

View Modify Existing Position Summary

Modification Request

What type of modification are you requesting to this Job Description?

Update Position Details/Duties-Vacant Position

Modification Justification

Briefly explain the reason(s) for modifying this position description.

Update duties to reflect actual position duties before recruiting new person. Currently Vacant.

Position Configuration Change

Please check ALL changes to the position configuration. Change may cause outcomes such as layoffs and AP notice requirements.

No Change

FOR RECLASSIFICATION REQUESTS

CIVIL SERVICE POSITIONS ONLY

If this modification is for a reclassification request, please answer the next four required questions below:

Indicate the type of reclassification change you are requesting.

No Response

BRIEFLY explain the type of work the employee is or will be performing which is OUTSIDE of their current classification.

Check the statement that most accurately describes the level of supervision exercised over the position.

No Response

If **OTHER** supervision level, please explain:

Position Details

Employee First Name

Employee Last Name

VACANT

Position Number

110864

Effective Date of Change

11/01/2011

Departmental users with permission to access position information (include all departmental Hiring Managers and contacts accessing this position)

Kenny, Trudy
Allenby, Jane
Priebe, Becky
Stephens, Maureen
Stilwell, Kathryn

College/Area

41 - WSU Extension

Department

41 WSU County Extension

Hiring Unit (optional)

WSU Pierce County Extension

Work Location

Other

Position Reports to: Jennifer Andreas, Integrated Weed Control Project Director & Brad Gaolach, WSU Pierce Co Ext Director

Please indicate the name of the supervisor this position reports to.

Employee Type BU-Bargaining Unit

Title Code 570Ebu

Title Agricultural Research Technologist 1

Working Title (if applicable) Integrated Weed Control Project Technician

This position will provide statewide coordination and management of the Integrated Weed Control Project (IWCP) under supervision of the IWCP Director. The incumbent will conduct greenhouse and field research, coordinate with county weed programs, public agencies, and private landowners to enhance the use of integrated weed management, concentrating on biological control insects to manage invasive weeds. The incumbent will assist the Project Director with organizing and conducting field activities and some office-related work such as data management, mapping and outreach development. Activities will not be limited to a specific county but will span much of Washington. The position will assess the needs and opportunities for integrated weed management and biological weed control in the region and work to expand the scope of the program and provide feedback to the Project Director regarding project needs. This position builds and maintains liaisons, networks and collaborative working arrangements as necessary to carry out the program with county, state, and federal agencies and with community based groups and organizations.

Position Summary

Please summarize the scope of the position. For classified positions, the position summary will be used as the vacancy announcement on the online recruitment system, which is used to spark interest in the position, provide information about the department and the scope of the position.

This is a project position and is expected to end on 7/30/2012. Renewal is dependent on satisfactory performance, the need for extension to complete the project, and/or if additional funding is secured to extend the appointment.

Position Appointment Status

Please indicate the status of the position, not the funding status. Temporary

Full-Time/Part-Time Full-Time

FTE Percent (if less than 100%)

FLSA Status

FLSA Status indicates if this position is qualified for overtime. A nonexempt position is eligible for overtime while an exempt position is not eligible for overtime. Overtime Eligible

FLSA Exemption Criteria Not Applicable

Position Term in Months 12

Requested Monthly Salary

Please indicate the actual monthly salary anticipated for this position. 2370-2920

Final Monthly Salary

The final monthly salary is the actual monthly salary amount for the position. 2370.00

Approved Salary Step A

Access Requirement:

Some positions at WSU have access to confidential information, university funds, inventory, and people. Check all access requirements that apply to this position:

