

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST III -
Livestock

SALARY GROUP: A16

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

Page 1 of 3

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: 11/08/2018

POSITION #: 023152

I. JOB SUMMARY

Performs highly complex agricultural work. Work involves overseeing livestock operations and planning agricultural activities to meet production goals and schedules. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates and organizes agricultural activities; oversees and provides guidance and training in the general care and accountability of livestock; and oversees livestock program operations.
- B. Provides guidance and training in producing, processing, and distributing livestock, livestock feed rations, and livestock commodities; and oversees and provides guidance in breeding and in preventive medical treatment of livestock.
- C. Oversees the operation of agricultural machinery; and performs construction, repair, and maintenance of agricultural facilities.
- D. Trains and assists in developing a training program; maintains inventory of materials and supplies; and maintains records and prepares related correspondence and reports.
- E. Maintains security of tools, machinery, and equipment; responds to emergency situations; searches for escaped offenders; transports assigned offenders; and performs various correctional and custodial functions.

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

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Livestock

SALARY GROUP: A16

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED and three years full-time, wage-earning experience in livestock production, livestock production agriculture programs, or farm equipment management and repair

or

thirty semester hours 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) with six semester hours in an agriculture-related field and two years full-time, wage-earning experience in livestock production, livestock production agriculture programs, or farm equipment management and repair

or

sixty semester hours from a college or university accredited by the CHEA or the USDE with twelve semester hours in an agriculture-related field.

2. Construction, maintenance, or farm equipment management and repair experience preferred.
3. 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(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of livestock management methods and techniques to include safe and effective handling, feeding, and maintaining animal health.
2. Knowledge of agricultural facilities construction and repair methods and procedures.
3. Knowledge of pesticides and application practices and procedures.
4. Knowledge of production and safe handling of various livestock commodities.
5. Knowledge of feed production and inventory control practices and techniques.

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POSITION TITLE: AGRICULTURE SPECIALIST III -
Livestock

SALARY GROUP: A16

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

Page 3 of 3

6. Knowledge of purchasing procedures preferred.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
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 guidelines in the livestock operations.
11. Skill in problem-solving techniques.
12. Skill in the construction and repair of agricultural facilities to include pens, fences, cattle guards, and sheds.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill to plan, monitor, and oversee the work of offenders.
15. Skill to train 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 and ladders, 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, excessive or intermittent noise, pesticides, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, 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, tractors, trailers, hand tools, various farm equipment and implements, dolly, telephone, and automobile.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST II -
Livestock

SALARY GROUP: A15

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

Page 1 of 3

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: 11/08/2018

POSITION #: 023085

I. JOB SUMMARY

Performs complex agricultural work. Work involves producing livestock and agricultural products; and monitoring the activities of assigned offenders. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides technical assistance in the general care and accountability of livestock; and oversees livestock program operations.
- B. Assists in producing, processing, and distributing livestock, livestock feed rations, and livestock commodities; and assists in breeding and in preventive medical treatment of livestock.
- C. Oversees the operation of agricultural machinery; and assists in construction, repair, and maintenance of agricultural facilities.
- D. Implements an established training program; assists in maintaining inventory of materials and supplies; and assists in maintaining records and prepares related correspondence and reports.
- E. Maintains security of tools, machinery, and equipment; responds to emergency situations; searches for escaped offenders; transports assigned offenders; and performs various correctional and custodial functions.

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

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST II -
Livestock

SALARY GROUP: A15

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED and two years full-time, wage-earning experience in livestock production, livestock production agriculture programs, crop production, crop production agriculture programs, or farm equipment management and repair

or

thirty semester hours 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) with six semester hours in an agriculture-related field and one year full-time, wage-earning experience in livestock production, livestock production agriculture programs, crop production, crop production agriculture programs, or farm equipment management and repair

or

sixty semester hours from a college or university accredited by the CHEA or the USDE with twelve semester hours in an agriculture-related field.

2. Construction, maintenance, or farm equipment management and repair experience preferred.
3. 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(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of livestock management methods and techniques to include safe and effective handling, feeding, and maintaining animal health.
2. Knowledge of agricultural facilities construction and repair methods and procedures.
3. Knowledge of pesticides and application practices and procedures.

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JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST II -
Livestock

SALARY GROUP: A15

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

Page 3 of 3

4. Knowledge of production and safe handling of various livestock commodities.
5. Knowledge of feed production and inventory control practices and techniques.
6. Knowledge of purchasing procedures preferred.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
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 guidelines in the livestock operations.
11. Skill in problem-solving techniques.
12. Skill in the construction and repair of agricultural facilities to include pens, fences, cattle guards, and sheds.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill to monitor and oversee the work of offenders.
15. Skill to train 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 and ladders, 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, excessive or intermittent noise, pesticides, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, 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, tractors, trailers, hand tools, various farm equipment and implements, dolly, telephone, and automobile.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST I -
Livestock

SALARY GROUP: A14

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

Page 1 of 3

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: 11/08/2018

POSITION #: 023012

I. JOB SUMMARY

Performs routine agricultural work. Work involves producing livestock and agricultural products; and monitoring the activities of assigned offenders. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in the general care and accountability of livestock; and oversees livestock program operations.
 - B. Assists in producing, processing, and distributing livestock, livestock feed rations, and livestock commodities; and assists in breeding and in preventive medical treatment of livestock.
 - C. Oversees the operation of agricultural machinery; and assists in construction, repair, and maintenance of agricultural facilities.
 - D. Assists in maintaining inventory of materials and supplies.
 - E. Maintains security of tools, machinery, and equipment; responds to emergency situations; searches for escaped offenders; transports assigned offenders; and performs various correctional and custodial functions.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST I -
Livestock

SALARY GROUP: A14

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Experience in livestock production, livestock production agriculture programs, crop production, crop production agriculture programs, or farm equipment management preferred.
3. 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(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of livestock management methods and techniques to include safe and effective handling, feeding, and maintaining animal health.
2. Knowledge of agricultural facilities construction and repair methods and procedures.
3. Knowledge of pesticides and application practices and procedures.
4. Knowledge of production and safe handling of various livestock commodities.
5. Knowledge of feed production and inventory control practices and techniques.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Knowledge of purchasing procedures preferred.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to follow guidelines in the management of livestock operations.

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JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST I -
Livestock

SALARY GROUP: A14

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

Page 3 of 3

10. Skill in the construction and repair of agriculture facilities to include pens, fences, cattle guards, and sheds.

11. Skill to train 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 and ladders, 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, excessive or intermittent noise, pesticides, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, 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, tractors, trailers, hand tools, various farm equipment and implements, dolly, telephone, and automobile.