Non-Permanent Civil Service (formerly hourly time-slip) Classification Examples

Important Notes:

- These are examples only and all new positions must be reviewed by HRS for compensation and classification. HRS may have questions and other recommendations.
- The Finance Team is keeping inventory of these new positions and will have more templates to work from as we move forward, but for now this is a new process for all of us.
- Programs can hire a new non-permanent CS employee into Steps A – F; if you wish to hire above Step F HRS requires a justification and resume.
- Click on each title for complete details from the WA State OFM website.

AGRICULTURAL RESEARCH TECHNOLOGIST 1

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M
Hourly	16.61	16.99	17.38	17.79	18.20	18.66	19.09	19.55	20.00	20.45	20.98	21.46	21.96

Minimum Requirements: Baccalaureate Degree in the applied, biological, chemical, physical or agricultural sciences; or four years of full-time experience as a Technical Farm Laborer, or equivalent.

Definition: Under specific direction, performs entry-level scientific and technical duties in support of research and investigates studies concerning biological, chemical and physical sciences as applied to agriculture.

Typical Work: Conducts standardized experimental tests including the collection, recording and summarization of data; Collects animal, plant and soil samples; Assists in animal surgery and plant dissection; Performs standardized and repetitive technical procedures, routine diagnostic tests, and mathematical calculations; Prepares reagents, solutions, cultures, media, fertilizers and feeds, etc., in accordance with established formulae; Cultivates bacteria, insects, fungi, viruses and tissue cultures; Catalogues materials in accordance with standardized scientific procedures; Operates, calibrates, and maintains a variety of technical analytical equipment and instrumentation to examine and measure biological, chemical, and physical properties of various plant and animal materials; Surveys technical literature to enhance personal understanding and/or to obtain pertinent information in accordance with researcher's outline; Assists with the instruction of temporary employees and students regarding laboratory procedures; Inventories and orders supplies; Performs related duties as required.

AGRICULTURAL RESEARCH TECHNOLOGIST 2

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M
Hourly	18.66	19.09	19.55	20.00	20.45	20.98	21.46	21.96	22.50	23.06	23.66	24.23	24.85

Minimum Requirements: Bachelor's Degree in the applied, biological, chemical, physical OR agricultural sciences, AND one year of experience as an Agricultural Research Technologist 1; OR equivalent education/experience.

Definition: Serves as a skilled technical specialist supporting natural resource research or a practicing scientist. Performs journey-level research and investigative duties under technical direction to support studies concerning biological, chemical and physical sciences as applied to agriculture.

Typical Work: Locates, installs, maintains and measures research plots applying techniques and methods outlined by the supervising scientist; Operates and maintains instruments and equipment in order to perform precise measurements in laboratory greenhouse, field or nursery; samples, surveys and reports on field or greenhouse conditions; Directs and accepts full responsibility for a significant operational and/or technical phase of a major project; Computes, compiles, and summarizes data involving several variables; edits and prepares data for analysis by computer programs; prepares final data summaries for analysis by scientist; Collects and prepares specimens in order to perform laboratory analysis; Acts as representative, in lieu of scientist, to gather information or provide technical information to other staff, governmental bodies or private groups; Prepares charts graphs, tables and maps; writes internal reports; Conducts literature searches to assist in determining the most suitable methods to be used in research activities; Assists with animal surgery or plant dissections, preparation of histological specimens, administration of drugs to animals or growth regulative materials and other chemicals to plants; Grows and maintains bacterial, insect, viral and tissue cultures; Determines timing and rate of irrigation, fertilization and chemical treatment of field plots; determines feed formulations; Selects various techniques to analyze biological, chemical and physical characteristics of organic and in-organic materials; performs bio-assays; Identifies and characterizes physical properties, biological activity, plant and animal responses, appearance and behavior; Operates, calibrates, and maintains a variety of technical-analytical equipment and instrumentation to examine and measure biological, chemical and physical properties of various plant and animal materials; Inventory and order materials, equipment and supplies; prepares specifications for equipment and supplies needed in support of research; assists in design and construction of specialized equipment; Confers with scientists or technical personnel concerning programs or projects; attends seminars and technical meetings; Performs other work as required; May assist with the instruction of temporary employees, students, and/or support staff regarding procedures.

AGRICULTURAL RESEARCH TECHNOLOGIST 3

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M
Hourly	20.98	21.46	21.96	22.50	23.06	23.66	24.23	24.85	25.43	26.10	26.76	27.45	28.11

Minimum Requirements: Bachelor's Degree in the applied, biological, chemical, physical OR agricultural sciences, AND two year of experience as an Agricultural Research Technologist 2; OR equivalent education/experience.