Other Access Requirement, not listed above

HRS Phone Number 509-335-4521

Action Number (Will be assigned upon first saving position) 010015

Job Duties

Percent of Duty Total: **100**

6 Records

% of Time	Essential Function	Job Function	Duties
40	Yes		Conduct greenhouse and field research for the Scotch broom gall mite project, including growing plant material, implementing experimental protocol, dissecting plant material for eriophyid mites, surveying for mite distribution and potential nontarget effects, watering, and overall field and greenhouse maintenance. Collect, compile and analyze data and write reports as needed.
			Assist the Project Director with organizing and conduction biocontrol collections and releases, monitoring, research and other related activities throughout the field season. Activities will not be limited to a specific county but will span much of Washington.
			Plan, develop, organize, implement, and evaluate integrated weed control techniques. Coordinate with county weed programs, public agencies, and private landowners to enhance the use of integrated weed management, concentrating on biological control insects to manage invasive weeds.
30	Yes		Establish and maintain working relationships with key partners in other appropriate organizations and agencies throughout Washington, particularly county weed boards.
			Assess the needs and opportunities for integrated weed management and biological weed control in the region and work to expand the scope of the program through partnership development and by responding to the needs of the invasive plant community. Provide feedback to the Project Director regarding project needs. Participate as a member of the IWCP team and work independently in both office and field capacities.
15	Yes		Assist in developing educational priorities and materials, as needed. Write reports, manage databases and program files and reports. Perform data entry, analysis and mapping using GPS units, ArcGIS and ArcPad.
5	Yes		Assess and prioritize the project needs; evaluate the success of the project objectives and provide the Project Director with thoughtful feedback for program improvement. Make in-field independent decisions about biocontrol research and implementations based on site conditions.

- 5 Yes Maintain a working knowledge of current trends and programs involved with weed management; prepare annual reports for counties as requested; do other required paperwork.
- 5 No Perform other related duties as assigned.

Supervisory/Lead Responsibilities

Does this position LEAD the work of others? No

Type of employees led:

Does this position lead one or more full time equivalent (FTE) positions? No

Does this position SUPERVISE the work of others? No

Type of employees supervised:

Does this position supervise one or more full time equivalent (FTE) positions? No

Position Qualifications

Classification Requirements

The education, experience and skills necessary to perform adequately in the position.

Bachelor's Degree in the applied, biological, chemical, physical or agricultural sciences; OR four years of full-time experience as a Technical Farm Laborer, OR equivalent education/experience.

Degree in Natural Resource Management, Botany, Weed Science, Entomology, Environmental Science, Horticulture, Biology or a related field, or equivalent combination of education/experience.

Position Specific Qualifications

Additional qualifications not listed in the classification requirement. List any licensing, certification or other special requirements and/or conditions of employment which are outside of the classification requirement.

Proficiency in the use of personal computers and software including word processing, desktop publishing, spreadsheets, and databases.

There is an expectation of travel to state and regional events and reliable transportation (mileage reimbursed) is required. While using a private vehicle for official business, the successful candidate must have current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090) and will possess a valid driver's license.

Ability to work flexible hours that include fieldwork, as well as some evenings and weekends as needed.

Demonstrated experience with invasive weed management and/or biological control insects.

Preferred Qualifications

The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.

Working knowledge of and/or experience with GPS and GIS technologies.

Knowledge of weeds in WA and familiarity with their biocontrol agents.

Experience in collecting and identifying insects.

Essential Work Competencies

Knowledge of basic principles of biocontrol of weeds and other weed management techniques.

Knowledge of weeds in WA and familiarity with their biocontrol agents.

Knowledge of standard departmental processes.

Skill in collecting and identifying insects.

Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.

Interpersonal, oral and written communication skills.

Demonstrated ability to partner with government agencies, community groups and diverse audiences.

Ability to continually learn and willingness to redirect efforts as needed.

Knowledge, Skills, Abilities or Competencies

Describe the knowledge, skills and abilities required of the position. Click here for [examples](#).

These may be practical, technical or experiential, may be obtained through any combination of education, experience or training and may range from familiarity with facts, methods, and procedures to manual skills, to knowledge of organization and supervision, to fields of study, or to management ability.

Ability to establish and maintain effective and cooperative working relationships within the department, the university, outside agencies and other organizations.

Demonstrated ability to work effectively as a team member, work independently and be self-motivated.

Ability to prioritize and arrange job assignments.

Ability to readily adjust to rapid and unexpected changes in tasks.

Ability to design and carry out monitoring protocols.

Ability to answer and converse on the telephone, file and copy and compile project materials.

Ability to read maps, aerial maps and measuring tools and GIS equipment.

Ability to maintain confidentiality, to the extent allowed by law.

Ability to keep accurate records, complete timely reports and develop, administer and analyze program evaluation.

