**Cornell University**

Date:\_02/15/16\_\_\_\_\_

**Staff Position Description**

The university job title classification will be determined in accordance with the Position Classification Process. ***Please refer to Preparing the Staff Position Description prior to completing this document.***

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| Current Incumbent, if any: |   | Position #: | 00256548 |
| University Job Title: | Technician I | Pay Band: | A |
| Working Title (if different): | Project Field Technician  | Exempt: [ ]  | Nonexempt: [x]  |
| Department Name: | CCE – Eastern New York Horticulture Program | Dept Code: | 104 |

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| Immediate Supervisor’s Name and University Job Title: | Charles Bornt - Extension Associate |

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| **Position Summary**and **Preferred Qualifications** are combined for any associated posting. |
| **Position Summary**: Explain the purpose for the position and summarize the responsibilities. |
| Cornell Cooperative Extension (CCE) provides the educational outreach functions for Cornell University’s role as New York State’s Land Grant University.  Programmatically, Cornell Cooperative Extension connects the College of Agriculture and Life Sciences (CALS) and the College of Human Ecology (CHE) with 55 off-campus Associations, Integrated Pest Management, New York State Sea Grant, Area Specialists, and CCE New York City. The Eastern New York Commercial Horticulture Program (ENYCH) is a Cornell Cooperative Extension Regional Agriculture Team that serves a large multi-county region in Eastern New York State. The team consists of 12 specialists and several technicians who work together with Cornell faculty and extension educators statewide to address the issues that impact the industry. The programs provide educational opportunities and information to producers, processors and agri-business professionals, arming them with the knowledge to profitably produce vegetable, tree fruit, small fruit and grape crops, contributing to the viability of farms and the economic well-being of New York State.Under the direction of regional fruit specialists (Extension Associates), provide technical and program support in carrying out research and outreach that will ultimately enhance the profitability and sustainability of the tree fruit, small fruit, grape and vegetable industry served by the ENYCH. Travel to research plots on commercial farms throughout the region served by the ENYCH to assist in the collection and recording of data. Scout for insects, diseases, weeds and crop damage in research plots and commercial farms and maintain good records. Work will frequently be performed in commercial fields that have been sprayed with pesticides, and will require training in Worker Protection Standards (WPS) to understand the safe field re-entry period and practices. Perform basic data entry and summary. Assist in logistical setup for educational meetings and events throughout the region. Ensure that all protocols and procedures adhere to safety requirements. **This is a one year appointment with possible extension depending on funding and performance. Hours may be reduced to a minimum of 20 hours/week during winter months depending on available work and funding. This position will be located in the Lake Champlain Valley region of New York State.** |
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| **Required Qualifications:** Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc. |
| * Formal training beyond a High School Diploma of 6 months or the equivalent combination of education and experience.
* Proven ability to work independently in collecting and summarizing data.
* Competence utilizing current computer technology, i.e. Windows - Excel/Word/PowerPoint.
* Excellent communication skills (both oral and written). Strong organizational skills and attention to detail; able to prioritize multiple activities and tasks while meeting deadlines.
* Excellent customer service skills; must be able to work effectively with a diverse clientele.
* Must be able to work outdoors in all types of weather.
* Will be expected to work flexible hours, occasional evenings and weekend as job functions require.
* Must be able to meet the travel requirements of the position, including having reliable transportation or having and maintaining a valid driver’s license along with the ability to meet Cornell’s driving requirements.
* Visual concentration, attention to detail and manual dexterity are required.
* Ability to lift up to 50 pounds.
* Must exercise sound and ethical judgment when acting on behalf of the University.
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| **Preferred Qualifications:** Specify preferred specialized education, field and/or certifications. |
| * Associate’s or Bachelor’s Degree with coursework in entomology, plant pathology, plant physiology, weed science, horticulture, and/or agronomy.
* Experience supporting research projects, including data collection and summary.
* Experience working in agriculture, fruit and/or vegetable production.
* Possess or have the ability to acquire a New York State Certified Pesticide Applicators License.
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**Skills for Success**

*(The following skills are essential for individual and organizational success)*

# Skills Examples of Demonstrated Behavior

* Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
* Promotes cooperation and a welcoming environment for all
* Works to understand the perspectives brought by all individuals
* Pursues knowledge of diversity and inclusiveness

### Inclusiveness

* Is flexible, open and receptive to new ideas and approaches
* Adapts to changing priorities, situations and demands
* Handles multiple tasks and priorities
* Modifies one's preferred way of doing things

