

**State of Michigan  
Civil Service Commission**

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

Position Code

1. RESRALTAB16R

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> AGRICULTURE AND RURAL DVLPMNT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Environment and Sustainability
<b>4. Civil Service Position Code Description</b> RESOURCE ANALYST-A	<b>10. Division</b> Conservation and Stewardship Division
<b>5. Working Title (What the agency calls the position)</b> Field Coordinator	<b>11. Section</b> Soil, Water and Climate Section
<b>6. Name and Position Code Description of Direct Supervisor</b> PALM, ERIK W; ENVIRONMENTAL MANAGER-3	<b>12. Unit</b> Soil and Agricultural Stewardship
<b>7. Name and Position Code Description of Second Level Supervisor</b> DELEEUEW, MEGAN; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> Remote Workstation / Hours; M – F 8:00 am to 5:00 pm

**14. General Summary of Function/Purpose of Position**

This position serves as the recognized regional lead for both the Michigan Agriculture Environmental Assurance Program (MAEAP) and the Regenerative Agriculture Program (RAP) within a designated portion of Michigan. The Resource Analyst provides leadership, coordination, and technical support to Conservation Technicians funded through the Conservation Technical Assistance Program (CTAP) grant, ensuring effective implementation of program deliverables. For MAEAP, the analyst conducts on-farm evaluations, approves verifications, and oversees technician progress to ensure conservation practices meet established standards. The position also provides regional leadership in coordinating MAEAP programming, engaging with local partners, and supporting continuous improvement efforts. For RAP, the analyst serves as a subject matter expert, leading outreach and education efforts to promote regenerative agriculture practices. The role includes building relationships with farmers, stakeholders, and industry partners, and collaborating with MDARD's Agriculture Development staff to identify market opportunities for regeneratively produced products. This position plays a key role in advancing environmental stewardship, supporting technical staff, and expanding the reach and impact of MAEAP and RAP across Michigan's agricultural communities.

**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**

Recognized resource for agriculture programs.

This position provides regional leadership and expert field support for MAEAP and RAP. The Resource Analyst supports Conservation Technicians under CTAP grants, ensuring effective implementation of conservation practices and verification activities. As the lead for regional coordination, the analyst guides program delivery, supports technician development, and promotes sustainable agriculture through direct farmer engagement and stakeholder collaboration.

**Individual tasks related to the duty:**

- Lead the design, delivery, and evaluation of training programs for Conservation Technicians and internal staff, ensuring alignment with MAEAP and RAP standards.
- Provide strategic direction and oversight for formal and informal trainings, serving as a subject matter expert in best management practices.
- Serve as the regional resource for MAEAP verifications, completing verifications and training mentoring other staff.
- Collaborate with internal and external partners to expand market access and develop new initiatives that advance regenerative agriculture and conservation goals.
- Guide farmers in implementing regenerative practices, offering expert-level support to achieve measurable environmental and economic outcomes.
- Identify systemic barriers to conservation practice adoption and lead the development of innovative, scalable solutions.
- Cultivate and manage strategic relationships with regional federal, state, and local agencies, universities, and agricultural service providers to strengthen program delivery.
- Provide high-level input into program evaluations, reports, and continuous improvement strategies.
- Represent MAEAP and RAP in regional leadership forums, stakeholder engagements, and cross-agency coordination efforts.
- Serve as a recognized expert in key conservation domains such as nutrient management, livestock systems, water quality, and environmental compliance.

**Duty 2****General Summary:****Percentage: 20**

Ongoing program development.

This position leads the advancement of MAEAP and RAP program strategies, policies, and procedures. As a recognized resource, the analyst provides regional leadership in coordinating local program goals, guiding staff, and expanding stakeholder engagement to support long-term conservation outcomes.

**Individual tasks related to the duty:**

- Lead the creation and refinement of essential program documents, including policies, procedures, and work instructions.
- Coordinate regional program goals and activities, serving as the primary resource for local staff and partners.
- Collaborate with MDARD and Bureau of Environment and Sustainability staff to improve CTAP grant implementation and program delivery.
- Guide lean process improvement efforts and contribute to strategic planning initiatives.
- Seek and cultivate new partnerships to expand program reach and impact.
- Maintain expertise in regenerative agriculture and conservation practices through ongoing research and professional development.
- Communicate complex environmental information clearly to technical staff, farmers, and stakeholders.
- Serve as a recognized resource in specialized areas supporting MAEAP and RAP missions, including nutrient management, livestock systems, and water quality.

**Duty 3****General Summary:****Percentage: 5**

Promotion.

Provide regional leadership and subject matter expertise by representing MDARD, MAEAP, and the Regenerative Agriculture Program in professional settings that influence agricultural, environmental, and land use policy and program implementation.

**Individual tasks related to the duty:**

- Represent the department/division/program at local, state, and national meetings, conferences, and events.
- Serve as a recognized expert on MAEAP and Regenerative Agriculture Program standards.
- Participate in and contribute to task forces, committees, boards, and appointments relevant to program goals.
- Develop and deliver presentations on program activities, standards, and outcomes.
- Perform 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.

Decisions regarding practice standards and requirements for program implementation. Independent decisions include day-to-day workload priorities.

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

Decisions related to the allocation of program resources. Any decision where policy is not clear.

**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.**

All forms of outdoors physical activity (lifting, carrying, climbing, kneeling, walking on uneven ground, bending and digging) and normal office environment including indoor computer work. Exposure to all forms of weather. Periodic exposure to loud noises, chemicals, fumes, odors, air-borne dust, flammable liquids and heavy construction equipment. This position will involve day-to-day travel regionally and at times throughout the state of Michigan to work with partner agencies and landowners. Some overnight travel will 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):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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 provides field-level support for both the Michigan Agriculture Environmental Assurance Program (MAEAP) and the Regenerative Agriculture Program (RAP). The Resource Analyst works closely with Conservation Technicians funded through the CTAP grant to implement and verify conservation practices on farms, ensuring alignment with MAEAP standards and RAP objectives. The role includes coordinating technician activities, evaluating performance, and supporting the development of complex environmental safeguards.

In addition, the analyst serves as a statewide resource for regenerative agriculture, delivering education and outreach to farmers and stakeholders to increase understanding and adoption of sustainable practices. The position builds and maintains relationships with agricultural partners, collaborates with MDARD's Agriculture Development staff to identify market opportunities, and supports stakeholder efforts to advance regenerative agriculture goals. Through technical guidance, program coordination, and strategic engagement, the analyst helps promote environmental stewardship and expand the reach and impact of both MAEAP and RAP across Michigan.

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

The Resource Analyst 12 positions for MAEAP and Regenerative Agriculture were combined into one Resource Analyst 12 position for the Soil, Water and Climate Section and now functions as a regional recognized resource for both agriculture programs.

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

The work area supports agricultural, environmental, and land use programs through outreach, technical assistance, and collaboration with partners. It advances initiatives like MAEAP and regenerative agriculture by promoting sustainable practices and program compliance. This position provides regional leadership and subject matter expertise, representing MDARD and its programs at meetings, conferences, and on committees. It leads training, develops presentations, and coordinates with internal and external stakeholders to support program goals, policy development, and special projects—ensuring effective implementation and visibility of MDARD's environmental and agricultural efforts.

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

