

**Qualification/Duty Assignment Check List
(Technician, Agriculture Job Family)**

This form is used to document the qualifications and fitness of an employee for assignment to a specific level in the family of "Technician, Agriculture" jobs within the College of Agriculture and Alabama Agriculture Experiment Station. Employees may be assigned to the highest level at which they meet all check list requirements and may be assigned a salary for the grade in accordance with Salary Administration guidelines and AU policies.

| | |
|---------------|------------------|
| _____ | _____ |
| Employee Name | Banner ID number |

| | | | |
|-----------------------------|--|---------------------------|---------------------|
| Level (Secondary) | Title Tech III, Agriculture (All) | JC Number GB02C | Grade s28 |
|-----------------------------|--|---------------------------|---------------------|

Please check all that apply ():

- () Works independently and only with limited supervision; able to perform most general/routine tasks and assists with more complex procedures.
- () Understands and can be depended upon to follow all procedures and policies regarding work rules, safety, equipment operation, pesticide application and experiment protocol and/or specific management plans. Operates/maintains/safety checks on special purpose equipment as required.
- () Provides guidance/leadership/training to entry level persons regarding work rules, safety, equipment operation, pesticide application, experiment protocol, and/or specific management plans, and equipment maintenance.
- () Knowledge of processes, methods, and procedures associated with a limited range of engineering or scientific problems.
- () Has one or more special skills as documented by a license/certification or demonstrated ability. These are:

- () Collects data from production fields, research plots, research animals or fish or other experimental units and records data on appropriate forms, or record book or electronic data base.
- () Works with level lead employees to cross train in two or more areas of interest or need.
- () Three (3) or more years experience at the Tech II, Ag level of work. Indicate date advanced level of work appropriate to the III level began _____. The following education/experience is appropriate to the Tech III, Ag level of work _____

- () Strong or Leading performance on annual performance evaluation.

This employee has completed appropriate OJT, has satisfactory performance, met the requirements for check-off of all items listed above and is recommended for promotion to:

| | | | |
|---------------|---------------|---------------|------------------------|
| Level / _____ | Title / _____ | Grade / _____ | Effective Date / _____ |
|---------------|---------------|---------------|------------------------|

Submitted by _____ / _____
Supervisor/Superintendent Date

Approved by _____ / _____
Dean/Director Date