

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

Position Code 1. DEPTMGR2E55N

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Employment and Training/ Workforce Development
4. Civil Service Position Code Description Departmental Manager-2	10. Division Targeted Services
5. Working Title (What the agency calls the position) National Farmworker Jobs Program Manager	11. Section Agricultural and Foreign Labor Services (AFLS)
6. Name and Position Code Description of Direct Supervisor VALLEJO, GINGER L; STATE ADMINISTRATIVE MANAGER-1	12. Unit National Farmworker Jobs Program (NFJP)
7. Name and Position Code Description of Second Level Supervisor ARROYO, HECTOR M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Elliott Larsen Bldg 320 S. Walnut Lansing MI 48933 / Monday-Friday 8:00AM-5:00PM

14. General Summary of Function/Purpose of Position

The position will serve as the National Farmworker Jobs Program (NFJP) Manager. This position serves as a first line manager in a standard work area responsible for directing the work of subordinate employees for the delivery of Employment Service (ES) programs to migrant and seasonal farmworkers (MSFWs) and agricultural employers. The position requires a thorough knowledge of the mission, policies, procedures, and regulations of state employment service programs, as well as knowledge of the Code of Federal Regulations (CFR), and the ability to interpret existing and proposed laws, policies, and procedures as they relate to the Wagner-Peyser, Temporary Foreign Labor Certification, and National Farmworker Jobs programs. The manager exercises authority over NFJP staff in directing the work of the NFJP. The manager exercises considerable independent judgment to adapt and apply agency policies and procedures to specific situations. The position will evaluate and verify employee performance through the review of completed work assignments and work techniques. This position works closely with the State Monitor Advocate (SMA) and the Agricultural Employment Services teams, ensuring the MSFW outreach program and staff meet all federally mandated requirements by coordinating activities, scheduling work assignments, and setting priorities. This position is responsible for maintaining all NFJP related reporting data used to monitor program performance, compliance, and file required quarterly reports.

The position requires the ability to read, write and communicate effectively in Spanish and English.

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

Under the direction of the AFLS Section Manager, directs probationary, intermediate and experienced level NFJP staff, coordinating and directing their expected work performance.

Individual tasks related to the duty:

- Monitor and evaluate program performance against desired levels of achievement.
- Receive and review Daily Outreach Activity reports.
- Provide technical guidance that pertains to the NFJP.
- Coordinate NFJP staff work activities, set customer needs priorities.
- Respond to operational inquiries.
- Identify staff training needs, ensure training is obtained.
- Monitor customer flow at the worksite(s) and adjust staff resources as required to meet customer needs.
- Advise staff in the resolution of sensitive, complex or precedent-setting situations and determine appropriate course of action.
- Individually coach staff to support development of skills/performance and Michigan Works! Agencies (MWA), other partner agencies and NFJP staff.
- Respond to concerns, complaints or inquiries from the general public, MWAs, other partners agencies and NFJP staff.
- Facilitate communication among NFJP staff, community agencies and service providers in support of program goals and objectives.
- Assess, identify and communicate needs and resolution to management.
- Implement and monitor new performance initiatives, gather and provide feedback, conduct surveys and advise management on impact and need for modification of program implementation procedures.
- Hear and resolve grievances at Step 1 level.

Duty 2

General Summary:

Percentage: 30

Assist in development and implementation of operating plans, and training. Administer the NFJP program ensuring requirements for performance and reporting follow local, state, and federal goals resulting in positive outcomes. Review the work of NFJP staff to evaluate their performance within established standards and take corrective action to ensure both quantity and quality of work performance when appropriate.

Individual tasks related to the duty:

- Coordinate with AFLS Manager to develop required program trainings. Assess training needs and prepare training plans to ensure Michigan Works! and NFJP staff are well trained in the Employment Service Complaint System to facilitate proper processing of complaints and apparent violations.
- Participate in program planning sessions.
- Conduct field visits with AFLS staff and prepare reports to maintain compliance with federal regulations.
- Gather and summarize materials and data for planning purposes.
- Collect, summarize, and analyze customer and program data to measure employee performance.
- Develop and apply corrective actions plans to ensure progress in meeting program objectives, as required.
- Assess individual training needs and arrange for individual or group training in work procedures and supporting skills.
- Perform annual performance reviews for staff and probationary service ratings for new staff.
- Participate in MWA partnership meetings.
- Represent the Department, MSFW Program, at community-based organization and employer, events.

Duty 3

General Summary:

Percentage: 10

Administrative duties as required.

