

Department of Crop and Soil Sciences				
Classified Staff Profile - FY06				
Name	Position	Education	Years of Service	Job Description
<i>Athens:</i>				
Brown, Pamela	Administrative Specialist I		7.2	This position serves as the administrative assistant to the department head. Duties include managing the day to day operations of the administrative offices including supervision of two administrative assistants and two student workers; serve as liaison between department and college/university business offices; oversee logistical aspects of implementing and ensuring the programs, projects and operations of department are completed in accordance with university policies and procedures; write, update and maintain departmental standard operating procedures; serve as department HR representative; work with Department Head in coordinating various faculty workshops including annual faculty meetings; coordinate faculty third year reviews, peer course reviews, promotion and tenure, and post tenure reviews; ensuring that departmental and university criteria are met; manage administrative budget; manage foundation and scholarship accounts; provide grant oversight, review budgets prior to submission to granting agency; work with Department Head and Accountant in annual budget development process; serve as ex-officio member to faculty search and screen committees, departmental executive committee, and various other faculty and staff committees as requested;
Chasteen, Deborah	Administrative Assistant II	B.A	0.5	Deborah Chasteen maintains and updates the departmental webpage, publishes the departmental newsletter, keeps department picture board and directories updated, oversees equipment inventory and the departmental vehicle fleet, schedules GSAMS teleconferences, maintains departmental calendar, orders & maintains supplies.
Chen, Feng	Research Professional I	Ph.D	8.8	Create, manage, and analyze Geographic Information System data bases related to precision farming and soils research
Durham, Greg	Research Tech III	B.S.	22.0	Research Technician for the Forage Management, Research and Extension program; coordinate projects at Research and Education Centers around the State; manage forage research at the University of Georgia Plant Sciences Farm including pesticide application, harvesting research plots and processing samples; do all statistical analysis and graphics necessary for presentations and publications; perform limited on farm demonstrations and have some limited laboratory duties.
Finerty, Steve	Research Professional I			Manage the nematode screening program. The primary focus is on the soybean cyst and root-knot nematodes. Duties include the greenhouse and laboratory assays and data analysis.
Lance, Kurk	Greenhouse Supervisor		13.8	This position manages the greenhouse facilities. Responsibilities include the daily operations such as irrigation, pest management, supervising part-time laborers, sanitation, and soil preparation. Other responsibilities include handling repairs and preventative maintenance to the facilities; coordinating and assisting in greenhouse-related activities upon request from faculty and other greenhouse users, and managing an operating budget.

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Hufstetler, Vicki	Research Tech III		7.0	This position provides technical assistance for the Pedology research program. Duties include soil sampling and other field research, laboratory organization and analysis of soil samples, data organization and analysis, preparation of data summaries and presentations, and supervision of student employees.
Kittle, Brian	Research Professional I	M.S.	4.9	Coordinate antibody development and subsequent ELISA analyses for fungal quantification of various species (<i>Fusarium</i> , <i>Aspergillus</i> , and <i>Neotyphodium</i>) in grain from field plots of various crops (corn, peanuts, barley wheat, tall fescue), and ergot alkaloid analysis in from tall fescue forage plots. Maintain mating blocks and quality testing for tall fescue selections. Assists with field harvest of forage plots. Assists with sample collection and analysis in grazing experiments
Karin Lichtenstein	Research Professional I	M.S.	4	Oversees a number of grant projects, related to water quantity and water quality issues at the scale of watersheds. Manages projects including public outreach component including meetings with watershed advisory groups. Writes conference papers on the projects makes presentations at national meetings. Handles research related tasks as needed in coordination of projects.
Mantripragada, Nehru	Research Professional I		17.9	The duties of this position revolve around analytical responsibilities related to the Environmental Soil Chemistry program in the Department. He operates, maintains, and supervises the use of the gas- and liquid chromatography equipment in the laboratory, including trouble-shooting problems and instructing graduate students in equipment operation. He also acts as an analytical service provider for other projects in the Department who need organic compound identification and quantification.
Mathis, Mike	Research Professional I	B.S.A.	27.5	His responsibilities are to coordinate field and greenhouse weed science research activities.
Rema, John	Research Professional I	M.S.	19.8	John Rema performs the following duties: run three autoanalyzers to determine concentrations of total N, total P, NH ₄ -N, NO ₃ -N, and PO ₄ -P in water and in soil and manure extracts; maintain reagent supply in the laboratory; handle hazardous waste; supervise undergraduate student workers in the laboratory; assist with laboratory and field research tasks; assist with laboratory section of CRSS 4590/6590 (Soil Fertility & Plant Nutrition); check quality of deionized water for the department and alert the supplier when exchange columns need to be changed; handle radiation badges for the department; assist with preparations for laboratory safety inspections for the department.
Rooks, Antonio	Farm Worker II		5.7	This position assists in the day to day field work and labor associated with the Plant Sciences Farm.
Rowan, Gina	Research Professional I	MPPPM	19.1	Duties include experiment design, data management, and analysis in Agrobase. Conduct trail management on dataloggers and palmtops, planting and harvesting of research plots, recording data throughout the growing season on research trials and cross-pollination in the field and greenhouse
Salum, Diane	Sr. Accountant			This position is responsible for the day to day fiscal operation of the department, including preparation of personnels and budget amendments, payroll, purchasing and check requests, and reconciliation of accounts.