Definition: Performs senior level research and investigative duties under the general direction of a prime investigator or research scientist(s) in the biological, chemical, and physical sciences as

applied to agriculture and/or supervises a specialized large-scale facility supporting natural resource research or a practicing scientist.

Typical Work: Selects methods, procedures and sites to meet objectives of study plan; develops technical recording and reporting procedures; trains and supervises personnel in survey, sampling, reporting, analysis and other project tasks; samples, analyzes and evaluates specific types of data; takes action or makes recommendations based on preliminary interpretation of data; Designs and carries out experiments; evaluates, modifies and applies related methods, procedures and techniques developed by others in specialized area of study; selects, interprets and applies technical guidelines where precedents are not fully applicable; Acts as technical authority in area of expertise providing technical consultative service to managers and others; Installs, operates, maintains and calibrates a variety of specialized equipment and instruments;
Performs complex statistical analyses; prepares data for computer input; interprets computer output; Performs final preparation of data; develops graphs and tables for research publication; writes project reports; presents project findings to staff, other governmental or private groups;
Conducts literature research to obtain information regarding new experimental techniques and equipment; Operates, calibrates, and maintains a variety of technical-analytical equipment and instrumentation to examine and measure biological, chemical and physical properties of various plant and animal materials; Conducts animal surgery or dissections; conducts plant dissections and/or pollination; rations growth regulating materials to plants; conducts specialized microscopic dissections; administers drugs to animals; Identifies and characterizes physical properties: fungal, insect, viral and bacterial activity; plant and animal responses, appearance and behavior; Performs bio-assays; Confers with scientists or technical personnel concerning programs or projects; Prepares rough manuscript drafts; serves as co-author of research publications; Attends technical and professional meetings; Performs other work as required;
May supervise or direct the work of others.

UTILITY WORKER 1

STEP	G	H	I	J	K	L	M
Hourly	16.99	17.38	17.79	18.20	18.66	19.09	19.55

Minimum Requirements: Six months of manual labor experience OR equivalent education/experience. Possession of, or ability to obtain by time of hire, a valid driver's license.

Definition: Under close supervision, performs various unskilled manual work in the maintenance, repair, remodeling, and construction of buildings, facilities, utility and sewer systems, equipment, and grounds.

Typical Work: Loads and unloads materials, supplies, and equipment used in construction and maintenance work; Digs ditches; cuts and burns brush and weeds; cleans gutters, culverts, and other drainage structures; mows grass and trims lawns; rakes and burns leaves; Makes rough or minor repairs to building fixtures, equipment, and furniture; Assists skilled craftsman in construction, maintenance, and repair of buildings, structures, and equipment; Assists with interior and exterior painting using spray gun, brush, or roller; Drives light equipment occasionally in transporting supplies, equipment, and rubbish; may drive passenger cars and buses; Shovels coal or other types of fuel from truck or boxcar; may tend fuel loading or elevating equipment; Removes ashes and

clinkers; cleans stacks and sumps; cleans boiler room equipment and area; Works with hand tools to dig ditches, trenches, and other excavations and remove debris; Assists in building and repairing walkways, streets, parking areas, and other paved surfaces; Assists in preparation for new construction, facilities alterations, and maintenance projects; clean up when project is completed; Paints guardrails and signposts; dig and backfill ditches; assists in the installation, cleaning, and repairs of sewer mains, catch basins, and storm sewers; Cleans tunnel passages, sumps and utility access holes; Installs and repairs fences, signs, and rockeries; Operates power tools and equipment, such as pneumatic tamper, jackhammer, portable pumps, lawn mowers, and paint spraying equipment; Operates motorized equipment, such as trucks, tractors, forklifts, street cleaning equipment and turf renovation equipment; Loads and unloads trucks and moves furniture, equipment, supplies and materials; assemble new furniture; May assist heavy equipment operators in activities such as removing material from job site or digging ditches to place pipe; May perform routine equipment maintenance; may clean and service air filtration systems. Performs other work as required.

PEST BIOLOGIST 1

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M
Hourly	20.45	20.98	21.46	21.96	22.50	23.06	23.66	24.23	24.85	25.43	26.10	26.76	27.45

Minimum Requirements: A Bachelor's degree involving major study in a biological science or closely allied field AND two years experience in detection, survey, control or eradication of pest or invasive species. Graduate level education may be substituted for experience on a year-for-year basis.