Ability to apply technical knowledge.

Commitment to diversity and appreciation of the benefits of a diverse workplace and willingness to take actions to enhance the diversity of WSU.

Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances and to interact effectively with people in a positive manner that engenders confidence and trust.

Ability to simultaneously address multiple complex problems.

Ability to multitask without the loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.

Ability to interact appropriately with a variety of individuals, including customers/clients.

Ability to work as an integral part of a team.

Mental Requirements

Indicate the mental demands of the position.
Click here for [examples](#).

Ability to understand, remember and follow verbal and written instructions.

Ability to complete assigned tasks without direct supervision.

Ability to exercise independent judgment and make decisions.

Ability to maintain regular attendance and be punctual.

Demonstrated ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations and relate to various personality styles in a calm, professional manner.

Physical Requirements

Indicate the physical demands of the position.

[Click Here](#) for instructions.

Specify the amount the position will be required to LIFT/CARRY frequently: Up to 20 lbs

Specify the amount the position will be required to PULL/PUSH frequently: Up to 20 lbs

Indicate the RATE in which this position will be required to:

Bend: Freq.

Twist: Freq.

Squat: Freq.

Climb: Freq.

Kneel/Crawl: Freq.

Reach/Reach Overhead: Freq.

Finger Dexterity/Fine Manipulation: Freq.

Sit: Freq.

Drive: Freq.

Basic Life Functions:

Hear
See
Speak
Stand
Walk

Unique Vision Requirement:

Indicate any unique vision requirement of the position. (Examples: able to read and detect color coding, read fine print, etc.)

Close Vision
Distance Vision
Ability to Adjust Focus (Depth, Peripheral)
Ability to Distinguish Colors

Working Conditions:

Indicate the conditions in which work is performed.

Work Setting:

Indicate the work setting the duties are performed **PRIMARILY** in:

Office Environment
Outdoor Environment
Frequent Travel (on-campus and off-campus)
Other (list below)

If other work setting, list here

Field conditions can range from cold to hot.

Indicate the LEVEL of unique work conditions this position will encounter.

Extreme Temperatures:

Occas.

Fumes/Odors/Mists/Dusts:

N/A

Confined Areas/Spaces:

N/A

Extreme Sounds/Noises/Vibrations:

N/A

Potential Hazards Exposure (i.e. radiation, hazardous material, bio-hazards, etc.):

N/A

Other Working Conditions, not listed above:

Performance Expectations

Outstanding
Consistently produces error-free work.
Prepares excellent work in relation to neatness, clarity, and presentation.
Pays close attention to detail and confidentiality.
Consistently communicates in a professional, courteous manner.
Accurately performs routine office duties without reminders.
Consistently handles multiple job duties efficiently.
Shows excellent organizational skills, initiative and imagination.
Consistently fields and prioritizes confidential or sensitive information with discretion and accuracy.
Consistently refers questions to the Project Director in a timely manner.
Consistently follows up with supervisor regarding the status/completion of assigned duties via e-mail, verbal, or written instructions. Draws supervisor's attention to new or unusual situations.

Quality of Work

Degree of competence, accuracy, neatness, and thoroughness. Performs assigned duties accurately and thoroughly with only minimal errors. An outstanding employee produces work of the highest quality; rarely makes

Meets Expectations/Satisfactory
Produces work with few or no errors.
Prepares acceptable work in relation to neatness, clarity, and presentation.
Pays attention to detail and confidentiality.
Communicates in a professional, courteous manner.

errors.

Please divide performance criteria section into the following: (1) Outstanding Performance, (2) Satisfactory/Meets Expectations, and (3) Unsatisfactory. You may include additional levels if desired.

Performs routine office duties.
 Handles multiple job duties.
 Shows adequate organizational skills, initiative and imagination.
 Correctly fields and prioritizes confidential or sensitive information with discretion and accuracy.
 Refers questions to the Project Director in a timely manner.
 Needs occasional reminder by supervisory regarding completion of routine duties.
 Handles a wide variety of items with discretion, few errors and some supervision.

