

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST IV -  
Livestock

SALARY GROUP: A17

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 03/11/2017

POSITION #: 023046

**I. JOB SUMMARY**

Performs advanced agricultural work. Work involves overseeing livestock operations; planning agricultural activities to meet production goals and schedules; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans and coordinates livestock program operations and activities; inspects livestock operations, reviews reports, and approves requisitions for supplies and equipment; and advises management of livestock production statistics and problems and prepares related reports.
- B. Establishes and coordinates time management schedules for livestock employees and offenders; and ensures efficient use of offender labor and employee time resources.
- C. Assigns and supervises the work of others; and develops and implements training programs for employees and assigned offenders.
- D. Maintains security of tools, machinery, and equipment; responds to emergency situations; searches for escaped offenders; transports assigned offenders; and performs various correctional and custodial support functions.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Agriculture or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning experience in livestock production or livestock production agriculture programs.
3. Experience in the supervision of employees preferred.
4. Must have or be able to obtain a Texas Department of Agriculture Non-commercial Pesticide Applicator's license within six months of employment date.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

Must maintain valid license for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of animal health, feeds and feeding, and livestock breeding programs.
2. Knowledge of pasture management to include pasture rotation, fertilization, and herbicides.
3. Knowledge of pesticides and applications and procedures used with livestock.
4. Knowledge of feed production and inventory control practices and techniques.
5. Knowledge of agricultural machinery and livestock equipment.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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7. Skill in the construction of agricultural facilities to include pens, fencing, cattle guards, sheds, and livestock handling facilities.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill in problem-solving techniques.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to assign and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, pesticides, dust, grease, oils, slippery or uneven walking surfaces, fumes, smoke, gases, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, farm implements, hand tools, livestock equipment, dolly, tractors, and automobile.