

### JOB INFORMATION

|                         |                                |
|-------------------------|--------------------------------|
| Job Code                | GA04B                          |
| Job Description Title   | Advisor II, Natl Resources Prg |
| Pay Grade               | RE06                           |
| Range Minimum           | \$40,200                       |
| 33rd %                  | \$46,900                       |
| Range Midpoint          | \$50,250                       |
| 67th %                  | \$53,600                       |
| Range Maximum           | \$60,300                       |
| Exemption Status        | Exempt                         |
| Approved Date:          | 1/1/1900 12:00:00 AM           |
| Legacy Date Last Edited | 12/16/2011                     |

### JOB FAMILY AND FUNCTION

|               |                        |
|---------------|------------------------|
| Job Family:   | Research               |
| Job Function: | Lab & Field Operations |

### JOB SUMMARY

Provides administrative and professional assistance for one or more special natural resource programs involved in fundamental research and management of new knowledge and concepts.

### RESPONSIBILITIES

- Oversees or conducts natural resources program research to include experiments, investigations, literature review and studies.
- Collects, analyzes, records and compiles samples and data in order to document results and observations for presentation to others.
- Assists in the development of research project proposals, plans and/or protocols.
- Assists in preparation of or prepares research results for publication or presentation at conferences and inclusion in literature reviews.
- Provides oversight and coordination of programmatic administrative functions.
- May maintain and operate scientific field equipment.
- May instruct students and supervise others' research in area of expertise and assists in outreach efforts.

### SUPERVISORY RESPONSIBILITIES

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---|

### MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education   |     | Years of Experience | Focus of Experience   |  |
|-------------------|--|-----|---------------------|---|--|
| Bachelor's Degree | Degree in Management, Business, Agricultural Business, or Agricultural related fields. | And | 2 years of          | Experience in natural resources programming and/or research |  |

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details   | Time Frame | Required/Desired |     |
|--|--|------------|------------------|-----|
| DL NUMBER - Driver License, Valid and in State |  | Upon Hire  | Required         | And |
| Pesticide Applicator - State Licensure         | Ability to obtain a pesticide license may be required in specific positions. | Upon Hire  | Required         | And |
|  | Other content specific licensure or certification                            | Upon Hire  | Required         |     |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

# WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        |              | X          |            |
| Extreme heat           |       |        |              | X          |            |
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.