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Strickland, Jason	Ag Specialist		10.1	The Agriculture Specialist is responsible for coordinating and carrying out the assigned duties from the Research Professional. Assists in managing the work force to ensure work is carried out correctly and as efficiently as possible. Manages purchasing of supplies for all equipment and repair needs. Orders and maintains inventory of herbicides, fertilizers, seeds, and other needs for growing seasons. Works closely with researchers to coordinate any research needs throughout the year. Maintains cropping records and any research protocol for the various plots. Applies and records any herbicide treatment to general cropland and research fields.
Sturgill, Vivienne	Degree Program Specialist		12.9	Coordinate and assist in the admission and recruitment of Graduate Students and Undergraduate Students. Maintain all records on Graduate and Undergraduate Students. Oversee Withdrawal, Access lists for overflows, override prerequisites and POD's. Coordinate schedule of classes and submit to Registrar's Office via computer on Course Offerings. Coordinate with Campus Reservations for room requests each semester. Coordinate Study Abroad Course registration. Meet and welcome new students and help them with initial introductions to faculty and staff in the department and brief them on procedures for registration and other necessary steps they must take. Serve as liaison between the department, Graduate School, and students. Keep updated on school/college rules and regulations. Support academic advisors and coordinators; independently handle correspondence and requests for information. Communicate closely with prospective graduate students on requirements and completion of application files. Maintain and update records on active, inactive, graduate and undergraduate students. Route and process appropriate forms necessary in the admission, registration and graduation process. Coordinate the dissemination and collection of student evaluation information. Coordinate and attend pertinent recruiting events on campus and purchase recruitment and promotional items for department. Maintain Thesis and Dissertation Library. Attend graduate school workshops and trainings.
Tucker, Donna	Research Tech III		15.4	Soybean genetic engineering for agronomic traits– all steps in generation of a plants and their analysis
Tucker, Kevin	Research Tech III	M.S.	11.2	Primary caretaker of the UGA Rhizotron (underground root observation laboratory). He also manages the turfgrass research plots which are adjacent to the Rhizotron. Mr. Tucker is responsible for coordinating all field and laboratory research. He also responsible for data collection and analysis. Mr. Tucker also prepares preliminary research reports.
Weeks, Gene	Research Professional I		13.2	Measures trace metals utilizing intermittently coupled plasma mass spectrometer (ICPMS) and interprets results. Digests or extracts a wide variety of solids such as fish, soil and chicken litter to be measured via ICPMS. Performs a wide variety of soil tests such as cation exchange capacity, pH and percent clay. Measures total organic carbon in solution.

