

# GARDENER PROGRESSION & PRODUCTIVITY PROGRAM CRITERION DOCUMENT

Revised May 8, 2019

**Note:** Refer to the Gardener Progression & Productivity Program Policies and Procedures Document for additional information and clarification of requirements, guidelines, and procedures.

## To Become: GARDENER I (LT-14)

- EDUCATION:** Graduation from high school or possession of General Education Development (GED) certification
- EXPERIENCE:** One (1) year experience in skilled gardening work, including greenhouse, nursery, ornamental landscape maintenance or an equivalent combination of training and experience.
- TRAINING:** None Required
- LICENSES/  
CERTIFICATIONS:** Must obtain a valid Oklahoma Class "B" Commercial Driver's License (CDL) and Oklahoma State Department of Agriculture Certified Applicator's License in the Ornamental and Turf Category within one (1) year of date of hire.
- JOB COMPLEXITY:** Performs semiskilled and skilled gardening work in the care and propagation of ornamental plant collections and landscapes under general supervision.

### 1<sup>st</sup> Proficiency Increase:

An increase to the next step within the LT-14 pay grade will be awarded to any Gardener I with six (6) months experience as a Gardener I, received a "Proficient" on the most current performance evaluation and who successfully:

- Completes Phase I – Basic Heavy Equipment Operations Safety City of Tulsa training, **AND**
- Obtains a Class "B: Commercial Driver's License (CDL), **AND**
- Completes one (1) progression credit approved by the Department

### 2<sup>nd</sup> Proficiency Increase:

An increase to the next step within the LT-14 pay grade will be awarded to any Gardener I with nine (9) months experience as a Gardener I, received a "Proficient" on the most current performance evaluation and who successfully:

- Completes City of Tulsa Safety First Aid non-certification course; **AND**
- Completes one (1) progression credit from an internal City class, not previously taken, from the following choices:  
Communications or interpersonal relations; **AND**
- External seminar(s) or workshop(s) equivalent to three (3) clock hours as approved by the Department.

## To Become: GARDENER II (LT-15)

- EDUCATION:** Graduation from high school or possession of General Education Development (GED) certification
- EXPERIENCE:** One (1) year experience as a Gardener I with the City of Tulsa
- TRAINING:** **Internal:** Safety and Training Phase II, "Safe Operations for the Backhoe"  
**External:** None Required
- COURSEWORK:** Completion of external seminar(s) or workshop(s) equivalent to three clock (3) hours as approved by the Department at Tulsa Technology Center or Oklahoma State University extension office or equivalent.
- LICENSES/  
CERTIFICATIONS:** Possession of a valid Oklahoma Class "B" Commercial Driver's License (CDL) and an Oklahoma State Department of Agriculture Certified Applicator's License in the Ornamental and Turf category (applies to internal Gardener I; outside applicants have one (1) year to obtain).
- JOB COMPLEXITY:** Performs semiskilled and skilled gardening work in the care and propagation of ornamental plant collections and landscapes under general supervision.

**PERFORMANCE & PRODUCTIVITY:** Must be performing Gardener II duties at least at a competent level and received a 'PROFICIENT' performance rating on the most recent review. Must be demonstrating increased productivity for the department due to development of knowledge, skills and abilities.

### 1<sup>st</sup> Proficiency Increase:

An increase to the next step within the LT-15 pay grade will be awarded to any Gardener II with six (6) months experience as a Gardener I, received a "Proficient" on the most current performance evaluation and who successfully completes the following:

- Obtains and maintains membership in a gardening/horticulture related organization approved by the department; **AND**
- External seminar(s) or workshop(s) equivalent to six clock (6) hours as approved by the Department; **AND**
- One (1) progression credit from an internal City class, not previously taken, approved by the Department

### 2<sup>nd</sup> Proficiency Increase:

An increase to the next step within the LT-15 pay grade will be awarded to any Gardener II with one (1) year experience as a Gardener I, received a "Proficient" on the most current performance evaluation and who successfully completes the following:

- External seminar(s) or workshop(s) equivalent to six clock (6) hours as approved by the Department; **AND**
- One (1) progression credit from an internal City class, not previously taken, approved by the Department