

**State of Michigan
Civil Service Commission**

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

Position Code

1. ENVRMGR3A04N

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 ENVIRONMENTAL MANAGER-3	10. Division Environmental Stewardship
5. Working Title (What the agency calls the position) Right to Farm Program Manager	11. Section Right to Farm
6. Name and Position Code Description of Direct Supervisor SWARTZ, MARK S; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor JOHNSON, JAMES A; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Constitution Hall - 525 W. Allegan St. Lansing, MI / Monday – Friday, 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position has statewide responsibility for the management of the Michigan Right to Farm (RTF) Act, including Environmental Complaint Response, Site Selection for New and Expanding Livestock Facilities, and the annual review process for the Generally Accepted Agricultural and Management Practices (GAAMPs). This position provides oversight for the Michigan Department of Agriculture and Rural Development's (MDARD) role in education and technical assistance in Michigan's Biosolids land-application Program. This position serves as supervisor and directs the activities of Right to Farm staff. This position makes technical decisions and interpretations, directly impacting Michigan's production and agriculture industry. This position is responsible for maintaining programmatic data and documentation.

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: 40

Supervise and direct the activities of staff in the Right to Farm Program.

Individual tasks related to the duty:

- Establish work priorities; make assignments; and coordinate staff activities for complaint response, livestock facility siting, pro-active GAAMPs determinations, and category determinations for livestock in residential areas.
- Review time and attendance, requests for annual leave, sick leave, and compensatory time use, as well as travel vouchers, procurement card reports, alternate work schedules, supplemental employment notifications, and training requests.
- Review assignment work products, provide feedback, and approve completed assignments.
- Conduct biweekly meetings with direct reports providing evaluation, discussion and feedback on the quality, quantity, and timeliness of their work and associated competencies.
- Document the occurrence of biweekly meetings and issues discussed with staff.
- Conduct annual staff performance reviews, according to department procedure.
- Identify opportunities to and facilitate improvement of staff core competencies and technical proficiency
- Select and assign staff, ensuring equal employment opportunity in hiring and promotions.
- Ensure proper labor relations and conditions of employment are maintained.
- Communicate programmatic progress and staff performance to leadership in a clear and consistent manner.
- When needed, initiate action to correct performance and/or behavior problems with employees.
- Coordinate activities, work assignments, and training for field inspectors and other program staff with Environmental Stewardship Division program managers to optimize the cost of program delivery.

Duty 2

General Summary:

Percentage: 20

Manage the Right to Farm Program and assign and coordinate tasks.

Individual tasks related to the duty:

- Evaluate incoming environmental and nuisance complaints, assign to inspector, and track progress toward resolution according to standard operating procedures.
- Provide direct council and guidance to staff on difficult and highly technical situations, special investigations, and controversial complaints. This task occurs both in the office and in the field.
- Analyze inspection reports submitted by field inspectors, determine the level of the farm's conformance with GAAMPs, determine the status of complaints, and provide appropriate written response to farm operations and complainants.
- Respond to corrective management plans submitted to MDARD by farmers to address verified environmental complaints.
- Manage records and other information to record, update, and monitor remediation progress, as well as reporting of RTF progress.
- Strategically evaluate complaints for trends and make adjustments in program policy, standards, or outreach efforts.
- Facilitate the provision and utilization of appropriate information technology by program staff and partners.
- Implement retention schedules for paper and electronic documents and records.
- Provide strategic analysis of legislation and rules impacting environmental and conservation programs.
- Establish and maintain essential communication process with local units of government, farmers, GAAMPs committees, and other partner agencies.
- Work with the Department of Environmental Quality to transfer and resolve cases with joint jurisdiction.

Duty 3

General Summary:

Percentage: 15

Develop and maintain procedures and tools for improving the efficiency, effectiveness, and transparency of program delivery.

Individual tasks related to the duty:

- Develop, update, and provide staff training on standard operating procedures for core program activities.
- Establish and maintain case, inspection, and resolution data in an accurate and timely manner
- Improve document generation and management systems used by the program.
- Collect and publish performance metrics via annual reporting template(s) and departmental scorecards.
- Communicate programmatic progress and staff performance to leadership in a clear and consistent manner.
- Establish metrics and systems for the evaluation of the quality, quantity, and timeliness of work being performed and utilize this information in biweekly intentional conversations with staff.
- Refresh strategic analysis of program strengths, weaknesses, opportunities, and threats and facilitate course corrections.
- Maintain public facing web content associated with the Right to Farm program.
- Implement program document retention schedule, FOIA requests, and electronic file management procedures.
- Ensure current strategic alignment between programmatic mission, goals, and day to day operations.
- Participate in lean process improvement efforts.

Duty 4

General Summary:

Percentage: 10

Facilitate the GAAMPs annual review process.

Individual tasks related to the duty:

- Maintain directory of individuals on each GAAMP review committee
- Coordinate the GAAMPs annual review process with committee chairpersons
- Participate in GAAMPs review process as a representative of MDARD or subject matter expert to incorporate feedback on practical application of GAAMPs on Michigan farms.
- Facilitate presentations of proposed edits to the Michigan Commission of Agriculture and Rural Development.

