

STANDARD TASK ANALYSIS FORM

6/2/2011

Duty/Task:									
F-6 Manage cover crop									
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 Analyze soil conditions/health	1 Analyzed soil conditions/ health, including drainage, amount of organic matter, tilth, weed pressure	1 Shovel, trowel, soil test results	1 Basic soil science knowledge, basic math skills, knowledge of sustainable farming practices, analytical skills	1 N/A	1 Analytical, thorough, detail-oriented	1 What are the soil conditions like in this field? Is there adequate drainage? What is the soil type?	1 Soil sample test results, visual observation	1 Poor soils will not support good crop production unless the issues are addressed	
2 Determine which soil health issues to address	2 Determined which soil health issues to address that would improve the soils to grow more/better crops	2 N/A	2 Basic soil science knowledge, knowledge of sustainable farming practices, analytical skills	2 N/A	2 Analytical, discerning, decisive	2 What soil health issues are top priority? What food crop will be planted in this particular plot after this cover crop? Can I afford to address the priority soil health issues that I have identified?	2 Previous experience, extension agent recommendations	2 May not be able to afford to address all the soil health issues, only those that will have the most impact can be done	
3 Select specific cover crops needed to address soil health issues	3 Selected specific cover crops to address identified soil health issues	3 List of possible cover crops	3 Basic soil science knowledge, knowledge of cover crops	3 N/A	3 Decisive, conscientious	3 Which specific cover crop is appropriate to address this soil health issue?	3 Previous experience, extension agent recommendations	3 Won't improve soil health, won't increase crop production/yields	
4 Compare availability, pricing and payment options of needed cover crop(s)	4 Compared availability, pricing and payment options of needed cover crops	4 Telephone, Internet, computer, vendor list, operations budget, seeding rate list/ total amount needed	4 Basic math, decision-making, communication and computer skills	4 N/A	4 Problem-solver, detail-oriented, thorough	4 Which supplier/vendor will be the most cost-effective to use? Which payment option should I select? Is the cover crop available locally?	4 Price list, payment options, cover crop availability	4 Won't get the best price possible for purchasing the desired cover crop, may not be able to afford the crop desired	
5 Determine delivery and application costs and options	5 Determined delivery and application costs and options in order determine which crop would be the best choice	5 Telephone, Internet, computer, vendor list, operations budget	5 Communication and computer skills	5 N/A	5 Inquisitive, discerning, analytical	5 What are my delivery and application costs and options for the cover crop desired?	5 Price list, payment options, cover crop availability, delivery options and timelines	5 Won't get the best price possible for purchasing the desired cover crop, may not be able to afford the crop desired	
6 Order the specific type(s) and amount(s) of desired cover crops	6 Ordered the correct cover crop(s) in the correct quantities	6 Telephone, Internet, computer, vendor list, operations budget	6 Purchasing, computer, and communication skills	6 N/A	6 Accurate, personable	6 Which vendor will I order from? How much should I order? How long will it take to receive my order? How and when will I pay for the order?	6 Price list, payment options, cover crop availability, delivery options and timelines, vendor list	6 Won't get the desired cover crop needed to improve soil health	
7 Confirm delivery of cover crops seed	7 Confirmed delivery of cover crops	7 Telephone, name of vendor contact, packing/order list	7 Communication skills	7 N/A	7 Detail-oriented, accurate	7 Did I receive what I ordered? Is the quantity correct?	7 Order/packing form, visual observation	7 Delivered order may not be correct, may need to be returned or supplemented	
8 Arrange for proper seed storage	8 Arranged for storage of seeds to minimize loss due to moisture or pests	8 Storage facility	8 Organizational skills, knowledge of sustainable farming	8 Back injury/strain from lifting seed bags, personal injury if equipment not used correctly (e.g., fork-lift, tractor)	8 Analytical, problem-solver, detail-oriented, accurate	8 Where will I store the seeds? Under what conditions should the seeds be stored? Do I have sufficient space to store what I ordered?	8 Available storage, seed amounts, seed storage requirements	8 Quality of seed may be compromised which will result in loss of revenue	
9 Plant the cover crop	9 Correctly planted the cover crop that was selected to improve soil health	9 Planting equipment (e.g., grain drill, broadcast spreader), tractor, plot map, seed	9 Mechanical knowledge, equipment knowledge, math skills, knowledge of equipment calibration	9 Back injury/strain from lifting seed bags, personal injury if equipment not used correctly (e.g., fork-lift, tractor)	9 Industrious, accurate	9 What is the best way to plant the cover crop? What is the cover crop/seed planting rate? When should I plant the cover crop? Is my equipment calibrated correctly	9 Experience, equipment manual, extension agent recommendations	9 Necessary equipment may not be available, inadequate seed rates, poor crop performance, loss of revenue, lost production	
Analyst: Susan Pavilkey			Specific Relevant References:						
Expert Workers:									
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