

**State of Michigan
Civil Service Commission**

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

Position Code

1. ECDALTE

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) Agriculture Development Bureau
4. Civil Service Position Code Description Econ Comm Dvlpmnt Alt-E	10. Division Food and Agriculture Business Development Division
5. Working Title (What the agency calls the position) Economic/Community Development Analyst	11. Section Market Development Section
6. Name and Position Code Description of Direct Supervisor KEYES, TREVOR M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor THRONE, HEATHER L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Field Staff covering South Central and Southeast / Hours; M – F 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This position functions as an agriculture and rural development analyst responsible for meeting with business representatives, community officials, food and agriculture industry representatives, state and federal agencies, and other partners to assist in identifying regional needs to meet community growth and development goals for a specific geographic region, while learning the job, industry and the various assistance programs available.

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: 75

Serves as an analyst for agriculture and rural development responsible for promoting and supporting economic and community expansion for a specific geographic area while learning the job and industry, and the various available assistance programs.

Individual tasks related to the duty:

- Meet with food and agriculture industry representatives and community partners to determine needs and goals for overall industry/community growth and development
- In a learning capacity, provide technical assistance and serve as an advocate for businesses and communities to assist in identifying and resolving economic development impediments
- Assist in the development and implementation of action steps to enable the expansion of new businesses, products, emerging technologies, and markets to enhance value-added agriculture
- Attend conferences and public meetings to explore new food, agriculture, and land-based opportunities for the Department
- Work with the Michigan Economic Development Corporation and other appropriate state agencies, federal agencies, etc. to address economic development issues while learning the job and the various assistance programs available
- Provide summary reports on economic and community efforts and outcomes

Duty 2

General Summary:

Percentage: 15

Assist with local food access and nutritional initiatives within designated regions.

Individual tasks related to the duty:

- Meet with food and agriculture industry representatives and community partners to identify regional food access goals and objectives
- Provide technical assistance for businesses and communities to identify and resolve economic development impediments
- Work in coordination with Human Food Division and stakeholder groups to implement Food Modernization Act requirements

Duty 3

General Summary:

Percentage: 10

Support and perform performance management activities required by Department, Bureau, and Division and assist with other department initiatives as needed.

Individual tasks related to the duty:

- Compile and submit data as required by performance management activities
- Serve as a member on the department's internal rural development team
- Assist with rural development initiatives as identified

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

This position is responsible for making decisions related to workload prioritization and problem solving. The decisions will directly impact the processes used internally and externally to address food access initiatives.

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

Decisions involving department policy changes require additional review and approval, anything of a sensitive or political nature.

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.

Work is done primarily within an office environment. Regular instate travel is required to attend regional meetings. Limited out-of-state travel may also be necessary.

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. |

N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Review work.
N Provide guidance on work methods.
N 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 functions as an agriculture and rural development analyst responsible for meeting with business representatives, community officials, food and agriculture industry representatives, state and federal agencies, and other partners to assist in identifying regional needs and implementing action steps to meet community growth and development goals for a specific geographic region while learning the job. This position promotes the use of agricultural products that can/will be used in new and innovative ways to strengthen the economic development for the Michigan Department of Agriculture and Rural Development.

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

Downgrading for training purposes.

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

The Agriculture Development Bureau is responsible for economic prosperity in Michigan's food and agriculture sector through industry focused economic development, export assistance and grant management. The Division also provides executive support for the Craft Beverage Council and serves as the liaison with Michigan's many agriculture commodity groups. This Economic/Community Development Analyst meets with business representatives and community officials to determine overall growth, development needs and goals responsible for diversifying Michigan's economy through expansion and retention efforts with food and agriculture industry while learning the job and 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 any major.

EXPERIENCE:

Economic/Community Development Analyst 9

No specific type or amount is required.

Economic/Community Development Analyst 10

One year of professional experience in commercial financial analysis, marketing, international marketing, workforce development, or public, private economic, or community development equivalent to an Economic/Community Development Analyst 9; or, involving the creation, financing, and operation of a business or providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional tax and/or credit analysis, unemployment and workers compensation analysis, evaluating loan or grant applications, developing and implementing programs to identify foreign markets for export of Michigan products..

Economic/Community Development Analyst P11

Two years of professional experience in commercial financial analysis, marketing, international marketing, workforce development; or public or private economic or community development equivalent to an Economic/Community Development Analyst, including one year equivalent to an Economic/Community Development Analyst 10; or, involving the creation, financing, and operation of a business or providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional tax and/or credit analysis, unemployment and workers compensation analysis, evaluating loan or grant applications, developing and implementing programs to identify foreign markets for export of Michigan products..

Alternate Education and Experience

Economic/Community Development Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis. Ability to plan projects and maintain positive relationships. Strong written and verbal communication skills and ability to speak to large audiences. Ability to resolve technical problems involving diverse issues. Ability to maintain favorable public relations. Knowledge of local, state and federal community and economic development, programs, issues, trends, etc. Knowledge of business structures, organizations, and functions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

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

Appointing Authority

10/12/2025

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