Duty 5

General Summary:

Percentage: 10

Right to Farm outreach.

Individual tasks related to the duty:

- Participate in training programs, seminars, conferences, and meetings for farmers, other agency staff, and agribusinesses on agricultural non-point pollution problems and applicable pollution prevention and control measures.
- Develop training materials and present information to MDARD field inspectors, conservation district technicians, and other agency staff on GAAMPs and other farm management practices to prevent pollution.
- Review risk assessment materials used by the Michigan Agriculture Environmental Stewardship Program for GAAMP conformance issues and make recommendations for resolution.
- Provide education and outreach for locally elected officials and other stakeholders.

Duty 6

General Summary:

Percentage: 5

Provide oversight for MDARD's role in education and technical assistance in Michigan's Biosolids land-application Program.

Individual tasks related to the duty:

- Participate in quarterly Biosolids Program Committee meetings.
- Provide education and technical assistance information to the biosolids industry, farm community, and other stakeholders.
- Coordinate education and outreach activities and communications materials.

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

- Assign complaints for investigation to field staff. RTF inspectors will schedule individual farm inspections. Complaints involving animal care issues are coordinated with Animal Industry Division staff. Complaints associated with pesticide misuse are coordinated with the Pesticide and Plant Pest Management Division.
- Written responses to farm operations based on inspection reports.
- Response to management plans that have been developed to address verified environmental problems.
- Database management, recording, and monitoring of farmers' decisions and remediation progress.
- Direct farm follow-up inspections and remedial efforts with other agencies.

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

- Recommendations to the Michigan Commission of Agriculture and Rural Development for updates to the RTF GAAMPs.

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.

Investigations of complaints involving agricultural facilities include automobile travel to individual farms and typically involve walking at farmsteads across crop fields, pastures, woodlots, and along watercourses in order to conduct thorough inspections. Environmental conditions include all types of weather on a year-round basis, which vary with site specific and seasonal weather conditions. Should weather conditions become hazardous, inspections may be rescheduled.

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>
MAHONEY, STEPHEN J	RESOURCE ANALYST-A 12	KORSON, JAY P	RESOURCE ANALYST-E P11
WOZNIAK, MICHAEL P	RESOURCE ANALYST-E P11	MCCARTY, KYLE M	RESOURCE ANALYST-E P11
TURRUBIATES, OLIVIA R	SECRETARY-E E8		

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 checked="" type="checkbox"/> | Orally reprimand. | <input checked="" type="checkbox"/> | 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 serves as a program manager and supervisor for the Right to Farm Program and the Michigan Biosolids Program. The RTF Program assists farmers to remediate environmental problems by implementing recommended practices that conform to the RTF GAAMPs. This position will maintain and monitor database records on complaint response activities and assign new complaints to field inspectors, including evaluating all incoming complaints, assigning complaints for investigation to regional field inspectors, and tracking complaint response activities. This position maintains and monitors database records, develops quarterly activity reports, and bi-monthly director's reports.

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

Updating position to reflect current duties/responsibilities as the PD has not been updated since 2000. Duty 1's percentage changed from 35 to 40 percent. Additional supervisory tasks were added to this duty. Duty 2's percentage has been updated from 30 to 20 percent. Duty #3 (MAEAP) has been removed as it has its own standards development process just as RTF has its GAAMP development process which has been added as Duty 4. The development and maintenance of procedures and tools for improving the efficiency, effectiveness, and transparency of program delivery duty/related tasks have been added as well. Additional duty regarding oversight for MDARD's role in education and technical assistance in Michigan's Biosolids land-application Program has been added. This position remains properly classified as it remains over professional positions in a complex work area. The work area remains complex as it makes technical decisions and interpretations, directly impacting Michigan's production and agriculture industry.

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

This position manages the Michigan Right to Farm Program. The emphasis of the program is placed on education and implementation of GAAMPs for the purpose of preventing agricultural nonpoint source pollution. This program works primarily with farms that operate with a significant potential for causing environmental problems as identified by environmental complaints from the Michigan Department of Environmental Quality, other agencies, and the private sector.

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 the physical sciences, biological sciences, resource management, sanitary science, environmental health, engineering, geology, or in geological, petroleum, or mining engineering.

EXPERIENCE:

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Five years of professional experience in an engineering or scientific field carrying out geological and/or environmental activities to protect, develop and maintain natural resources; working in an environmental protection program; or, enforcing environmental health or environmental protection laws, including three years equivalent to the experienced (P11) level, two years equivalent to the advanced (12) level, or one year equivalent to a 13-level specialist or manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have strong working knowledge of production agriculture and environmental protection practices. Needs to have good organizational skills, and management and supervisory skills. In addition, strong communication skills and a desire to work with people are required. Knowledge in computer database operation is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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 9/28/2020

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