



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 1999

GROUPS & NURSERY

D8E1TX TO D8E3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Labor, Trades & Crafts Occupational Group and describes the growing and marketing of trees and shrubs and the care of lawns and other landscaped areas. Work in this occupation is physical and includes plant propagation and cultivation; harvesting, delivering, pruning and transplanting plant material, trees, shrubs and flowers; and the planting and care of established lawns, ornamental landscapes, seedling beds, farm lands, and athletic fields. Work involves installing, maintaining and monitoring irrigation systems and greenhouse climate control systems. In the care of plants and landscapes, work also involves application of organic hormones, pesticides, and fertilizers for pest, weed, and disease control and to maximize growth, plant health, and production. Work involves operating a variety of manual tools and cultivation or grounds equipment, which may include tractors, plows, lifters, cultivators, and mowers. Generally, work is performed in a farm (nursery), greenhouse, park, or institutional setting.

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GROUPS & NURSERY I

D8E1TX

CONCEPT OF CLASS

This class describes the full-operating level. Positions operate independently to perform the full range of tasks and determine solutions to the full range of problems. Judgment is used to select the most appropriate guidelines and adapt them to accomplish the tasks. Positions continually determine practical solutions to problems and applying specific processes, techniques, and methods. Positions serve as a resource to others. Some assignments do not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

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Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. For example, positions plant flowers, shrubs, trees and seeds at the proper depth. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed, as described here. Positions apply established, standard guidelines which cover work situations and alternatives. For example, based on color changes, wilting, growth or other activity, positions assess the health of a plant. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step. For example, positions follow established techniques when pruning or transplanting trees, shrubs and other plants.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

GROUNDS & NURSERY II

D8E2XX

CONCEPT OF CLASS

This class describes the work leader or specialized grounds work. Work leaders exercise some control over the continual work product of others. In addition to the duties and responsibilities of a Grounds I position, work leader positions are partially accountable for the work product of two or more full-time equivalent positions. Positions monitor work schedules, maintain grounds equipment and supplies, train new employees, and maintain leave records. Specialized grounds work includes a variety of specialized, skilled tasks beyond the full-operating level, which may require licensure, certification, or specialized training. Positions maintain all or a portion of a massive, sophisticated underground sprinkler system or backflow irrigation system. In conjunction with sprinkler or irrigations systems, positions read blueprints, design systems, diagnose malfunctions, install control mechanisms or supervise installation. Some positions identify diseases or infestations of trees and shrubs and mix compounds, sprays, or

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pesticides to control pests. This class differs from the Grounds & Nursery I on Complexity and possibly Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions. Guidelines exist for most situations. For example, positions read product labels prior to mixing chemical compounds and monitor use in accordance with Environmental Protection Agency standards. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions design irrigation systems to obtain optimum plant growth. Or, positions assign work to subordinates based upon skill, unit priorities, and other considerations.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. For example, positions answer grounds or nursery related questions from the public.

Life/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

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The direct field of influence the work of a position has on the organization is as a work leader or staff authority. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

GROUNDS & NURSERY III

D8E3XX

CONCEPT OF CLASS

This class describes the supervisor. Supervisory positions are accountable for actions and decisions that impact pay, status, and tenure of three or more full-time equivalent positions. Positions in this class may also perform the duties of the Grounds I and Grounds II levels. This class differs from the Grounds & Nursery II on Decision Making, Purpose of Contact, and Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, when installing a new sprinkler system, positions consider all appropriate factors and plan accordingly.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions in the form of work orders and techniques. Guidelines exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

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Securing regulatory compliance by issuing or revoking licenses and persuading or training others to correct problems. Regardless of the methods used to attempt to obtain compliance, the position can ultimately rely on legal authority to impose sanctions and penalties.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Life/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/99 (PVO). LTC consolidation study consolidated Groundskeeper I-III (D1E2-4) and Nursery Worker (D1I). Draft published 3/31/99 and proposed 5/24/99.

Effective 9/1/93 (LDS). Job Evaluation System Revision project. Published proposed 5/24/93. Groundskeeper and Nursery Worker.

Revised 7/1/84. Changed grade, relationship, and entrance requirements on Groundskeeper I (A4002X), Groundskeeper II (4003X), Groundskeeper Foreman (4004X), Grounds Specialist (4005*), and Grounds Maintenance Supervisor I (4006X).

Created 7/1/84. Nursery Worker I (A4012X), Nursery Worker II (A4014X), Nursery Foreman (4016X), and Nursery Supervisor (4018X).

Revised 7/1/82. Changed grade and relationship on Groundskeeper I (4002X).

Created 12/1/86. Grounds Mtncce Supv II (A4008X) and Grounds Mtncce Supv III (A4010X).

Created 1/1/75. Groundskeeper I (A4002X), Groundskeeper II (4003X), Groundskeeper Foreman (4004X), Grounds Specialist (4005*), and Grounds Mtncce Supv I (4006X).

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SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Grounds & Nursery I	Defined	Prescribed	Exchange	Indiv. Contributor
Grounds & Nursery II	Defined	Patterned	Exchange	Work Leader or Indiv. Contributor
Grounds & Nursery III	Operational	Patterned	Advise	Unit Supervisor