Unsatisfactory
 Produces unreliable work. Pays little or no attention to detail and confidentiality.
 Requires reminders from supervisor to perform a majority of routine duties.
 Lacks organizational skills and initiative.
 Filing is permitted to accumulate.
 Does not follow-up with supervisor regarding the status/completion of assigned duties.
 Handles a wide variety of items with little concern regarding discretion or accuracy.
 Frequently provided inaccurate information regarding Integrated Weed Control Project policies and procedures.

Outstanding
 Prioritizes workload daily.
 Rearranges priorities to accommodate unexpected or "rush" jobs.
 Consistently produces large volumes of error-free work during times of peak workloads.
 Creatively eases work load and utilizes new ways of accomplishing assigned tasks.
 Completes assignments in an efficient manner.
 Consistently completes assignments prior to deadlines.
 Does low priority work promptly, as time permits.
 Seeks out jobs or helps others as time permits.

Quantity of Work

Degree of use of time, volume of work accomplished, ability to meet schedules and productivity levels. Completes assigned work within the prescribed time limits. An outstanding employee completes work ahead of schedule; seeks additional tasks; recognized by co-workers as a 'peak performer.'

Please divide performance criteria section into the following: (1) Outstanding Performance, (2) Satisfactory/Meets Expectations, and (3) Unsatisfactory. You may include additional levels if desired.

Meets Expectations/Satisfactory
 Reviews work load daily.
 Makes an effort to accommodate unexpected or "rush" jobs.
 Produces a large volume of error-free work during times of peak workloads.
 Completes assignments in a satisfactory manner.
 Completes assignments on time.
 Does low priority work, as time permits.

Unsatisfactory
 Seldom prioritizes workload daily.
 Rarely able to accommodate unexpected or "rush" jobs.
 Finishes assignments late, frequently misses deadlines.
 Does not produce a large volume of work during peak times, makes errors.
 Completes assignments in an unsatisfactory manner.
 Allows low priority work to accumulate.
 Fails to offer help to others when own work is finished.

Outstanding
 Has a good working knowledge of department and university policies and procedures and Integrated Weed Control Project

policies and procedures.
 Ability to perform duties with minimal or no written/verbal instruction and/or supervision.
 Diligently follows written/verbal instructions.
 Consistently applies sound judgment in handling workload and assisting the supervisor.
 Knowledgeable and skillful in utilizing computer programs, using own initiative to learn expanded functions of software.
 Consistently uses office equipment and able to troubleshoot when others have a problem with equipment.
 Effectively carries out responsibilities in the absence of supervisor.

Job Knowledge

Degree of technical knowledge and understanding of job procedures and methods. Understands assigned duties and job responsibilities. Understands the organization's policies, procedures, goals and purpose as required for the job. An outstanding employee demonstrates exceptional knowledge and skills in the most complex aspects of the job.

Please divide performance criteria section into the following: (1) Outstanding Performance, (2) Satisfactory/Meets Expectations, and (3) Unsatisfactory. You may include additional levels if desired.

Meets Expectations/Satisfactory
 Has adequate working knowledge of department and university policies and procedures.
 Ability to perform duties with some or minimal written/verbal instruction and/or supervision.
 Follows written/verbal instructions.
 Uses good judgment when applying policies and procedures and checks with proper personnel if unable to answer questions or unable to handle a situation
 Basic knowledge and skills in operating standard software.
 Able to use office equipment with occasional assistance or reference to manuals.
 Carries out responsibilities in the absence of supervisor.

Unsatisfactory
 Has little working knowledge of university and department policies and procedures.
 Inability to perform duties without extensive verbal/written instruction and/or supervision.
 Does not satisfactorily follow written/verbal instructions.
 Does not answer questions in a responsible manner.
 Unable to obtain information from proper sources when needed.
 Requires regular assistance and direction with computer programs.
 Unable to use office equipment without assistance.
 Has difficulty in carrying out responsibilities in absence of supervisor.

Outstanding
 Always communicates well with others; easily approachable.
 Always cooperative and maintains pleasant, courteous relationships.

Respectfully accepts supervision.
 Displays a professional manner.
 Willingly provides assistance to co-workers and clients.
 Courteously performs duties without disturbing others.
 Consults with person who initiates the job if there are questions.
 Always keeps personal issues separate from work environment.
 Always presents a professional image regarding dress and demeanor.

