planning for operations and facilities.
6. maintains and assures the daily and/or periodical collection, processing and recording of necessary operational records.
7. performs all duties and responsibilities as needed outlined in Levels I, II and III.
8. performs other duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Agricultural Animal Research Technician I**

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**Previous class - Field Worker**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or GED
2. **One (1) year (12 months)** of experience and training:
  - a. experience in general livestock and/or general farm work. Growing up on a working farm and/or being involved in youth agricultural programs (4-H, FFA) constitutes satisfactory experience.
  - b. vocational training specifically related to agriculture such as community college or vocational programs.

30 semester hours = 1 year (12 months)

3. Possession of a valid Illinois vehicle operator's license(s).

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to handle animals of various sizes and heavy equipment.
2. Ability to provide care for animals, including safe handling, feeding, and restraining of animals.
3. Knowledge of basic arithmetic skills.

4. Ability to detect marked signs of illness in agricultural animals.
5. Ability and capacity to sustain frequent lifting of 26 to 75 pounds. Must be able to lift at least 20 pounds overhead. Position also involves frequent bending, twisting and in some cases repetitive motion.
6. Knowledge of agricultural equipment and vehicle use

**Level II: Agricultural Animal Research Technician II****XXXX****Previous classes – Farm Laborer, Farmer, Herder, Poultry Worker, Dairy and Food Plant Attendant**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. **Two (2) years (24 months)** of experience and training:
  - a. General livestock experience performing duties comparable to those listed for Level I of this series.

OR

  - b. Credit for 60 semester hours of college/vocational training related to agriculture  
Associate Degree (60 semester hours) = 2 years (24 months)

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge and competency in providing basic care for and safe handling of agricultural animals.
2. Knowledge and competency in performing agricultural crop production procedures.
3. Possession of attributes listed for Level I.

**Level III: Agricultural Animal Research Technician III****XXXX****Previous classes - Farm Foreman, Herder Foreman, Poultry Worker Foreman**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. **Four (4) years (48 months)** of experience and training:
  - a. General livestock experience performing duties listed for Level II of this series.
  - b. Credit for college/vocational training related to agriculture
    - Associate Degree (60 semester hours) equals 2 years (24 months)
    - 90-semester hours equals 3 years (36 months)
    - Bachelor's Degree or higher (120 semester hours) equals 4 years (48 months)

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Demonstrated knowledge of agricultural animal production, handling, care, and biology

2. Demonstrated knowledge and experience with computers, handheld computational and recording devices.
3. Ability to train or instruct persons in animal care techniques and use of equipment and materials.
4. Proficiency in a wide variety of areas that service the agricultural animal units
5. Proficiency in supervising staff
6. Possession of attributes listed for Levels I and II

**Level IV: Agricultural Animal Research Technician IV****XXXX****Previous classes - Supervising Farm Foreman, Farm Manager****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. **Two (2) years (24 months)** of work experience comparable to that performed at the Agricultural Animal Research Technician III level of this series.

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. Demonstrated knowledge and competency in the areas of agricultural animal production, handling, care, and biology.
2. Ability to recognize normal/abnormal appearance and habits of agricultural animals.
3. Possession of attributes listed for Levels I, II, and III