

**From:** [Carol Rhodes](#)  
**To:** [Bill L. Rooney](#)  
**Cc:** [David Baltensperger](#)  
**Subject:** reclassification for Teal  
**Date:** Thursday, October 01, 2009 4:27:22 PM  
**Attachments:** [Teal reclassification.pdf](#)

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Here is the reclassification for Karen's position. After several discussions with HR and looking at various titles/pay ranges, I chose to go with Program Assistant. [REDACTED]

Please review the job duties as well as the percentages assigned to each and the required/preferred education, experience and knowledge.

Let me know what you want to change, etc.

Hopefully, we can keep you operating with less stress.

cj

*C. J. Rhodes*

Carol J. Rhodes, Administrative Services Officer  
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## View Reclassify a Position Description Summary

**Proposed Job Details**

PIN Number	A01379
Agency	Texas AgriLife Research
PAD Number	000856
Employee User Account for Position Description	PRIHODA, KAREN
Employee Last Name	PRIHODA
Employee First Name	KAREN
Hiring Unit	Soil & Crop Sciences Department
Position Title	Program Assistant
Title Code	8493
Percent Effort for position	100
ADLOC Part	06
ADLOC #	06111222
Location	College Station
Job Type	Full-Time
Pay Basis	Monthly
Salary (monthly or hourly amount)	
<b>Source of Funds 1</b>	R&G
Part 1	06
% 1	100
Account # 1	111222
Annual FTE Amount 1	
<b>Source of Funds 2</b>	
Part 2	
% 2	
Account # 2	
Annual FTE Amount 2	
<b>Source of Funds 3</b>	
Part 3	

% 3

Account # 3

Annual FTE Amount 3

**Source of Funds 4**

Part 4

% 4

Account # 4

Annual FTE Amount 4

**Source of Funds 5**

Part 5

% 5

Account # 5

Annual FTE Amount 5

Are county funds included in County Court budget? No

**Employees Supervised:**

Include titles and number of each. If no employees are supervised, indicate "None". 4 to 6 student workers

Does this employee regularly exercise **discretion and independent judgment** and have the authority to make important decisions? Yes

If yes, give percentage 50

Is this position restricted by the USA Patriot Act? No

For more information [click here](#).

Select Unit Contact(s) Authorized to Access Position Description Bracken, Barbara  
Rhodes, Carol

Select Unit/Department Head(s) Authorized to Access Position Description Rhodes, Carol  
Baltensperger, David

Select Supervisor(s) Authorized to Access Position Description ROONEY, WILLIAM

Select Associate Dept. Head(s) Authorized to Access Position Description SMITH, WAYNE

**Proposed Job Duties****4** Records

Essential Duty?	Duties	% of Time
	Provide program support by managing fiscal account information thru processing of invoices, coordinating travel arrangements and reimbursements, procard and other purchasing matters and tracking account balance and reporting using Canopy and or FAMIS. Prepares and/or	

<b>Yes</b>	assists with proposal preparation and reporting. Assists with time/fund management issues as well as keeping abreast of policy and procedures for the Agricultural Program and the College of Ag and Life Sciences.	45
<b>Yes</b>	Coordinate sorghum inventory for the sorghum improvement program. This includes (a) inventory update, (b) inclusion of new seed stocks and (c) the pulling and distribution of seed as requested or for planting or sampling. Coordinate and ensure that seed for sorghum trials are packaged correctly and experiments are prepared for planting in a timely and accurate manner.	30
<b>Yes</b>	Assist in all aspects of field operations including planting, management, pollination and harvest. Manage or assist in threshing, cleaning and inventory of seed stocks in an efficient and timely manner. Supervise student workers associated with the sorghum improvement program as they undertake work in all aspects of the program.	15
<b>Yes</b>	Travel as needed across Texas to assist in planting, note-taking or harvest of research plots. Maintain inventory records and other necessary files. Other duties deemed necessary to fulfill the goals of the program and department.	10
<b>Total Percent: 100</b>		

**Proposed Job Requirements**

Required Education:	High school graduation supplemented by college courses in agriculture or any equivalent combination of training and experience.
Preferred Education:	Additional experience in agricultural research and project/personnel management. B.S. degree in Agriculture
Required Experience:	Five years in agriculture-related work, with two years in a supervisory capacity.
Preferred Experience:	Additional experience in agricultural research and project/personnel management. Experience in computer software, farm operations and research organizations and procedures for the Ag program.
Required licenses, certifications, or registrations:	Texas driver's license.
Preferred licenses, certifications, or registrations:	
Required special knowledge, abilities, and skills:	Working knowledge of computers and computer software critical for plant breeding such as PC SAS, Excel, Dbase, and Word as well as familiarity with FAMIS and Canopy.
Preferred special knowledge, abilities, and skills:	
Other requirements or other factors:	Ability to establish effective working relationships. Knowledge and understanding of tasks associated with a plant breeding program and office operations.

**Action Justification**

Justification for Action	Reclassify position left vacant by the retirement of Karen Teal to fulfill the needs for the sorghum of someone familiar with both office procedures and field reserach.
Other Comments to HR	
Contact Person	Carol J. Rhodes
Contact Person Phone	979-845-3001
Contact Person Email	CRhodes@ag.tamu.edu

**Action Approval Steps**

First Administrative Reviewer:

Second Administrative Reviewer:

Third Administrative Reviewer:

Fourth Administrative Reviewer:

**Action History**

**10-01-2009 4:13 PM**

**Carol Rhodes**

*Action Returned to Supervisor*

**Notes**

Supervisor Comments

Unit Contact Comments

Unit/Department Head Comments

Associate Department Head  
Comments

Human Resources Comments

First Reviewer Comments

Second Reviewer Comments

Third Reviewer Comments

Fourth Reviewer Comments