Working Relationships

Degree of cooperation and ability to work with supervisor, co-workers, students, and clients served. Is courteous and works well with customers and co-workers. Creates a supportive work environment with open

Meets Expectations/Satisfactory
 Generally communicates well with others; approachable.
 Usually cooperative and maintains pleasant, courteous relationships.
Accepts supervision.
 Displays a professional manner.
 Provides assistance to co-workers and clients when requested.

communication that values and encourages co-workers while treating them with dignity and respect. Encourages employees to contribute to the success of the University.

Please divide performance criteria section into the following: (1) Outstanding Performance, (2) Satisfactory/Meets Expectations, and (3) Unsatisfactory. You may include additional levels if desired.

Adequately displays professional manner/attitude so as not to disturb others.

Consults with person who initiates the job if there are questions.
Keeps personal issues separate from work environment.
Presents a professional image regarding dress and demeanor.

Unsatisfactory

Does not communicate well with others; uneasy to approach.
Has difficulty cooperating with others and maintaining pleasant, courteous relationships.
Displays unwillingness to accept supervision.
Frequently fails to display a professional manner.
Does not provide appropriate assistance to co-workers and clients, or does so reluctantly.
Inadequately displays professional manner/attitude; has affected others.
Does not consult with person who initiates the job when there are questions or problems.
Has difficulty separating personal issues from work environment.
Does not present a professional image regarding dress and demeanor

Outstanding

Consistently punctual to work.
Always available to assist others in emergency situations.
Always works closely with supervisor to ensure work is being handled efficiently and in a timely fashion.
Informs supervisor of long-range leave plans.
Always considers work-related deadlines and level of office staffing when requesting time off.
Always asks for prior approval before working overtime.
Consistently gets projects done ahead of specified deadlines.
Has a good rapport with employees in other offices such as WSU offices, County Noxious Weed Control Programs, and other weed-agency related partnerships.
Consistently proofreads material.
Consistently follows rules and regulations.
Consistently makes efficient use of time during the workday.

Other Factors (OPTIONAL)

This is an optional performance criteria.

Please divide performance criteria section into the following: (1) Outstanding Performance, (2) Satisfactory/Meets Expectations, and (3) Unsatisfactory. You may include additional levels if desired.

Meets Expectations/Satisfactory

Except for rare occasions, always punctual to work.
Available to assist other in emergency situations.
Works with supervisor to ensure work is being handled efficiently and in a timely fashion.
Always attempts to let supervisor know when necessary to be away from the office.
Shows consideration of work-related deadlines and level of office staffing when requesting time off.
Asks for prior approval before working overtime.
Meets deadlines.
Knows when to ask questions if not sure how to handle problems related to the Integrated Weed Control Project, Pierce County Extension. Consults supervisor when needed.
Routinely proofreads materials.
Follows rules and regulations.
Makes efficient use of time during the workday.

Unsatisfactory

Often late or absent from work.

Not available to assist others with rush jobs.
 Does not work with supervisor to ensure office work is handled in a timely manner and is not aware of efficiency flow problems.
 Does not let supervisor know when it is necessary to be away from the office.
 Does not consider work-related deadlines and level of office staffing when requesting time off.
 Consistently works overtime without prior approval.
 Does not get projects done by established deadlines.
 Does not follow rules and regulations causing delays.
 Proofreads carelessly and produces work with an excess of errors.
 Inefficient use of time during the workday, needing constant reminders.

Notes

Hiring Manager Notes:

Finance Notes:

Approving Authority Notes:

Center for Human Rights Notes:

Human Resource Services Notes:

Action History

11-18-2011 4:19 PM

Maureen Stephens

Action Saved Not Submitted

11-18-2011 4:21 PM

Maureen Stephens

Action Saved Not Submitted

11-18-2011 4:22 PM

Maureen Stephens

Action Submitted to Finance Officer

11-18-2011 4:37 PM

Trudy Kenny

Save

11-22-2011 3:59 PM

Trudy Kenny

Action Submitted to HR

12-12-2011 5:01 PM

Bonnie Carothers

Save

12-14-2011 11:05 AM

Kimberly Maupin

Approved (Staff PD Updated)