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Wood, Dale	Research Professional II	B.S.	35.7	Coordinate the workflow of ongoing soybean genetic and breeding projects in the laboratory, greenhouse, and at field stations in Georgia, North Carolina, and Puerto Rico. Supervise and train personnel in research techniques to conduct field and greenhouse research as well as design breeding and genetic experiments for the field, laboratory, and greenhouse. Responsibilities include management of the annual grant-funded budget and preparation of preliminary reports of technical and scientific publications on cultivar performance and cultivar release.
Wood, Jennifer	Research Tech III	B.S.	6.0	Oversees greenhouse and seed laboratory research activities and operations
Yeomans, Herb	Farm Mgr/Res. Prof. II		22.3	This position is responsible for overall management of a 525-acre field research laboratory at the Plant Sciences Farm in Oconee County, GA. The position works with 35 to 45 scientists (faculty, staff, post-doctoral associates, and graduate students) in providing experimental plot areas, field research facilities, and field and research equipment support that provides for the accomplishment of a wide range of field experiments primarily in the areas of crop breeding, plant genetics, crop disease management, crop management, plant nutrition, weed management, integrated insect management, and variety evaluation. This position is responsible for annual budget development and budget control for the unit. The position is responsible for supervision of a 3- to 4-member technical staff. The employee must be a professionally competent plant scientist and be capable of remaining current in the various plant science disciplines as they relate to conducting successful plant sciences research. The employee must maintain daily records and provide quarterly and annual reports on environmental parameters, research activities on experimental plots, and budget and sales information for this field research laboratory.
Thomas, Trudi	Rsch. Tech. III		2.9	Responsible for the day-to-day running of the lab. She keeps track of and orders supplies, maintains seed stocks, conducts laboratory experiments for the PI, and provides training in good laboratory techniques to new students, staff and visiting scientists
<i>Griffin:</i>				
Bland, Dan	Research Professional II	M.S.	27.4	supervises the day-to-day and season activities of the program which requires a high level of knowledge of breeding activities. He also supervises one Professional I, graduate students and part time employees. He organizes and carries-out genetic studies. He plans greenhouse and field nursery operations to facilitate selection of advanced lines and parents for cultivar development and further hybridizations.
Connell, Rodney	Research Tech III		30.5	Provides technical support for breeding program at the Griffin Campus
Cole-Evans, Kathy	Lab Tech III	B.S.	19.0	Support turfgrass research efforts in the areas of cultivar evaluation, pest control, and management practices. Specific duties include weighing chemicals, fertilizers, pesticides, etc. for applied turfgrass research. Data collection of visual ratings, light meter readings, digital images, soil and plant samples for fertility and management analysis are also routine responsibilities. Furthermore, this position is accountable for data analysis and achieving for compilation into an annual research report. Various other responsibilities include safety and regulatory compliance for the turfgrass management program and C&SS department on the Griffin Campus

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Gilmer, John	Research Statistician		20.9	Uses personal computer system to organize field experiments; produce field books, labels, etc. Enter and statistically analyze research data; and provide publication quality data summaries. Maintains both hard copy and electronic data files of all research data. Also keeps accurate electronic data records organized neatly and systemically. Records are periodically backed up on tape and long term data bases maintained to prevent inadvertent loss of data. Development of computer software and hardware technologies necessary to improve efficiency of data management. Identifies and conducts comprehensive evaluation of potentially useful software or hardware technologies. If the technology appears useful, provides leadership for integrating new technologies into data management system and provides training to program staff affected. Maintains organization of the seed laboratory. Office and laboratory supplies are maintained through periodic and timely orders. Supervises laboratory personnel; prioritizes work activities; makes daily work assignments; and evaluates progress and staff performance.
Farmer, Marisa	Research Professional I	M.S.	5.6	Schedules, coordinates, and assists in conducting research and obtaining research data using specialized research equipment in field, greenhouse, and lab studies. Responsible for data acquisition, data management, and basic statistical analysis. Trains others in specialized equipment and maintains scientific equipment.
Hudson, James	Mech Tech II		5.7	Maintenance, operation, construction of field, greenhouse, and lab equipment and special research facilities related to projects. Assist in data acquisition in studies. Responsible for field study establishment, care, and treatments.
Nutt, Bill	Research Professional I	M.S.	26.7	Independently establishes, maintains and collects data from 50 to 70 field experiments on weed management in turfgrasses, forage and noncropland areas. Many of these experiments are located at off-campus locations where Bill is required to work with growers or other UGA personnel. He understands the objectives of each experiment and develops strategies and techniques to precisely collect data.
Rose, Paul	Research Professional I		7.1	Plans and organizes variety tests and other field research experiments prior to planting. Activities include communication with program coordinator, other project staff, and industry representatives concerning entries and seed shipment and communication with main station and research and education center staff concerning land assignments and land preparation. Develop field plans and plot maps and supervises seed arrangement prior to planting. Lays out, plants, maintains, harvests field experiments, and processes harvested samples. Accurate records are maintained to document experimental methods, collects and collates data, works closely with data manager to ensure that data is input accurately, reviews data analysis. Reviews preliminary and final reports for accuracy. Supervises and trains project staff, prioritizes work activities, makes daily work assignments, and evaluates progress. Provides agronomic management and support for field activities associated with related research projects. Maintains a current list of entries, supervises seed packaging in seed laboratory. Serves on CAES commodity committees and represents the variety testing program at regional workshops, field days, and local industry meetings.

