

I. DESCRIPTION OF WORK

Positions in this banded class establish and adapt administrative programs for the research stations/laboratories within an organization and develop and execute programs to fulfill all State and/or Federal administrative requirements. Work requires knowledge of personnel and fiscal management; research concepts, practices and procedures; regulatory requirements; and short and long term planning and budgeting. The range of duties includes, but is not limited to: establishing program goals and objectives; overall planning and supervision of general station/laboratory operations; developing, maintaining, and prioritizing budgetary resources; establishing work guidelines, policies, and procedures; monitoring effectiveness and quality control; overseeing human resources management; and performing public relations activities with other departments, agencies, and organizations.

II. COMPETENCIES

Competency	Definition
Knowledge – Professional/Scientific	Achieves a high level of professional/scientific skill or knowledge in specific area(s) and keeps up with current developments and trends in area(s) of expertise. Knowledge of scientific/agricultural concepts, principles, practices and methods used to conduct sound research; serves as a resource on technical and program-related issues for staff and others; knowledge of related technology, instruments and equipment.
Organizing and Directing Work	Ability to plan, develop and execute research operations; ability to arrange and assign work to best use research project funds. Ability to develop plans to accomplish work operations and objectives; ability to arrange and assign work to use resources efficiently.
Planning and Budgeting	Ability to plan at a strategic level to develop plans, organizational structures, and systems to fulfill legislative or mission driven organizational goals. Ability to plan and monitor the use of expenditures to meet organizational objectives and compliance; ability to prepare budget documents and reports; ability to systematically plan and monitor research project expenditures.
Human Resources Management	Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees to retain a diverse workforce; ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work; ability to provide feedback to staff, students, faculty and/or other clients; may require ability to provide technical supervision; ability to develop knowledge, skills and abilities of staff, students, faculty and/or other clients; ability to plan and support employees in career development opportunities.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

III. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional/Scientific

Achieves a high level of professional/scientific skill or knowledge in specific area(s) and keeps up with current developments and trends in area(s) of expertise. Knowledge of scientific/agricultural concepts, principles, practices and methods used to conduct sound research; serves as a resource on technical and program-related issues for staff and others; knowledge of related technology, instruments and equipment.

Contributing	Journey	Advanced
Knowledge and understanding of scientific/agricultural concepts, principles, practices and methods used to conduct sound research; knowledge of related technology, instruments and equipment used at stations/laboratories.	Knowledge and understanding of scientific/agricultural concepts, principles, practices and methods used to conduct sound research; knowledge of related technology, instruments and equipment used at stations/laboratories.	Knowledge and understanding of scientific/agricultural concepts, principles, practices and methods used to conduct sound research; knowledge of related technology, instruments and equipment used at stations/laboratories.

Organizing and Directing

Ability to plan, develop and execute research operations; ability to arrange and assign work to best use research project funds. Ability to develop plans to accomplish work operations and objectives; ability to arrange and assign work to use resources efficiently.

Contributing	Journey	Advanced
Ability to facilitate the development of short and long term program plans and operations to accomplish the goals and objectives of the organization; ability to monitor program quality; ability to understand obstacles, make alternative plans and/or modify existing procedures.	Ability to develop and implement short and long-term plans and operations to accomplish goals and objectives of the organization; ability to monitor and adjust plans; ability to design and implement new programs; ability to participate in strategic planning efforts.	Ability to lead the organization in overall planning and strategic planning efforts in establishing long-term program goals and objectives; ability to design organizational structure and lead the assignment of resources; ability to develop ideas and requirements with organization-wide impact; ability to manage the design and implementation of new programs.

Planning and Budgeting

Ability to plan at a strategic level to develop plans, organizational structures, and systems to fulfill legislative or mission driven organizational goals. Ability to plan and monitor the use of expenditures to meet organizational objectives and compliance; ability to prepare budget documents and reports; ability to systematically plan and monitor research project expenditures.

Contributing	Journey	Advanced
Ability to plan work operations and priorities; ability to set deadlines; identify cost saving measures.	Ability to ensure adherence to procedures and work standards; recommend changes; ability to monitor expenditures and identify potential budget issues; ability to recommend needed revenues and revisions to the budget.	Ability to evaluate, prioritize, and monitor budgetary resources/expenditures and continuation and expansion budgets; ability to review budgetary needs submitted by others; ability to make and approve major expenditures; ability to make presentations supporting the budget to various groups and/or legislative committees.

Human Resources Management

Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees to retain a diverse workforce; ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work; ability to provide feedback to staff, students, faculty and/or other clients; may require ability to provide technical supervision; ability to develop knowledge, skills and abilities of staff, students, faculty and/or other clients; ability to plan and support employees in career development opportunities.

Contributing	Journey	Advanced
Ability to assign and monitor work of staff; ability to review work of staff upon completion to assess and problem solve; ability to review and approve human resources policies questions and requests; ability to participate in recruitment and selection process and/or performance assessment; ability to identify problems and bring to the attention of appropriate people; ability to resolve problems and complaints; ability to identify and recommend career development opportunities with employees.	Ability to review accomplishments to ensure stations'/laboratories' research project objectives are met; ability to plan the development of training programs; ability to oversee/monitor recruitment and selection process; ability to conduct performance management; ability to ensure human resources policies are practiced; ability to participate in resolution of disciplinary and grievance issues.	Ability to establish and/or administer guidelines, policies, and standards for stations'/laboratories' operations; ability to review and evaluate the overall accomplishments of each station to assure that goals of the division/organization are being met; ability to observe and assess work of other staff; ability to administer and ensure compliance with human resources policies and procedures including staffing decisions and employee relations; ability to make final disciplinary decisions in consultation with others.

IV. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree and six years of progressively responsible research experience, of which two years are supervisory or managerial; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.