

Position Code
DEPSPL2P34N

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
	Michigan Department of Agriculture and Rural Development (MDARD)
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Bureau of Food Safety and Animal Health
4. Civil Service Position Code Description	10. Division
Departmental Specialist 13	Animal Industry Division
5. Working Title (What the agency calls the position)	11. Section
Emergency Management Specialist	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Justine O'Malley Veterinarian Manager 14 Emergency Management Program Manager	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jeff Schaner State Administrative Manager 15 Deputy Division Director	Constitution Hall, 525 W Allegan St, Lansing Monday thru Friday, 8:00am-5:00pm, and other times as needed. The official work location for this position is Stabenow Bldg in Lansing, MI. This position may offer some agreed upon remote work arrangement.
14. General Summary of Function/Purpose of Position	
The Animal Industry Division (AID) of the Michigan Department of Agriculture and Rural Development (MDARD) protects, regulates, and promotes animal health. The purpose of this position is to act as the emergency response subject matter expert for AID and advance the animal disease response capabilities in the State of Michigan. This position will develop response plans in coordination with veterinary specialist program managers within AID and will facilitate trainings and exercises. In addition, this position will coordinate with external partners within state and federal government, industry groups and other emergency management partners through outreach, training, and exercises. This position primarily works within the scope of Act No. 466, PA 1988 Animal Industry Act and with guidelines from the Michigan Emergency Management Plan, Animal Annex, and the United States Department of Agriculture (USDA).	

- 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 of Duty 1 **% of Time 50**

Serve as the emergency management specialist responsible for managing and coordinating the development and maintenance of animal related emergency plans in collaboration with veterinary program managers to improve division and department emergency preparedness. Serve as a liaison with other agencies and entities involved in emergency planning and response.

Individual tasks related to the duty.

- Coordinate the development, maintenance, and improvement of emergency plans, checklists, Standard Operating Procedures (SOP), and other related documents with division programs, ensuring materials align with relevant department, State of Michigan, and Federal plans.
- Serve as liaison with Department Emergency Management Coordinator, Deputy Coordinator, MDARD divisions, and USDA to assist with developing and maintaining subject matter specific emergency plans and related documents (such as the Veterinary Stockpile Plan, etc.).
- Serve as a liaison to partnering agencies and entities working collectively to improve emergency preparedness in the State of Michigan.
- Coordinate the development of plans with external partners, including Michigan State University (MSU) Extension, the MSU Veterinary Diagnostic Laboratory, federal agencies, other State of Michigan agencies, counterparts in other states, local agencies, and the food and agriculture sector stakeholders.
- Ensure continuity of operations/continuity of government plans consistent with the MDARD EM Plans Manual and Michigan Emergency Management Plan.
- Lead and facilitate meetings of workgroups and exercises for emergency plans.
- Review, research, and identify gaps within emergency plans and assemble plans to address.
- Develop and maintain schedule for updates of emergency plans.
- Make recommendations to Division or Department Leadership.

Duty 2

General Summary of Duty 2 **% of Time 20**

Coordinate stakeholder engagement in emergency response planning and exercises.

Individual tasks related to the duty.

- Serve as division liaison with MSU Extension on the Emergency Response to Accidents Involving Livestock (ERAIL) program
- Attend meetings representing division and/or department with various emergency management stakeholders and partners.
- Assist local units of government and other stakeholders, including livestock associations, companion animal entities, and fairs with animal related emergency response planning.
- Provide training to increase awareness and understanding of division and department emergency plans.

Duty 3

General Summary of Duty 3

% of Time 15

Coordinate routine, multi-disciplinary emergency preparedness exercises for division staff and external response partners.

Individual tasks related to the duty.

- Work with division management, division emergency management team, division program managers, and department emergency management program to determine scope and goals for exercises.
- Participate in and support drills, exercises, and actual events in the State Emergency Operations Center or other locations, possibly outside of regular work hours and outside of Lansing, as assigned.
- Collaborate with stakeholders to engage in multi-agency exercises.
- Represent division on planning, design, and execution of MDARD, state, regional and national animal related exercises.
- Seek and manage grant opportunities to assist in exercise planning.
- Develop, implement, and track grant and cooperative agreement progress and spending in conjunction with division budget officer.
- Manage spending and generate appropriate reports for grant and cooperative agreement funds received.
- Facilitate debrief sessions and develop after-action reports and improvement plans to ensure continuous quality improvement and metrics.

Duty 4

General Summary of Duty 4

% of Time 10

Coordinate staff readiness efforts, including staff training, exercises, and emergency supply inventories.

Individual tasks related to the duty.

- Develop and implement a plan to identify division staff for ICS roles in alignment with department efforts and ensure they are properly trained.
- Maintain tracking of staff emergency management training.
- Serve as lead for oversight of the two division emergency response trailers and other emergency response resources, including inventory management.
- Manage cooperative agreement with Martin Fire Department and the foaming trailer resource.
- Obtain and maintain certification in advanced Incident Command System training courses, including but not limited to, position specific training.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Participate in department Emergency Management Liaison meetings.
- Be medically cleared and fit tested to wear and use various types of respirators
- Other special projects assigned by supervisor.

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

1. Decisions about how to organize and implement assigned program goals.
2. Decisions about how to develop training materials and training programs for staff and stakeholder groups.
3. Decisions about how to respond to animal emergency notifications
4. The department, animal owners, industry groups, and the public may be affected by these decisions.
5. The decisions may have an economic or health impacts on animals and the public.

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

1. Decisions which would alter policy or substantially change a process.
2. Decisions that have a major impact on an animal owner or industry group.
3. Decisions that involve media or legislative attention or are of a political nature.
4. All web based and printed material leaving the department needs to go through a review by the executive office.
5. Decisions that have a financial impact.

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 involves both office and field work. However, work will primarily be in an office setting. There will be time spent driving a vehicle on occasion, sometimes in inclement weather. There will be time spent giving presentations to groups. There will be time spent in biosecurity gear either as an exercise or a real situation. There may be time spent working with animals.

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>

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?

23. What are the essential functions of this position?

- Serve as the emergency preparedness specialist responsible for managing and coordinating the development and maintenance of animal related emergency response plans and procedures to improve division and department emergency preparedness.
- Serve as a liaison with other agencies and entities involved in emergency planning.
- Coordinate stakeholder engagement.
- Coordinate routine, multi-disciplinary emergency preparedness exercises for division staff.
- Coordinate staff readiness efforts.
- Travel throughout the state and travel out of state from time to time. Stay away from home overnight.

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

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

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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 any major.

EXPERIENCE:

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of emergency management concepts and operations.
- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of the Microsoft Office products and ability to learn and utilize other computer programs as needed.
- Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to emergency management based on information from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to work under pressure in emergency situations.
- Ability to communicate with others verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

- This position may be required to be FDA commissioned/credentialed or attain similar status with other agencies. Due to the nature of the work performed by this position, a background check may be required.
- Preferred: driver's license, incident command system certificates, and professional emergency manager courses.

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.