**STANDARD TASK ANALYSIS FORM**                6/2/2011

| Duty/Task: | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| F-3 Acquire fertility amendments (e.g., compost, minerals) | | | | | | | | |
| STEPS (Required to Perform the Task) | PERFORMANCE STANDARDS (Observable & Measurable Criteria) | TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed) | REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language) | SAFETY (Concerns) | WORKER BEHAVIORS (Important to Worker Success) | DECISIONS (Identify Decisions that Must be Made by the Worker) | CUES (Identify the Data Needed for Making Correct Decisions) | ERRORS (Indicate What May Result if Incorrect Decisions are Made) |
| 1 Compare availability, pricing and payment options of amendments needed | 1 Compared availability, pricing and payment options of needed amendments to identify the best source to purchase from | 1 Telephone, Internet, calculator, vendor list, amendment list, specific soil sample results, application timeline | 1 Basic math knowledge, price comparison/shopping skills | 1 N/A | 1 Analytical, detail-oriented, accurate | 1 What products should I source for? Are those products readily available? Is there an alternative product that may be cheaper that will also work? What vendor will I contact? What are the payment options? Do I have the storage capabilities for the amendments I need? | 1 Amendment list and quantities needed, past experience, vendor recommendations, operational budget, size of storage area | 1 May pay too much for needed amendments unless multiple vendors are compared, lack of suitable payment terms may affect cash flow or ability to purchase |
| 2 Compare delivery and application costs and options | 2 Compared delivery and application costs and options in order to identify the most suitable supplier | 2 Telephone, Internet, calculator, vendor list, amendment list, specific soil sample results, application timeline | 2 Communication, interpersonal, decision making skills | 2 N/A | 2 Analytical, detail-oriented, accurate, persistent | 2 Does the vendor deliver? Do they offer custom application? How is the product packaged (e.g., bagged, bulk)? Can the vendor meet my timeline for delivery? What are other application options? Do I have the equipment needed to apply the product(s)? | 2 Vendor responses to questions asked | 2 Amendments may not be available in the most convenient or economical packaging (bags vs. bulk). May be cheaper to have the amendments custom applied |
| 3 Order specific types and amounts of amendment determined in the fertility program for specific crop(s) | 3 Ordered the correct types and amounts of amendments determined in the fertility program for each specific crop(s) | 3 Amendment price list, required amendment list (e.g., amount, types), telephone, Internet, vendor contact information | 3 Communication, interpersonal, decision making skills | 3 N/A | 3 Decisive, discerning, timely, firm | 3 Which vendor(s) will I use? Who will deliver and apply the amendments? What is the total amount of amendment I need to order? What is the total cost? When will it be delivered/picked up? What packaging should I choose? | 3 Price comparison list and availability, operational budget, amendments list and amounts, pick up/delivery options, storage capability | 3 May not have the amount required for maximum crop production, may affect revenue and profit |
| 4 Confirm delivery and/or application of amendment | 4 Verified delivery and/or application of amendments as ordered | 4 Purchase order, telephone, Internet | 4 Communication, observation skills | 4 N/A | 4 Responsible, detail-oriented, accurate | 4 Were the correct product(s) delivered in the correct amounts? Were they applied in the proper amounts to the locations desired? Who is my contact for confirmation? | 4 Purchase order, visual observation | 4 May not get the type and quantity of amendment ordered, may not be applied to the correct fields |
| 5 Provide proper storage for amendments to prevent damage to the supply or to surroundings | 5 Provided proper storage for amendments as needed | 5 Storage facility | 5 Planning, organizational skills | 5 N/A | 5 Detail-oriented, organized, prepared | 5 What storage requirements do I need? What arrangements will I need to make for proper storage if I don't have the facilities needed? | 5 Amendment handling and storage information, availability of storage space | 5 May lose product, potential for contamination of soil and water |
| Analyst: Susan Pavilkey | | | Specific Relevant References: | | | | | |
| Expert Workers: | | | | | | | | |
| Christie Welch | | | | | | | | |
| Valerie Kinsman | | | | | | | | |