



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

FARMWORKER, FARM AND RANCH ANIMAL SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Farmworker, Farm & Ranch Animal Supv.	S2093S	60	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Attends to live farm, ranch, or aqua cultural animals that may include cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Attends to animals produced for animal products, such as meat, fur, skins, feathers, eggs, milk, and honey. Duties include but not limited to; feed, water, herd, graze, castrate, debeak, brand, weigh, catch, and load animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries; and administer medications, vaccinations, or insecticides as appropriate. May clean and maintain animal housing areas. Include workers who shear wool from sheep, and collect eggs in hatcheries.

Nature of Work

Farmworker, Farm & Ranch Animal Farmworker, Farm & Ranch Animal feed and care for animals. They fix barns, pens, and other farm buildings. Use computers to keep records, to feed or milk animals. Aquaculture farmers raise fish and shellfish. They take care of ponds and floating net pens. They stock, feed and care for fish. A farmer's work can be very hard. Hours are long, often sunrise to sunset. On livestock farms and ranches, work goes on all year. Animals, unless they are grazing, must be fed and watered every day. Dairy cows must be milked every day. Farmers also must keep their herds healthy. Work is outdoors tending to the animals as well as sanitation of the land and water.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.

FARMWORKER, FARM AND RANCH ANIMAL SUPERVISOR

- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Employees in this Role develop work units, objectives, and action plans.
- Employees prepare reports and make recommendations for improvements of fish hatcheries, livestock operations, or game farm.
- Employees provide training and assistance for less experience workers.

Recommended Education and Experience for Full Performance

Bachelor's degree in Agricultural Science, Aquaculture, Animal Science or Wildlife Science, or other closely related, applicable field and two (2) years in farm or ranch related experience including basic construction, electrical, and plumbing skills, heavy and farm equipment operation/maintenance, fisheries or wildlife habitat management , one (1) year of which must be supervisory.

Minimum Qualifications

Bachelor's degree in Agricultural Science, Aquaculture, Animal Science or Wildlife Science, or other closely related, applicable field and one (1) year in farm or ranch related experience including basic construction, electrical, and plumbing skills, heavy and farm equipment operation/maintenance, fisheries and/or wildlife habitat management. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling five (5) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of

FARMWORKER, FARM AND RANCH ANIMAL SUPERVISOR

cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Coordination — Adjusting actions in relation to others' actions.

Operation and Control — Controlling operations of equipment or systems.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Speaking — Talking to others to convey information effectively.

Equipment Selection — Determining the kind of tools and equipment needed to do a job.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Statutory Requirements: NA

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: Not covered

Established: 07/27/2012 **Revised:**

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.