

<b>Position Code</b> 1.
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**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form 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 Development
<b>3.Employee Identification Number</b>	<b>9.Bureau (Institution, Board, or Commission)</b>
	Agriculture Development
<b>4.Civil Service Position Code Description</b>	<b>10.Division</b>
Departmental Analyst – E 9-P11	Producer Services
<b>5.Working Title (What the agency calls the position)</b>	<b>11.Section</b>
Qualified Forest Program Local Government Liaison	---
<b>6.Name and Position Code Description of Direct Supervisor</b>	<b>12.Unit</b>
Schram, Benjamin: Environmental Manager-3	Qualified Forest Program
<b>7.Name and Position Code Description of Second Level Supervisor</b>	<b>13.Work Location (City and Address)/Hours of Work</b>
Glaspie, Stevie: State Administrative Manager-1	Deborah A. Stabenow Building, 525 West Allegan Street, Lansing, MI 48933 8:00am – 5:00pm, Monday – Friday, Potential for Hybrid Schedule

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

This position supports the Michigan Department of Agriculture and Rural Development’s (MDARD) Qualified Forest Program (QFP). This position applies knowledge of the statutory requirements for the QFP, specifically provisions in statute regarding eligibility, enrollment and participation in the QFP. This position reviews and analyzes QFP applications to determine if land qualifies for enrollment. This position works cooperatively with landowners, county equalization offices, county treasurers, county registers of deeds, township supervisors, township assessors, and township treasurers.

**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 of Duty 1**                      **% of Time 50**

Reviews and analyzes QFP enrollment applications. Report program participation to local units of government. Maintain the QFP enrollment database and remove parcels from the program, as appropriate.

**Individual tasks related to the duty.**

- Complete the initial review of QFP enrollment applications, which may include obtaining missing information, verifying ownership patterns, and notifying local units of government.
- Work cooperatively with Michigan conservation districts to complete forest stocking eligibility reviews for complete applications within the 45-day window, as required by law.
- Utilize existing technology and resources to analyze and review program applications, such as aerial imagery, plat maps, equalization office websites, register of deeds websites, GIS, and the Michigan Department of Environment, Great Lakes, and Energy wetlands inventory resources.
- Provide vetted information and documentation regarding program participants to local units of government.
- Develop, review, and provide appropriate reports/documentation regarding program participants to county equalization and county treasurers on an annual and by request basis.
- Conduct the initial review of parcels to be removed from the program. Work cooperatively with other program staff to complete the removal.
- Respond to inquiries regarding the QFP from landowners, foresters, local units of government, and other stakeholders via phone, mail, and email.

Duty 2

**General Summary of Duty 2**                      **% of Time 30**

Transfer program enrollment to buyers of Qualified Forest property.

**Individual tasks related to the duty.**

- Verify ownership information of transferring landowner.
- Verify legal description(s) on new deed(s) matches legal description(s) for enrolled parcel(s). Work to address any inconsistencies with the applicant.
- Develop transfer affidavits for new owners of Qualified Forest Property to execute.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Draft operational guidance documents to provide consistency in administration of the law for instances requiring interpretation of the statute.

**Individual tasks related to the duty.**

- Identify areas within the statute which are subject to interpretation to properly administer the law.
- Draft preliminary operational guidance language for the issue.
- Provide copies of the draft preliminary operational guidance language to management and QFP staff for review and comment.
- Gather information regarding the issue in support of the proposed guidance.
- Prepare the final draft for review and approval, based on team comments and independent research.
- Update Operational Guidance Handbook with new guidance procedures and maintain record in the QFP electronic storage system.
- Review and update various forms utilized by the program, coordinating with QFP staff to make edits when necessary.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Promotion of the Qualified Forest Program.

**Individual tasks related to the duty.**

- Compile QFP data to be utilized in various publication materials, such as, but not limited to, websites, social media, podcasts, newspapers, magazines, and white papers.
- Draft presentations on the QFP for landowners and local units of government consumption with Program Manager and Communications approval.
- Provide approved presentations on the QFP to landowners, local units of government, and other audiences.
- Participate with various forestry-related groups to promote and explain the QFP.
- Work with the Communication Representative to provide press release language.
- Work with the Program Manager, Web Liaison, and other bureau/division staff to make changes to the program website, providing deliverables when necessary.
- Review and analyze application forms and promotional documents to recommend if changes need to be made for clarity or process improvement.
- Periodically as directed, update all program brochures, frequently asked questions, and other fact sheets for the program.
- Ensure all updated QFP materials are compliant with the Americans with Disabilities Act (ADA).
- Analyze program statistics and develop and provide annual reports to the State Legislature regarding private forest land enrolled in the QFP.

Duty 5

**General Summary of Duty 5**

**% of Time 5**

Other duties as assigned.

**Individual tasks related to the duty.**

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 new applications, conservation district interactions, interactions with local units of government, and decisions regarding program promotion are made independently. These decisions affect the QFP staff, individuals, and other entities enrolled in the QFP, and all other stakeholders in both the public and private sectors.

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

Final interpretation of laws and regulations regarding the program. Confer with program manager and/or other QFP staff for situations that are more sensitive or political in nature, or in situations that have not been previously encountered.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Typical office environment. Prolonged sitting or standing. Regular kneeling, stooping, climbing, and bending around office equipment. Occasional lifting of heavy boxes of paper.

**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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**20. This position's responsibilities for the above-listed employees include the following (check as many as apply):**

Complete and sign service ratings.

Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

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 is responsible for coordinating the review of QFP applications with conservation districts in the state, perfecting the applications utilizing various techniques and resources, and coordinating the development and improvement of promotional materials and applications for the program. This position works with professional and technical staff on the development of production reports for private forest land enrolled in the program. This position also works with academia and private industry in various capacities to promote enrollment in the program and solicit feedback on program policies and procedures.

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

This is a new establishment of a 9-P11 classification.

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 enroll land into the Qualified Forest Program, and to maintain existing affidavits under the program for the purpose of enhancing the management and harvesting of Michigan's non-industrial private forest land. The position is a part of the team that makes the review of enrollment requests, as well as other processes required to administer the program.

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 Analyst 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**ALTERNATE EXPERIENCE & EDUCATION**

**Departmental Analyst 9 - 11**

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.

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

