

AGRICULTURAL RESEARCH TECHNICIAN SERIES

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

Promotional Line:

Series Narrative

Employees in positions allocated to this series provide technical support for Agricultural Research, Teaching, Demonstration, and Production Units. Agricultural 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 II: Agricultural Research Technician II

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Previous classes – Field Worker, Farm Laborer, Farmer, Herder, Poultry Worker

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 research, teaching, demonstration, and production units.

An Agricultural 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 harvesting plots by hand and machine.
12. plows, plants, disks, cultivates and harvests field crops.
13. assists in the training or instruction of lower-level and student staff.
14. performs other duties as assigned.

Level III: Agricultural Research Technician III**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 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.
5. assists management and/or departmental administration on medium-term and long-range planning for operations and facilities.
6. 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.
7. may have the authority to make purchasing decisions; may acquire parts, materials and supplies
8. maintains operational and experimental records on computers and or handheld recording devices.
9. conducts visitor tours of the facilities and explains operations.
10. performs routine maintenance and repairs on machinery and equipment; performs routing maintenance and repairs on buildings.
11. operates field scale equipment such as tractors, drills, fertilizer spreaders, sprayers, etc.
12. assists in maintenance of plots; assists with the application of pesticides, fertilizer, herbicides; keeps plot borders trimmed and stakes or flags in place.

13. assists in harvesting plots by hand and machine; keeps records on activities; assists in data gathering from plots, including plan and soil samples.
14. prepares seeds, as needed, for research plots; prepares equipment and supplies for planting; performs maintenance and harvests research plots.
15. measures, mix and apply fertilizers, herbicides and other materials.
16. collects, records and report weather data in accordance with current directives.
17. may supervise and/or perform primary tillage, secondary tillage, planting and harvesting of all research trials and bulk fields.
18. performs all duties and responsibilities outlined in Level II.
19. performs other duties as assigned.

Level IV: Agricultural Research Technician IV**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 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 II and III.
8. performs other duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level II: Agricultural Research Technician II****XXXX****Previous classes – Field Worker, Farm Laborer, Farmer, Herder, Poultry Worker**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or GED
2. Possession of a valid Illinois vehicle operator's license.
3. **Two (2) years (24 months)** of experience and/or training:
 - a. General agricultural experience as appropriate performing duties comparable to those listed for Level I of this series.
 - b. Vocational training specifically related to agriculture such as community college or vocational programs.
 - 30 semester hours equals 1 year (12 months)
 - Associate Degree (60 semester hours) equals 2 years (24 months)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge and competency in providing 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 Research Technician III

XXXX**Previous classes - Farm Foreman, Herder Foreman, Poultry Worker Foreman**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or GED
2. Possession of a valid Illinois vehicle operator's license.
3. **Five (5) years (60 months)** of experience and/or training:
 - a. General agricultural experience as appropriate performing duties comparable to those listed for Level II of this series.
 - b. Vocational training specifically related to agriculture such as community college or vocational programs.
 - 30 semester hours equals 1 year (12 months)
 - 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 Level II

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

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or GED
2. Possession of a valid Illinois vehicle operator's license.
3. **Two (2) years (24 months)** of work experience comparable to that performed at the Agricultural 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 II and III