### Adaptability

* Enhances personal knowledge, skills, and abilities
* Anticipates and adapts to technological advances as needed
* Seeks opportunities for continuous learning
* Seeks and acts upon performance feedback

### Self Development

* Demonstrates the ability to express thoughts clearly, both orally and in writing
* Demonstrates effective listening skills
* Shares knowledge and information
* Asks questions and offers input for positive results

### Communication

* Builds working relationships to solve problems and achieve common goals
* Demonstrates sensitivity to the needs of others
* Offers assistance, support, and feedback to others
* Works effectively and cooperatively with others

### Teamwork

* Demonstrates accountability in all work responsibilities
* Exercises sound and ethical judgment when acting on behalf of the university
* Exercises appropriate confidentiality in all aspects of work
* Shows commitment to work and to consequences of own actions
* Shows initiative, anticipates needs and takes actions
* Demonstrates innovation, creativity and informed risk-taking
* Engages in problem-solving; suggests ways to improve performance and be more efficient
* Strives to achieve individual, unit, and university goals
* Is approachable/accessible to others
* Reaches out to be helpful in a timely and responsive manner
* Strives to satisfy one’s external and/or internal customers
* Is diplomatic, courteous, and welcoming

### Stewardship

### Motivation

### Service-Minded

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| **Responsibilities/Essential Functions:** List the position’s assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.  |
|  | Approximate % of time, Annualized |
| **Technical Support** (majority of this work will be from April through October) * Provide technical support to area Extension Associates in carrying out research activities that will ultimately enhance the profitability and sustainability of the tree fruit, small fruit, vegetable and grape industry in Eastern New York.
* Prepare plot stakes and other materials needed for field research.
* Assist with crop planting and orchard and vineyard maintenance.
* Scout for insects, diseases, weeds, and crop damage in research plots and farm orchards and fields and maintain accurate records.
* Assist with crop harvests, measuring, and recording yields.
* Transportation of samples to storage sites or to research facilities for further analysis.
* Assist in other field work and projects in commercial fruit farms as needed.
 | 25% |
| **Data Collection** (majority of this work will be from May through September)* Travel to research plots in the region to collect data.
* Collect field data from research and demonstration projects including variety trials. Frequently requires tedious counting of insects, disease lesions, and weed species.
* Use balances or scales to weigh samples, use of PSNT or pH meters or test kits.
* Set up insect pheromone traps in grower fields.
* Count the number of insects collected each week and replace lures as required.
* Report data to trap network coordinator on a weekly basis.
 | 25% |
| **Data Management** (majority of this work will be from November to March)* Data entry into Excel spreadsheets.
* Utilize simple data analysis using Excel or other basic statistics software.
* Prepare data tables, charts and information for presentations using Microsoft Office.
 | 25% |
| **Outreach Support** (majority of this work will be from November to March)* Provide support to Extension Associates/Specialists in carrying out various outreach activities throughout the program region.
* Assist with horticultural projects and educational programs supported by the ENYCH.
* Assist in logistical setup for educational meetings and events. Secure meeting sites, assist with registration, purchase food and beverages, copy handouts, assist with AV set up and meeting evaluation.
 | 15% |
| **Safety Compliance*** Participate in Worker Protection Safety (WPS) training in order to work in fields where pesticides have been applied.
* Ensure that all protocols and procedures adhere to safety requirements as mandated an in cooperation with the Cornell Office of Occupational and Environmental Health in the College of Agriculture and Life Sciences.
 | 5% |
| **Personal and Professional Development*** Seek out and attend educational seminars and training meetings as required by supervisor.
* Continuously maintain all required educational and position qualifications to fulfill all job requirements.
* Other duties and responsibilities as assigned.
 | 5% |
| Total | **100%** |
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**Additional Comments: Use extra pages if necessary.**

Must have reliable transportation and a valid NYS Drivers’ license (mileage reimbursed)

While much of the work will support regional specialists based in several locations, the position will be based at a centrally located extension facility in the Champlain Valley.

Hours may be reduced to a minimum of 20 hours/week during winter months depending on available work and funding.

Responsibilities may be expanded as successful candidate gains experience and knowledge.

