

## 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-E	<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**

The Resource Analyst supports the Michigan Agriculture Environmental Assurance Program (MAEAP) and the Regenerative Agriculture Program (RAP) by coordinating conservation efforts and providing technical assistance across Michigan. The position works closely with Conservation Technicians funded through CTAP grants to ensure effective implementation of program deliverables, including MAEAP verification and regenerative practice adoption. The analyst offers outreach and education to farmers and stakeholders and collaborates with partners. The role also supports market development for regenerative producers and completes MAEAP Verifications. Additional responsibilities include monitoring technician progress, coordinating verification activities, and contributing to data tracking and reporting. By integrating support across both programs, the analyst enhances program alignment, strengthens field operations, and promotes regenerative agriculture and environmental stewardship throughout Michigan.

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**

Field support for Conservation Technicians and Farmers.

This duty encompasses providing comprehensive field-level support for both the Michigan Agriculture Environmental Assurance Program (MAEAP) and the Regenerative Agriculture Program (RAP). The Resource Analyst works directly with Conservation Technicians funded through CTAP grants and farmers to ensure effective implementation of program deliverables, verification of conservation practices, and promotion of sustainable agriculture across Michigan.

**Individual tasks related to the duty:**

- Support Conservation Technicians in implementing MAEAP and RAP deliverables, including on-farm evaluations and verification of conservation practices.
- Evaluate technician performance and adjust training or guidance as needed to ensure program standards are met.
- Assist farmers in adopting regenerative agriculture practices and MAEAP standards, including measuring environmental and economic outcomes.
- Build and maintain relationships with farmers, landowners, conservation districts, universities, agencies, and agricultural service providers.
- Support farmer network development by connecting farmers with similar regenerative management interests, crops and resource needs
- Serve as a regional resource in areas such as nutrient management, livestock systems, crop production, water quality, and environmental regulations.
- Identify and address barriers to practice adoption, developing innovative solutions and connecting farmers to resources, grants, and market opportunities.
- Lead and deliver formal and informal training for technical assistance providers and stakeholders.
- Monitor progress toward program goals and contribute to program evaluation, reporting, and recommendations for improvement.
- Represent MAEAP and RAP in regional coordination efforts and stakeholder engagement activities.

**Duty 2**

**General Summary:**

**Percentage: 20**

Ongoing program development.

**Individual tasks related to the duty:**

- Monitor and evaluate program outcomes to recommend improvements and adjustments.
- Support development and implementation of outreach strategies to advance conservation goals.
- Contribute to the preparation of required program reports.
- Assist with MAEAP LPI initiatives and emerging regenerative agriculture programs.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Participate in formal training and pursue ongoing professional development opportunities.
- Represent MAEAP and RAP at meetings, conferences, and stakeholder events as requested.
- Develop and deliver program-related presentations and outreach materials as requested.
- Perform other duties as assigned to support program success.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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 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 supports the development of complex environmental safeguards.

In addition, the analyst serves as a 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. 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 9-P11 positions for MAEAP and Regenerative Agriculture were combined into one position for the Soil, Water and Climate Section and now support both agriculture programs.

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

The work area function targets pollution prevention activities related to farms and other natural resource areas. Work is completed on farm and through conservation districts, Michigan State University Extension, USDA Natural Resources Conservation Service, private consultants and through conservation and agricultural partners. Efforts are coordinated with EGLE and MDNR as needed.

**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 a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

**EXPERIENCE:**