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Sutton, Steve	Research Tech III		19.8	co-ordinates and organizes the planting and harvesting activities of a commercial size breeding/research program. He works with personnel at the Branch Station, graduate students and part time employees on the maintenance of breeding plots. He handles all the computer data (data entries for field books, planting and harvest labels, and data analyses). He assist with evaluation of lines to various disease and insects pests.
White L. Jackie	Research Tech III		0.3	Provides technical programmatic support for SWVT at the Griffin Campus
Wyatt, Donna	Info Analyst I		0.2	Documents and catalogs incoming seed shipments to the seed laboratory, maintains a variety testing spreadsheet on received seed lots, packages seed for field trials using information on entry applications. After field books are made, seed envelopes are labeled. Transcribes plot numbers using experiment decodes, and arranges seed for planting according to field maps. Supervise technical assistants in seed packaging and other laboratory functions. Participates in laying out, planting, plant and soil sampling, and harvesting operations at Griffin also, branch station research farms. Assist with monitoring for insect/disease in research plots, bloom dates, counting ears/stalks, measuring height, lodging, bird damage, and collecting lead/stem ratio samples, etc. Cleans and processes seed harvested from research plots through the seed laboratory. Operates laboratory scales, moisture meter, and related equipment necessary to collect plot weight, seed moisture and test weight data. Maintains cold room inventories. Prepares bulk mailings of entry applications, preliminary reports, final research reports. Prepares seed for shipment.
Day, J. LaDon	Program Coordinator		3.4	coordinate and supervise the UGA SWVT Program which consists of a unit at both the Griffin campus(Three personnel), and Tifton campus(Four Personnel), and one research center in Florida at Marianna. Contact and communicate with numerous seed companies and researchers from other states for entries into the Georgia official variety test for corn, cotton, peanut, soybean, grain sorghum, wheat, barley, rye, oats, triticale, canola, summer annual forages, and winter annual forages (wheat, oat, rye, ryegrass). Manage the variety testing budget, fees, and personnel. Maintain the variety testing data base at the Griffin campus, which includes variety entries, randomizations, field books, data entry, data analysis, and statistics(during 2005 I conducted 160 variety experiments, totaling 15, 000 plots). Coordinate land request for planting, windows of planting time, etc. with specialist in my program and at each research site at Griffin, Tifton, Plains, Midville, Bainbridge, Athens, Calhoun, Blairsville and Marianna, Florida, (only the small grain winter forage program). Travel to nine research sites during the crop year(both winter and summer). Agronomic data collected from the research plots is sent back to Griffin for processing, I coordinate and supervise all data analysis and apply statistics to the data, and the process of making data tables ready for publishing. I coordinate with printing in Athens to get the reports printed, and here at Griffin we upload the data onto my variety testing web page WWW.griffin.uga.edu/swvt Process the forwarding of published data to researchers and seed companies. Participate in workshops, short courses and field days.
Tifton				

