

Position Code

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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 Development
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Food Safety and Animal Health
4. Civil Service Position Code Description	10. Division
Food and Dairy Industry Manager 15	Dairy, Feed and Produce
5. Working Title (What the agency calls the position)	11. Section
Dairy Field Program Manager	Dairy
6. Name and Position Code Description of Direct Supervisor	12. Unit
Amber Matulis, Division Director State Division Administrator 17	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Tim Slawinski, Bureau Director State Bureau Administrator	Home Workstation* *Designated one day per week in Lansing Office with travel as required for meetings. Hours: Varied, including 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

The purpose of this position is to function as the Dairy Field Program Manager, responsible for the daily management of activities occurring within the Dairy Safety Program of the bureau's Dairy, Feed and Produce Division (DFP). The division assures a safe and wholesome produce, feed and dairy supply by administering regulatory programs designed to protect the health and safety of Michigan citizens, livestock, and pets along with maintaining and growing the agricultural industry. This manager position:

- Assures statewide uniformity, accountability and implementation of internal dairy program operations, monitoring performance of staff through establishment of metrics focused on quality, quantity and timeliness of work.
- Develops policy and provides guidance.
- Leads strategic planning efforts related to identifying and addressing internal and external program challenges and opportunities.

The position requires capacity for collaboration and highly effective communication across multiple formats, with both internal staff and external partners, including federal, state, and local regulatory agencies, industry officials, and organizations.

This position is required to follow established standard operating procedures and meet quantity, quality and timeliness standards for assigned work.

Individual tasks related to the duty.

- Direct supervision of assigned staff.
- Develop and implement plans to meet the division/bureau's short- and long-term strategic planning goals for the dairy program.
- Manage division/bureau efforts to develop and implement strategies for reducing the occurrence of foodborne illness risk factors in licensed dairy establishments.
- Develop, establish, track individual staff progress toward meeting metrics based on quality, quantity and timeliness.
- Collaborate with other programs within the department to ensure sharing of best practices, training of dairy staff to identify critical food safety risks in dairy facilities in alignment with both federal and state regulations, and identification of methods for gaining compliance in facilities under multiple jurisdictions.
- Assure continuous quality improvement in meeting dairy laws and standards.
- Assure proper use of electronic inspection systems.
- Coordinate with other related programs, such as food, feed, produce, etc.
- Assure Certified Industry Field Representatives are properly trained and certified.
- Assure the establishment, maintenance, and tracking of a comprehensive training program for all dairy staff.
- Assure assigned section staff maintain their professional credentials and certifications, as applicable.
- Assure that inspection reports, sample reports, evidence reports, and other regulatory documentation generated by staff meet quality and uniformity standards, are legally defensible, and assure uniformity among section staff.
- Assure active engagement of dairy field inspectors in Emergency Management and Rapid Response Team efforts, meetings, trainings, and exercises to elevate awareness of unique dairy industry needs, limitations, and opportunities and ensure preparedness for emergencies.
- Recruit, select, and supervise the orientation of new staff.
- Prepare employee performance ratings.
- Review work schedules and make routine and special assignments.
- Provide consultation to staff members, other regulatory groups and the industry.

Duty 3

General Summary of Duty 3 15% of Time

Other duties, training, and special projects as assigned.

Individual tasks related to the duty.

- Complete special assignments from the Division Director, Bureau Director or other department leadership.
- Attend and complete training, as required.
- Support department emergency response efforts.
- Other management level duties as assigned.

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

- Develop and disseminate statewide policy for new and emerging dairy issues.
- Develop and provide state-wide training programs, as applicable.
- Make determination of complex interpretations of requirements not clearly established in legal authorities.

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

- Where decision may impact on state or local politics.
- When a second opinion is needed in the interpretation of legal documents (various acts and rules).
- When there may be a question of properly following the course of action used by the department.
- New and emerging issues impacting dairy product safety and public health that may not be clearly defined by existing policy, procedure, law or regulation.

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

This position requires extensive computer work and both virtual and in-person meeting participation. Long periods of sitting and using a computer are routinely required. Statewide travel may be required occasionally to attend various program, division, department, and stakeholder events, trainings, regulatory proceedings, or other activities outside the workstation.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Erin Quaine Altman	Food/Dairy Industry Manager 14		
VACANT	Food/Dairy Industry Manager 14		
Brandon Verhougstraete	Dairy Industry Specialist 13		

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

- | | |
|---|---|
| <p><input checked="" type="checkbox"/> Complete and sign service ratings.</p> <p><input checked="" type="checkbox"/> Provide formal written counseling.</p> <p><input checked="" type="checkbox"/> Approve leave requests.</p> <p><input checked="" type="checkbox"/> Approve time and attendance.</p> <p><input checked="" type="checkbox"/> Orally reprimand.</p> | <p><input checked="" type="checkbox"/> Assign work.</p> <p><input checked="" type="checkbox"/> Approve work.</p> <p><input checked="" type="checkbox"/> Review work.</p> <p><input checked="" type="checkbox"/> Provide guidance on work methods.</p> <p><input checked="" type="checkbox"/> Train employees in the work.</p> |
|---|---|

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?

Develop and implement Michigan's Dairy Safety Program, through proper interpretation of legal authorities, department and division policy and procedure, and successfully lead and direct assigned staff to effectively carry out the program requirements.

The incumbent of this position will require detailed knowledge of food and dairy safety, all aspects of Michigan's Dairy Safety Program, strong leadership and management skills, the ability to successfully manage the assigned program, to successfully manage and mentor staff, and to exercise professional judgment, the ability to successfully and effectively work with internal and external stakeholders, a high attention to detail, the ability to maintain confidence and discretion, advanced communication skills and the ability to implement time management skills to meet workload demands.

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

This is a new position.

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

The Dairy, Feed and Produce Division ensures a safe and wholesome produce, feed and dairy supply by administering programs designed to protect the health and safety of Michigan citizens, livestock, and pets along with maintain and growing the agricultural industry.

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

EDUCATION:

Possession of a bachelor's degree in animal science, biochemistry, biology, chemistry, environmental health, food science/technology, microbiology, toxicology, veterinary science, or a related field including 10 semester (15 term) credits in one or a combination of the following: biology or chemistry.

EXPERIENCE:

Six years of professional food and dairy industry experience equivalent to a Food and/or Dairy Industry Field Scientist, including three years equivalent to a Food and/or Dairy Industry Field Scientist 12, two years equivalent to a Food and/or Dairy Industry Manager 13 or Food and/or Dairy Industry Specialist 13; or, one-year equivalent to a Food and Dairy Industry Manager 14 or Food and/or Dairy Industry Specialist 14.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the programs, rules, regulations, policies and procedures within the division and bureau.
- Knowledge of the organization and work flow, etc.
- Ability to delegate responsibilities according to skill and ability.
- Ability to recognize and proactively prepare for anticipated challenges.
- Ability to interpret, explain, and apply complex laws, rules and regulations.
- Ability to analyze and evaluate data, to organize, evaluate and present information effectively.
- Ability to maintain favorable public relations.
- Leadership qualities and skills.
- Established and/or developing management skills.
- Ability to maintain confidentiality.
- Attention to detail, time management skills, and ability to independently prioritize critical tasks amid rapidly changing priorities.
- Advanced, effective communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

- This position is required to obtain and maintain FDA commissioning.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.