



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONAL FARM MANAGER

Job Number: 20000644

Job Code: 22120V231016

Job Group: 2200 - CORRECTIONS

Job Established: 09/01/1993

Job Revised: 10/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as the farm manager for a correctional farm operation; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of agricultural or landscaping/grounds keeping experience.

Substitute EDUCATION for EXPERIENCE:

A bachelor's degree in agriculture or a related field will substitute for the required education and four years of the required five years of experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Directs and oversees the Farm Crew Leaders and/or inmates in a correctional farm operation. Plans, assigns, and supervises the work of departmental employees and inmates in all aspects of the farm operation. Assures confinement of inmate crew(s) to farm operation. Assigns the acreage to be used for field crops, garden, pasture, or livestock programs. Determines the inventory of animals needed for the institution's requirements. Assigns farm vehicles and equipment and fences with farm personnel to make repairs and replacements. Trains departmental personnel and inmates in the various phases of the farm operations. Coordinates the farm activities with other institutional activities. Prepares farm production reports, inventory records, and institutional American Correctional Association (ACA) files. Has responsibility for the proper operation and maintenance of farm equipment and buildings. Investigates work orders for equipment and repairs and maintenance.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

May risk injuries associated with working with animals and with farm machinery and tools. Work is performed in all types of weather conditions.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.