Individual tasks related to the duty:

- Collect, analyze, and summarize NFJP program performance data and prepare management reports.
- Analyze performance reports and apply corrective action as warranted.
- Assist the administrative team to collect and assemble detailed cost data as required for reports, contracts, etc.

- Conduct routine management tasks such as approval of sick leave, annual leave, time and attendance, performance evaluations, etc.
- Meet with MWA management staff to ensure functional responsibilities are met.

Duty 4

General Summary:

Percentage: 10

Recruitment, selection, hiring and development of subordinate employees.

Individual tasks related to the duty:

- Preparation of selection criteria and interview questions for hiring of staff.
- Interview and check references and select employees.
- Complete onboarding documents and arrange for new employee orientation.
- Assess training needs for new staff and provide training in work procedures.
- Conduct probationary and ongoing annual performance reviews and deliver service ratings for employees.

Duty 5

General Summary:

Percentage: 10

Other Duties as assigned

Individual tasks related to the duty:

- Participate in community task forces, special projects and committees, etc.
- Make public presentations to employers, labor organizations, and community groups regarding services available from the Department, MSFW outreach program, and the NFJP staff.
- Participate in unit and division planning sessions.
- Gather and summarize materials and data for planning purposes.
- Assist Division Director with program related inquiries as required.
- 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.

The NFJP Manager will make independent decisions related to staff work assignments, approval of leave, etc. in accordance with State and Department policies. The NFJP Manager will develop goals, objectives, priorities and deadlines for the work unit, and propose recommendations on the commitment of program resources to dedicate to new initiatives, programs, or partners, and initiate action to remedy any situation at the local level as needed.

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

Formal discipline of staff. Promotion of staff. Adoption of work plans and schedules. When no policy or past practice exists, and decision would have a significant impact. Performance reports to Division Director and SMA. Situations are issues outside the usual scope of this position and issues that are unusually sensitive or political in 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.

Routine and frequent travel throughout the state. Daily and prolonged sitting in transit and at worksites. Exposure to all varieties of weather as part of working conditions and travel, including hazardous road conditions. Flexible working hours may occasionally be required in order to carry out performance goals and objectives.

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>
GARCIA, CRISTO J	MIGRANT SERVICES WORKER-E 8	FROST, ABIGAIL R	MIGRANT SERVICES WORKER-E 8
SALINAS, ANAKAREN	DEPARTMENTAL ANALYST-E P11	HERNANDEZ-GARCIA, DIANA	DEPARTMENTAL ANALYST-E 10
VACANT	MIGRANT SERVICES WORKER-E 9		
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?

The position will serve as the National Farmworker Jobs Program (NFJP) Manager. This position serves as a first line manager in a standard work area responsible for directing the work of subordinate employees for the delivery of Employment Service (ES) programs to migrant and seasonal farmworkers (MSFWs) and agricultural employers. The position requires a thorough knowledge of the mission, policies, procedures, and regulations of state employment service programs, as well as knowledge of the Code of Federal Regulations (CFR), and the ability to interpret existing and proposed laws, policies, and procedures as they relate to the Wagner-Peyser, Temporary Foreign Labor Certification, and National Farmworker Jobs programs. The manager exercises authority over NFJP staff in directing the work of the NFJP. The manager exercises considerable independent judgment to adapt and apply agency policies and procedures to specific situations. The position will evaluate and verify employee performance through the review of completed work assignments and work techniques. This position works closely with the State Monitor Advocate (SMA) and the Agricultural Employment Services teams, ensuring the MSFW outreach program and staff meet all federally mandated requirements by coordinating activities, scheduling work assignments, and setting priorities. This position is responsible for maintaining all NFJP related reporting data used to monitor program performance, compliance, and file required quarterly reports.

The position requires the ability to read, write and communicate effectively in Spanish and English.

Must be able to frequently travel throughout the state.

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

New

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

The function of the work area is to deliver and coordinate employment services to targeted populations and employers. The manager is responsible for delivery of these services to these targeted groups by the NFJP staff. The supervisor also assesses, identifies, and communicates needs to the Division Administrator, SMA, or OFLS Manager, for use in statewide policy development and strategic planning as it applies to delivered services.

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:

Departmental Manager 13

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Must meet the following special position requirement (SPR): Must be fluent in speaking, reading and writing in Spanish and English.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to interpret federal regulations and policies.
- Ability to read, write, and communicate effectively in Spanish and English.
- Knowledge of MSFW outreach program.
- Microsoft Word, Excel, PowerPoint.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possess and maintain a 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.

CLAY BOAK

9/8/2025

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