



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Texas A&M AgriLife Extension Service (380-001)

DATE: 3/24/2015

CURRENT POSITION TITLE: Coordinator

CURRENT SLOT. #: A009

REQUESTED POSITION TITLE: County Extension Agent-Horticulture (CEA-Horticulture)
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Title Change

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Supplemental
 Salary Amount: \$ 20,475.00 \$ 20,475.00 \$ - 0 -
Current Budgeted Salary Proposed Budgeted Salary Net Change
Budgeted Supplemental Allowance Budgeted Supplemental Allowance

Position to be funded from one of the following: Allowance

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other Salary stays the same

POSITION Type:

- Full Time Employee Object 113 Part Time Employee Object 114
 Full Time Temporary Object 121 Part Time Temporary Object 122
- Enter hourly rate for temp. positions
 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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- CIVIL SERVICE:**
 Exempt FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Coordinator, Barbara Storz retired 9/30/2014 and position goes back to original title - County Extension Agent-Horticulture.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Andrea Valdez</u> DEPARTMENT HEAD	<u>3/27/15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Patricia C. Cobley</u> HUMAN RESOURCES DIRECTOR	<u>3/25/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>4-13-2015</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY TX AGRILIFE EXTENSION

CEA- HORTICULTURE

GENERAL DESCRIPTION

The County Extension Agent – Horticulture is a member of the County Extension staff. Employee has the responsibility for developing a County Extension educational program in their area of ornamental horticulture designed to assist people in the County, maintain and improve the home and community landscape as well as assisting the commercial procedures of horticultural specialty crops in production, processing and marketing.

EXAMPLES OF WORK PERFORMED

Program Planning

Coordinates the program in the planning state first with the County Extension Agent, Agent Program Leaders, Existing programs, already instigated by the County Agent, are adapted into the new program if they meet the overall plan

Recognizes key individuals and groups in the community interested in horticulture and brings them into planning conferences with the County Agent. From these leaders an Ornamental Horticulture Committee is formed. Program suggestions of this committee are solicited and their guidance is encouraged

Plans to exploit mass media (television, radio, newspaper) by meeting and explaining the program to managers, announcers and appropriate editors for cooperative time and space

Describes the program to the nurserymen's association, the pest control operators association, garden clubs, garden centers, the Chamber of Commerce and other groups interested in ornamental or in community beautification

Offers to assist Parks and Recreation Departments in solving technical problems and supports their efforts to improve and enlarge their park areas

Confers with headquarters-based Extensions specialists in regard to procedures in diagnosis and interpretation of questions and answers to field problems and in educational aids

Program Implementation

Develops subject matter and training materials available through Extension and USDA publications, trade and society publications, libraries (slide and film), horticultural supply

company representative and meetings, clinics and conventions appropriate to ornamental horticulture

Promotes regular and periodic television and radio programs and taped messages and writes a weekly newspaper column, news releases and bulletins timely to the gardening season

Establishes a slide library on landscaping and plant material that is pertinent to the county or area involved. This includes photographic work locally as well as use of existing slides from headquarters

Establishes a county herbarium to include both exotic and native plants with priority given to woody ornamentals - for teaching and reference

Maintains a log of occurrences affecting ornamental plant material throughout the year. This includes climatic observations (ie: first frost date in the fall), insect and disease infestation, spray dates and so on

Develops a library of reference material that can be conveniently used by all members of County Extension staff

Keeps a file of correspondence and bulletins for easy reference using the Extension filing system

Conducts workshops, schools and clinics for appropriate community groups both for leader training and employee and lay persons

Participates actively in public relations work through membership in appropriate clubs and committees and accepts opportunities to address groups where the story of ornamental horticulture and Extension work can be told

Sets up field demonstrations, where feasible, on plants, fertilizers and pesticides to determine local value or techniques.

Evaluation

Continuously evaluates the program by (1) recording and filing comments by the public through letters, personal contact and by telephone; (2) by questioning audiences during group presentations and by their comments under "Remarks" on their registration cards; (3) by questionnaires and surveys sent to selected mailing lists; (4) by results of field demonstrations conducted; (5) summary evaluation through monthly and narrative reports

Professional Improvement

Maintains membership in professional societies relative to their field, participates in society meetings when practicable and keeps abreast of advancing technology by reviewing periodicals and bulletins as they are received

Continues their studies for advanced degrees and takes advantage of short courses when offered when they will contribute to their knowledge and competency

Publishes results of field demonstrations or observations through Extension channels when the results will contribute to the knowledge of ornamental horticulture

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Regular attendance is a must

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Masters degree in horticulture, landscape architecture, floriculture or a closely related field

Two (2) years experience in horticultural growing, landscaping, retail nursery and garden center or greenhouse work

Must have good writing and speaking ability and demonstrate training in educational methods and communications

Sales or advertising experience preferred

Interest in working with people to develop cooperative educational programs in the community

Bilingual is preferred

Certificates, Licenses, & Registrations

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

