

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DPTLTCHE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency AGRICULTURE AND RURAL DVLPMNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Technician-E	10. Division Consumer Protection Division
5. Working Title (What the agency calls the position) Departmental Technician 7-E9	11. Section
6. Name and Position Code Description of Direct Supervisor WHITE, TIMOTHY W; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor VANBUREN, CRAIG A; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 940 Venture Lane Williamston, MI 48895 / Monday - Friday, 8:00 am – 5:00 pm

14. General Summary of Function/Purpose of Position

This position provides technical and program assistance to the Consumer Protection Division. This position provides administration of all section data collection and transfer processes. This position evaluates and examines Consumer Protection Division data, prepares and compiles reports and makes recommendations to management. Position assists in the day-to-day operational support of the Consumer Protection Division, Heffron Metrology Lab.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 35

Provides technical support for the Consumer Protection Division and the programs within the division.

Individual tasks related to the duty:

- Monitor data collection processes for consistent implementation. Research, collect, consolidate, analyze and maintain program data necessary to meet Consumer Protection Division Weight and Measures, and Motor Fuels Quality inspection program requirements.
- Work with division staff to ensure ongoing inspection, investigation, and enforcement activities can be performed through support of hardware and software needs required by for the work and data collection processes.
- Work with software vendors to resolve program needs and issues.
- Proposes, develops, and prepares policy materials, operation manuals, and supporting instructions within the program area.
- Designs, implements, and documents personal computer-based data collection, processing, and reporting systems.
- Serves as a liaison to internal staff and customers, answers questions or inquiries from the public and other department employees regarding weights and measures, Item pricing, and motor fuels quality as it relates to rules and policies. This includes researching to find solutions to issues raised.

Duty 2

General Summary:

Percentage: 30

Collection and reporting of statistical data used to describe workloads and operations. Conducts research and analysis, prepares reports, and conducts correspondence related to the work activities of the program area.

Individual tasks related to the duty:

- Analyze and consolidate invoice data and findings, report findings to the director for monthly distribution.
- Report on retail gas inspection, investigation and enforcement activity to Division directors quarterly.
- Review outstanding and past due invoices and determine what enforcement actions need to be taken to ensure fines are paid on time.
- Analyze tracking data (over 30 days) to determine cases that need delinquent letters and escalate to proper enforcement staff.
- Create, modify, and optimize queries to ensure compliance standards are met.
- Compile and analyze data in the registered service person database and serve as a backup system monitor in the inspection database.
- Develop, prepare and run reports to track trends and verify the accuracy of the data returned in the reports.
- Compile, review and audit data entered in the complaint system, placed in service and registration database, and document index for accuracy.

Duty 3

General Summary:

Percentage: 15

Provide technical assistance to Consumer Protection staff with electronic, digital and computer equipment.

Individual tasks related to the duty:

- Maintain use and inventory controls over division equipment.
- Research, make recommendations for purchasing, complete justification forms and process requisitions of new equipment.
- Serve as first level contact for field and office equipment related problems and tracks problems through to resolution.

Duty 4

General Summary:

Percentage: 10

Position serves as the Consumer Protection Division's Vehicle Travel Liaison.

Individual tasks related to the duty:

- Review and maintain vehicle fleet data in accordance with policy and procedures.
- Maintain records on vehicle fleet service activities.
- Compile, maintain and track related billing, inventory and detail reports.
- Research, evaluate and make recommendations related to the division's fleet needs and customer service.
- Draft annual vehicle requests.
- Oversee vehicle maintenance records.
- Serve as the backup vehicle travel liaison for Laboratory and Consumer Protection Bureau Division vehicles.
- Assists Consumer Protection Division staff with vehicle issues.
- Update tracking database for vehicles and equipment inventory.

Duty 5**General Summary:****Percentage: 5**

Serves as the Consumer Protection Division's Freedom of Information Coordinator

Individual tasks related to the duty:

- Evaluate, apply law and policy, monitor and coordinate responses for incoming FOIA requests for the Consumer Protection Division while ensuring communication with management and staff as needed to ensure timely responses to requests.
- Produce various data sets representing Division program activities on an as needed basis in response to FOIA requests, and Governmental unit inquiries.
- Work one on one with division management to comply with FOIA processing deadlines.
- Review and evaluate unit and program documents and data, for compliance with Freedom of Information Act request.
- Draft Freedom of Information Request response letters (approval, denial).
- Complete annual Freedom of Information training.
- Compile materials related to certain FOIA requests.

Duty 6**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Serve as the timekeeper for the Consumer Protection Division to review timesheets for accuracy of hours, coding, and inclusion of proper comments and compliance of union contracts.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Uses independent judgement to coordinate workflow to meet necessary deadlines (prioritize work assignments), which impacts cross sections of employees,

Address raised issued using best practices to determine appropriate resolution of a situation.

17. Describe the types of decisions that require the supervisor's review.

Decisions pertaining to unusual inquiries or unusual complaints.

When there is no precedent to follow. Any circumstance not covered by policy. When recommending changes to existing program functions or policy changes.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Office environment. The position requires the utilization of self-initiative and the ability to work under pressure. The position requires extended periods of sitting and long periods of computer and keyboard activity.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position provides technical assistance to support the Consumer Protection Division. Work is performed through the knowledge related to the methods, practices, procedures, policies, regulations, and laws of the division (weights and measures, Item pricing, and motor fuel quality) and supports the division's operational needs by performing a variety of technical tasks.

This position compiles data and monitors inspection and complaint databases for accuracy and creates monthly reports for division management by analyzing inspection data.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New establishment.

25. What is the function of the work area and how does this position fit into that function?

This position is in the Michigan Department of Agriculture and Rural Development's Consumer Protection Division; the function of this position is to provide technical support to division management by monitoring the inspection and complaint databases for data accuracy, and to create monthly and annual reports for division management, review technical inspection reports for compliance with Freedom of Information Act requests, and manages the division's fleet of 45 vehicles, which includes preparing vehicle replacement requests, advising staff of recalls, and assisting with maintenance issues.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to interpret and apply complex laws, rules, and regulations.

Ability to abstract and present significant facts from data.

Ability to analyze data and operations and make recommendations for change.

Ability to communicate effectively.

Ability to determine work priorities.

Ability to use microcomputer and be familiar with data systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

LAUREN FELDPAUSCH

Appointing Authority

8/14/2026

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date