

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

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| Position Code 1. DEPSPL2O28N |
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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.

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| 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 SPECIALIST-2 | 10. Division Executive Office |
| 5. Working Title (What the agency calls the position) Emergency Management Specialist | 11. Section Office of Legal Affairs and Emergency Management |
| 6. Name and Position Code Description of Direct Supervisor DEACON, BRADLEY N; STATE OFFICE ADMINISTRATOR | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor BORING, TIMOTHY J; DIRECTOR | 13. Work Location (City and Address)/Hours of Work 525 W Allegan St Lansing MI 48933 / M-F 8:00 AM – 5:00 PM |

14. General Summary of Function/Purpose of Position

This position supports the Michigan Department of Agriculture and Rural Development's emergency management program by serving as the Department's Emergency Management (EM) Specialist. The position develops and maintains the Department's emergency plans, as well as implements the emergency training and exercise program for the Department. The position works for the EM Unit Manager/Deputy Emergency Management Coordinator and is responsible for further development and maintenance of the Department's written emergency plans, including continuity of operations/continuity of government plans, consistent with the Michigan Emergency Management Plan. The position also assists the Department's divisions with subject matter specific plans, including the Veterinary Stockpile Plan, Food and Feed Emergency Management Plans, Mass Carcass Management Plan and related documents by leading and facilitating work groups. Relatedly, the position will provide training internally and externally on these plans and develop preparedness exercises to test these plans, consistent with the Homeland Security Exercise & Evaluation Program, including debrief / 'hotwash' sessions and after-action reports. The position also supports the Department's emergency management responses by being part of incident management teams and staffing the State Emergency Operations Center and Agriculture Emergency Coordination Center. This position is required to follow established standard operating procedures and meet quality, quantity, and timeliness standards for assigned work.

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: 55

This position serves as the Emergency Management Specialist for the department and a wide range of external partnering agencies and entities. This specialist is responsible for overseeing the development and maintenance of emergency plans, including serving as a liaison to other agencies and entities working on emergency plans and leading work groups.

Individual tasks related to the duty:

- Coordinate and lead the development and maintenance of emergency plans, annexes, and procedures to assist the department with overall readiness and preparedness.
- Serve as a liaison to partnering agencies and entities working collectively to improve emergency preparedness in the State of Michigan.
- Serves as a subject matter expert supporting MDARD divisions in developing and maintaining subject matter specific emergency plans and related documents (including the Veterinary Stockpile Plan, Food and Feed Emergency Management Plans, and Mass Carcass Disposal Plan).
- Coordinate on development of plans with external partners, including Michigan State Police Emergency Management and Homeland Security Division, federal agencies, other State of Michigan agencies, counterparts in other states, local agencies, and the food and agriculture sector, including the private sector.
- Participate in emergency responses. This includes deployment to the State Emergency Operations Center and other locations, and coordination with other agencies and organizations and answering after-hours emergency calls for the Department.
- Attend external meetings, representing the Department.
- Deploy on departmental and State of Michigan Incident Management Teams, supporting emergency responses.
- Develop and maintain schedule for updates of emergency plans and both physical hard copies and electronic versions.
- Ensures continuity of operations/continuity of government plans consistent with the Michigan Emergency Management Plan.
- Provide expertise to the Department and/or responding MDARD Divisions by setting up an Incident Command Post to respond to a real-world emergency.
- Lead and facilitate meetings of workgroups for emergency plans.
- Facilitate debrief sessions and develop after-action reports and improvement plans to ensure continuous quality improvement and metrics.
- Review, research and identify gaps within emergency plans and assemble plans to address.
- Consistent with the Michigan Emergency Management Plan, ensure the MDARD Emergency Plans Manual and related annexes are maintained and current.

Duty 2

General Summary:

Percentage: 40

This position is responsible for emergency training and exercises, provides training on emergency plans and emergency preparedness for the department, and develops and maintains the department's training and exercise strategy. This position also develops emergency preparedness exercises that include federal, state, and local agencies, academia, and the private sector.

Individual tasks related to the duty:

- Develop training programs including preparedness exercises based on emergency plans and annexes for the department, as well as coordinating with other agencies and external partners to develop and conduct preparedness exercises.
- Lead, facilitate, and participate in meetings to plan and develop preparedness exercises as a representative of MDARD and the food and agriculture sector.
- Develop training on emergency management plans and concepts, and develop and conduct emergency management seminars, drills, and exercises both for the department and externally, consistent with the Homeland Security Exercise and Evaluation Program, including after action reports and improvement plans.
- Obtain and maintain certification in advanced Incident Command System training courses, including but not limited to, position specific training and instructor training.
- Provide emergency management training to MDARD regulatory divisions and assist with development of other training programs, meetings, and conferences.
- Participate in drills, exercises, and actual events at the State Emergency Operations Center or other locations, possibly outside of regular work hours and outside of Lansing. This includes being part of the exercise planning and design team as well as conducting / facilitating all or parts of emergency preparedness exercises.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Support internal MDARD efforts related to measures, metrics, and outcomes.
- Other duties as assigned.

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

- Maintaining schedule for updating emergency plans and calendar for internal and external training and exercises relevant to MDARD.
- Researching and drafting emergency management plans and related updates.
- Developing exercise / training materials for both internal and external customers.
- Recruiting internal and external participants for workgroups; setting goals and timelines in coordination with the EM Unit Manager and other units in the Office and then leading/facilitating workgroups for both emergency plans and exercises.
- Arranging meetings and setting timelines, and developing plans, trainings, and exercises with MDARD subject matter experts and external partners
- Developing timelines for meeting deadlines to accomplish work.
- Developing training materials for internal and external stakeholders on emergency management plans and concepts.

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

- Final approval of emergency management plans and after-action reports / improvement plans.
- Final approval of scenarios used in exercises

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.

Ability to get to the State Emergency Operations Center and perform duties there. Possible deployment to other locations supporting the departmental and State of Michigan Incident Management Teams.

Office work.

Attendance at and conducting training exercises, including out-of-doors activities in all seasons.

Travel to attend meetings, trainings, and events, possibly out of state.

In an emergency situation, may perform duties under tense or hectic situations.

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.

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|---------------------|-------------|--------------------|
| VACANT | STUDENT ASSISTANT-E | | |

Additional Subordinates

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

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

Y

Y

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?

Development and maintenance of emergency plans

Development of training and emergency preparedness exercises

Representing the Department and the food and agriculture sector on emergency planning and training workgroups

Other duties as assigned

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?

This work area provides support for all departmental emergency management activities to ensure the safety of the food & agricultural sector. This work area also provides expertise in development of emergency plans and exercises for the entire department. This position supports the Director of Legal Affairs / Emergency Management Coordinator and Emergency Management Unit Manager / Deputy Emergency Management Coordinator in these efforts.

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; ability to set and meet deadlines; ability to work under pressure during emergency situations.

Knowledge of the food and agriculture industry is helpful. Computer skills, word processing and ability to learn other computer programs as needed. Ability to work with government at local, state and federal levels, the private sector, and the general public. Good communication skills, both written and verbal, and experience in putting together and delivering training to adult learners.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's license; ICS certificates, Professional Emergency Manager courses are 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.

None.

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

QUINN BENSINGER

6/4/2026

Appointing Authority

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