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| For each factor below, check the phrase that best fits the characteristics of this position |
| **Please double-click the appropriate box and then choose the option “Checked”.** |
|  |
| **Minimum Education equivalency:** | **Complexity of Work / Decision-Making:** |
| [ ] High School Diploma | [x] Predominantly follows established procedures, practice, |
| [x] Training 6 months to 1year, technical trade-no degree | policy; makes routine decisions within prescribed limits |
| [ ] Associate’s Degree | [ ] Occasionally adapts procedures to resolve unusual cases; |
| [ ] Bachelor’s Degree | make some decisions requiring consideration of criteria |
| [ ] Training beyond Bachelor’s, less that Master’s Degree | [ ] Frequently adapts procedures to resolve questionable cases; |
| [ ] Master’s Degree | often makes decisions requiring consideration of criteria |
| [ ] PhD/EdD/JD/ or LLB | [ ] Occasionally develops practice, suggests policy changes to |
| [ ] MD/DVM | resolve difficult cases  |
| **Minimum Job-Related Experience:** | [ ] Often develops practice, assists/influences decisions, |
| [ ] Less than 6 months | recommends policy changes to resolve difficult cases and |
| [x] 6 months to 1 year | address emerging organizational change |
| [ ] 1 to 2 years | [ ] Regularly develops policy to address organizational change; |
| [ ] 2 to 3 years | regularly makes policy-setting decisions |
| [ ] 3 to 4 years | **Scope of decision-making activity:** |
| [ ] 4 to 5 years | [x] Functional area within department or minimal |
| [ ] 5 to 7 years | student/employee effect |
| [ ] 7 but less than 10 years | [ ] Multiple functional areas with limited student/employee |
| [ ] More than 10 years | effect |
| **Accountability through Scope of Impact:** | [ ] Entire department or moderate student/employee effect |
| [x] Limited; immediate group/department | [ ] Several departments or significant student/employee effect |
| [ ] Moderate; beyond the department | **Direction Received:** |
| [ ] Substantial; beyond college/admin unit | [ ] Detailed instructions or guided by standard policy/procedure |
| [ ] Significant; beyond university | [x] General Supervision |
| **Interaction within University:** | [ ] Very general direction |
| [x] Receive/provide information | [ ] Little guidance; considerable latitude for exercising  |
| [ ] Assist others; provide/obtain cooperation | judgment and self-direction |
| [ ] Provide guidance/coordinate activities/contribute to  | Support Skills-Writing |
| work groups | [x] Limited writing required |
| [ ] Coordinate major activities/sensitive situations | [ ] Usually issues standard responses |
| [ ] High level interaction; considerable diversity, highly | [ ] Frequently writes non-standard responses |
| sensitive and/or confidential | [ ] Frequently writes extensive, non-standard responses based on |
| **Interaction with Students:** | specialized knowledge, interpretation of data and/or research |
| [x] None to limited | Support Skills-Computer |
| [ ] Occasional; provide information | [ ] Limited use of computers; uses basic communication and |
| [ ] Frequent; provide advice on complex issues or provide  | time-collection tools |
| instruction on more complex equipment | [x] Uses basic business/technical programs/applications to |
| **Interaction Outside University:** | perform responsibilities |
| [ ] Limited | [ ] Uses a variety of basic and advanced business/technical |
| [x] Conduct straightforward business; provide information | programs/applications to perform responsibilities involving |
| [ ] Conduct complex business;  | data management and analysis |
| provide/receive/analyze/develop guidance and advice | [ ] Uses a wide-variety of advanced and complex |
| [ ] Develop/make presentations and negotiate | business/technical programs/applications to manage data, |
| **Directing Others:** | systems, and information technology infrastructure; |
| [x] No responsibility for others | applies programming skills |
| [ ] Occasional guidance to co-workers | [ ] Applies advanced programming skills for wide-variety of |
| [ ] Supervises others who perform similar work | advanced and complex business/technical |
| [ ] Supervises, assigns and reviews work of others | programs/applications to refine/develop systems,  |
| [ ] Manages supervisors | information technology, and data infrastructures. |
| [ ] Broadly directs managers |  |
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| Working Conditions |
| Essential Physical Requirements\* | Visual | Hazards |
| [ ] Typically lifts less than 10 lbs | [ ] Normal concentration | [ ] Limited exposure |
| [ ] Typically lifts 10 to 20 lbs | [ ] Close concentration | [ ] Chemicals/careful use |
| [x] Typically lifts 20 to 50 lbs | [x] Close concentration/manual dexterity | [x] Chemicals/safety precautions |
| [ ] Typically lifts more than 50 lbs*\* Check applicable level after considering reasonable accommodations.* | [ ] Acute concentration/eye-hand coordination | [ ] Highly toxic chemicals |