Definition: Under supervision of a higher level Pest Biologist, conducts field operations to survey for pest or invasive species and carries out field operations to eradicate invasive species using biological, chemical, or mechanical methods. Conducts inspections of public, private, and commercial property for the presence of pest or invasive species and for compliance with quarantines or other phytosanitary regulations.

Typical Work: Supervises temporary and intermittent employees; Schedules and coordinates field survey activities or laboratory processes; Under supervision, conducts mapping, survey and eradication activities statewide; Identifies supply and equipment needs for assigned activities; Plans mapping procedures, data handling, and provides assigned budget estimates; Participates in field and laboratory identification of invasive or pest species; Cooperates with other state agencies and the Attorney General's office to ensure project compliance with applicable laws and regulations; Assists in planning and maintenance activities for nursery plots, foundation seed and scion blocks and index blocks; Collects samples for diagnostic lab tests; Ensures compliance with state and federal quarantines by carrying out inspections; Writes assigned reports; Identifies, collects, releases, and monitors biological control agents and maintains biocontrol rearing facilities; Other duties as assigned.

NATURAL RESOURCE SCIENTIST 1

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M
Hourly	20.45	20.98	21.46	21.96	22.50	23.06	23.66	24.23	24.85	25.43	26.10	26.76	27.45

Minimum Requirements: A Bachelor's degree with major study in a natural science AND two years professional research work experience in a specific specialty field (the specialty field is designated for each position). A Master's degree in the specific specialty field will substitute for the experience.

Definition: Performs scientific natural resource research of a specialized nature, under technical direction.

Typical Work: Defines the research project; consults with agency management to determine needs, goals and objectives; Conducts surveys, analyzes and records field conditions; Selects tree, plant, or ecological system and sets the parameters of the study, including environmental manipulations or treatments involved; Develops and defines the record keeping and reporting procedures; Trains and supervises other personnel in survey, sample plot installation, field evaluation and reporting work; Gathers and evaluates sample data, formulates and justifies conclusions and recommendations; Writes reports; Analyzes and applies related research work conducted by others in specialty field; Provides consultative service to Resource Managers in specialty field; Plans and directs control or treatment projects, including the hiring, training and supervision of field crews; Performs other work as required.

NATURAL RESOURCE SCIENTIST 2

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M
Hourly	24.85	25.43	26.10	26.76	27.45	28.11	28.81	29.52	30.28	31.03	31.81	32.60	33.41

Minimum Requirements: A Bachelor's degree with major study in a natural science AND three years professional research work experience in a specific specialty field (the specialty field is designated for each position). A Master’s degree will substitute for two years and a Ph.D. degree will substitute for all of the required experience, provided the field of major study was in the specific specialty. Note: Some positions require possession of a valid Washington State Geologist license. Some positions may additionally require possession of a Washington State Engineering Geologist specialty license and/or a Washington State Hydrogeologist specialty license.

Definition: Performs natural resource research to meet specific and limited objectives requiring the use of conventional techniques, under administrative supervision.

Typical Work: Defines the research project; consults with agency management to determine needs, goals and objectives; Conducts surveys, analyzes and records field conditions; selects tree, plant, or ecological system and sets the parameters of the study, including environmental manipulations or treatments involved; Develops and defines the record keeping and reporting procedures; trains and supervises other personnel in survey, sample plot installation, field evaluation and reporting work; gathers and evaluates sample data; formulates and justifies conclusions and recommendations; Writes reports; analyzes and applies related research work conducted by others in specialty field; provides consultative service to Resource Managers in specialty field; plans and directs control or treatment projects, including the hiring, training and supervision of field crews; Performs other work as required.

PLANT TECHNICIAN 1

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M
Hourly	15.50	15.89	16.25	16.61	16.99	17.38	17.79	18.20	18.66	19.09	19.55	20.00	20.45

Minimum Requirements: High school graduation or equivalent and two years of work experience in plant research, plant propagation, or related work. College training in one of the plant sciences may be substituted, year-for-year, for required experience. One year of additional applicable experience may be substituted for educational requirements. Specified course work or experience within a discipline may be required.

Definition: Assists with the care and management of plant nurseries, greenhouses, and field plots.

Typical Work: Performs duties involved in the fertilizing, watering, weeding and breeding of plants and related procedures for research projects; Inspects health and condition of plants and assists with the cultural practices involved in plant care; Assists with laboratory demonstrations; Maintains irrigation, fertility, breeding, and other plant records; Performs related duties as required.