Name	Position	Education	Years of Service	Job Description
Baldree, Larry	Res Tech III		9.6	The position provides technical programmatic support at the Tifton campus
Cook Dudley	Research Professional I			Primary duties involve field research program in cotton physiology. Responsibilities include field plot establishment and management, equipment maintenance and operation, and data collection as well as supervision of hourly workers associated with these activities.
Coy, Anton	Res Tech III		12.4	Plans and organizes variety tests and other field research experiments prior to planting. Activities include communication with program coordinator, other project staff, and industry representatives concerning entries and seed shipment and communication with main station and Research and Education Center staff concerning land assignments and land preparation. Develops field plans and maps and supervises seed arrangement prior to planting. Lays out, plants, maintains, harvests field experiments, and processes harvested samples. Accurate records are maintained to document experimental methods, collects and collates data, works closely with data manager to ensure accurate records are maintained to document experimental methods. Supervises seed laboratory. Reviews data analysis. Reviews preliminary and final reports for accuracy. Supervises and trains project staff, prioritizes work activities, makes daily work assignments, and evaluates progress. Provides agronomic management and support for field activities associated with related research projects. Serves on CAES committees and represents the variety testing program at regional workshops, field days, and local industry meetings.
Cromer, Sidney	Res Tech III		10.8	This position provides technical support for the soil science program at Tifton
Davis, Amy	Res Tech III		2.1	Responsible for developing replicated field and greenhouse studies involving plot design, plot layout, plot orientation and/or organization, taking data measurements including crop and weed growth parameters as well as crop yield, entering data into a computer based program, data analysis, and during 2007 will become responsible for data interpretation and presentation; supervises four to six student workers and is responsible for all supplies needed to conduct over 130 replicated field trials in over 20 crops located throughout 18 counties in the state of Georgia.
Jackson, Richard	Res Tech III		10.2	Responsible for the coordination and implementation of field research trials on cotton and soybeans. Specifically Rick is responsible for plot maintenance including weed control, insect control, and irrigation. Other duties include planting, treatment applications, data collection, record keeping, and harvest.
Law, Marilyn	Res Tech III		23.4	provides full-time field and laboratory assistance. Job tasks and duties include but not limited to technical support in planting, growing, harvesting, cleaning, grading, shelling, and storage of numerous and plots of many different peanut genotypes.
Lubbers, Edward	Research Professional II	Ph.D	1.0	conducts research on genetic diversity of cotton and oversees the germplasm development program

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Paulk, John	Res. Prof. I		7.6	Major responsibilities include: coordinating all field activities related to the peanut agronomic research program; design, implement, and collect data from research trials on agronomic production of peanut; utilize new computer software to collect, enter, and interpret data; meet with agricultural chemical and peanut industry representatives to develop protocols for peanut research trials; present data to agricultural and peanut industry clientele at field days and meetings; and coordinate the development of displays and posters for professional meetings.
Carter, Anna	Research Tech I		2.6	provides full-time field and laboratory assistance. Job tasks and duties include but not limited to technical support in planting, growing, harvesting, cleaning, grading, shelling, and storage of numerous and plots of many different peanut genotypes.
Cheek, Dana	Research Tech II		20.6	Provides Technical programmatic support at the Tifton campus
Douglas, Stacy	Research Tech II		0.7	provides full-time field and laboratory assistance. Job tasks and duties include but not limited to technical support in planting, growing, harvesting, cleaning, grading, shelling, and storage of numerous and plots of many different peanut genotypes.
Hogan, Vickie	Res Tech III		19.6	Provides technical programmatic support at the Tifton campus
Mullis, Staci	Sr. Secretary		1.9	Provides part-time secretarial office assistance at the Tifton campus.
Pippin, Robert	Res. Tech. II		8.5	Robert Pippin is the research technician for the Extension grain's team and assist in planting, maintaining and harvest of all grain crop plots and on-farm demonstrations. He also assist in data collection and entry
Powell, Nicholas	Research Tech II		5.2	provides full-time field and laboratory assistance. Job tasks and duties include but not limited to technical support in planting, growing, harvesting, cleaning, grading, shelling, and storage of numerous and plots of many different peanut genotypes.
Ritchie, Glen	Research Professional II	Ph.D	3.5	Primary duties involve irrigation research in cotton physiology and in fulfillment of degree requirements as well as leadership and supervisory role in other graduate students' research activities. Most work is conducted at the Stripling Irrigation Research Park near Camilla.
Sexton, Lola	Research Tech II		6.1	Primary duties involve field research program in cotton physiology and support activities at the UGA Cotton Micro Gin. Responsibilities include data collection and management, plot maintenance, and ginning assistance as well as supervision of hourly workers associated with these activities.
Walker, Stephen	Research Tech III		4.3	oversees the field and greenhouse operation of the cotton breeding program

