



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|------------------------|--------------|--------------|--------------|
| RESEARCH AID II | 25 | H | 9.534 |
| RESEARCH AID I | 23 | H | 9.555 |

SERIES CONCEPT

Research Aids perform work of a routine and semi-skilled nature in agricultural or livestock research and laboratory animal experimental projects.

Prepare experimental plots or bulk plantings; plow, disc and level areas to be planted; seed and fertilize; control weeds and pests; irrigate and harvest crops; haul, weigh and store crops.

Use customized and mechanical equipment such as sprayers, propane weed burners, sprinklers, tractors, harvesters, balers, trucks, loaders and scales.

Maintain and repair agricultural equipment such as trucks, tractors, swathers, mowers, balers, sprayers and feedmills; perform preventive maintenance and troubleshoot equipment malfunctions; use common hand and power tools and welding equipment to make minor repairs or modifications.

Maintain and repair buildings, structures, fences, corrals, and irrigation systems; perform general carpentry, electrical, painting and plumbing duties to preserve the appearance and efficiency of the facilities.

Prepare required rations and feed animals with hay and/or grain; grind, mix, weigh and haul feed to feeding sites; relocate livestock to suitable grazing areas according to seasonal schedules and forage available; in a laboratory setting, prepare formulas and/or food according to prescribed directions.

Breed animals for blood lines and characteristics or to maintain a colony of experimental animals; assist animals in birthing when necessary; observe animals for illness and treat minor disorders; assist research staff during surgical procedures; prep animals and administer anesthetic; euthanize and dispose of laboratory animals under veterinary direction when necessary; clean animal pens, cages and surroundings and haul away manure.

Collect and record simple field data regarding plant growth, soil conditions, water quantities, fertilizing agents and techniques, individual or group livestock feed trials, and breeding schedules to aid the research staff in tracking and measuring project progress.

Perform related duties as assigned.

CLASS CONCEPTS

Research Aid II: Under general supervision of a professional or sub-professional research staff member, incumbents perform all or part of the duties described in the series concept. Positions in this class are distinguished from those at the lower level by the variety and extent of duties performed on an independent basis such as applying research criteria to feed rationing; operating complex equipment including backhoes and harvesting equipment; making repairs on facility electrical systems, plumbing systems, irrigation systems, structures and equipment; and tracking products, quantities, methods and results by collecting and/or recording research data. These duties may be performed on an emergency or unscheduled basis and require a greater diversity in

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CLASS CONCEPTS (cont'd)

Research Aid II (cont'd)

knowledge, skills and abilities and decision making that represents a greater impact to the facility in terms of lost production, equipment damage, and facility upkeep, and a greater impact on the success of the research project. This is the journey level for the series.

Research Aid I: Under general supervision, positions in this class perform some of the more routine duties described in the series concept such as feeding animals, cleaning animal quarters, repairing fences or irrigating crops on a regular basis. These duties are typically performed according to prescribed systematic schedules which limit the scope of decision making. Incumbents may perform more complex duties on a limited or intermittent basis while under immediate supervision or while assisting a higher level staff member. This is the entry level in the series and progression to the next level is not automatic. Positions assigned routine duties may be permanently allocated at this level.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

INFORMATIONAL NOTES:

- * In order to meet the needs of the particular research areas, the positions may require specialized background or skills which will be identified at the time of recruitment.
- * Duties may vary among positions depending on the research area assigned.
- * Positions may require irregular work schedules.

RESEARCH AID II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in general farm work which included caring for animals and crops and operating farm equipment and tools; **OR** an equivalent combination of education and experience described above; **OR** one year of experience performing routine support duties equivalent to a Research Aid I in Nevada State service. Two years of college level course work in agriculture, biological science or a related field may be substituted for one year of experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the principles, practices and objectives in the research areas of plant and crop production or animal care. **Ability to:** follow detailed oral and written instructions and project procedures; *and all knowledge skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: applicable research procedures, techniques, terminology and their application; behavior, nutrition needs and breeding habits of animals. **Ability to:** identify and treat common animal disorders; identify agricultural diseases and pests, read and record accurate data from a variety of instruments such as scales, meters, and soil probes.

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MINIMUM QUALIFICATIONS (cont'd)

RESEARCH AID I

EDUCATION AND EXPERIENCE: One year of experience in general farm work and/or animal care.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application):

General knowledge of: the physiology and habits of animals; the care and feeding of animals. **Ability to:** operate and maintain farm machinery and equipment and perform routine farm related duties such as preparing and irrigating fields; perform physical labor; work irregular hours; repair farm buildings, structures and fixtures, use common hand and hand power tools.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: principles, practices and objectives in the research area of crop production or animal care. **Ability to:** follow oral and written instructions and project procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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| ESTABLISHED: | <u>9.534</u> 7/1/64 | <u>9.555</u> 7/1/64 |
| REVISED: | 11/16/72 | 11/16/72 |
| REVISED: | 10/14/80-3 | 5/7/82-3 |
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| REVISED: | 4/11/14PC | 4/11/14PC |