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Bennett, Robert B. Jr.	Research Professional I			Performs and supervises field work in support of variety testing and related research. Leads and supervises in land utilization and field trial records. Uses experiment decodes and field maps to check accuracy of seed packaging and arrangement for planting. Leads in laying out, planting and maintaining experiments. Leads in plant and soil sampling, equipment calibration, seed germination, seed storage and packaging, field notes, insect control, plant sampling and measurement and data recording. Travel to Branch Stations to perform related research work. Must have valid pesticide applicators licence, category 21. Performs and supervises harvesting operations including sample drying, shelling, weighing, seed and material conditioning and processing, inventory control, data recording and small plot harvesting equipment. Assists Unit Agricultural Specialist with data collection and turn around to central data management in Griffin.
Brooke, Robert E	Research Tech III		5.3	Performs field work to support the variety testing program and related research programs. Transcribes plot numbers using experiment decodes, and arranges seed for planting according to field maps. Participates in laying out plots, planting, plot maintenance, plant and soil sampling, land preparation, calibration of equipment, germination of seed, cultivation of crops, insect control, sample preparation, and physical measurements of treatment response. Travel to Branch Stations to perform related research work. Must have a valid pesticide applicators license, category 21. Assists in harvesting operations, drying samples, various types of seed measurements, and seed weighing. Cleans and processes seed harvested from research plots through the seed laboratory. Operates laboratory scales, moisture meter and related equipment necessary to collect plot weight, seed moisture, and test weight data. Maintain a processing flow chart documenting progress. Supervise technical assistants in seed laboratory operation. Operates, performs preventative maintenance and makes minor repairs on various types of farm equipment. Maintains laboratory equipment Purchases supplies, chemicals, and seed.
Betts, Danna	Research Tech III		7.2	This position provides technical support for the soil science program at the Tifton Campus
Knowlton, Andy	Research Engineer I	B.S.		Primary duties involve management and operation of the UGA Micro Gin, including equipment installation, maintenance, and repair, and scheduling of ginning operations as well as supervision of ginning crew. Emerging opportunities involve educational outreach in gin operation and safety.
Webb, Amanda	Research Tech II		0.4	The position provides technical support to the breeding program at the Tifton Campus
Harrison, Jesse	Research Tech II		0.4	The position provides technical support to the breeding program at the Tifton Campus

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Thompson, Larry	Research Professional I			His responsibilities are in the OVT cotton program. Conducts cotton research at Five locations in the state and travels throughout the cotton growing season to Athens, Bainbridge, Midville, Plains, and Tifton to select land for cotton experiments and others cultural practices. De-lints cotton seed, treats cotton seed, performs land preparation for cotton planting, plans, lay-outs, and plants, establishes cotton research plots. Purchases chemical, fertilizers, etc. and maintains a chemical shed for chemicals used in cotton production. Cultures, and manages cotton research plots for pests, weeds, insects, scouts cotton experiments for pests, etc. Collects cotton samples at each experiment for quality characteristics analysis and gins cotton for lint samples. Harvests cotton plots with cotton picker that have load cells and computer system, forwards cotton plot data to Griffin for statistical analysis. Maintains a gin house, planters, trucks, trailers, sprayers, tractors, equipment for cotton modules, and computer system on a cotton picker.
Da, KeDong	Research Professional I	Ph.D	0.1	conducts research on improving the somatic embryogenesis regeneration ability and gene transformation in cotton
McCurdy, Jennifer	Research Tech I			conducts research on cotton somatic embryogenesis and purchasing lab supplies

NOTE: State and soft funded classified administrative and technical staff at the CAGT and NESPAL who support departmental faculty, but are not budgeted through CRSS are not included in this report.