

Position Code 1.

**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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Agriculture and Rural Development
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Agriculture Development
4. Civil Service Position Code Description	10. Division
Resource Analyst-E 9-P11	Food and Agriculture Business Development
5. Working Title (What the agency calls the position)	11. Section
Intercounty Drains Analyst	---
6. Name and Position Code Description of Direct Supervisor	12. Unit
Williams, Brandon; Environmental Manager 14	Intercounty Drains Program
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Throne, Heather; State Division Administrator 17	Remote Workstation / Hours; M – F 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This position provides support to the Intercounty Drain Program of the Food and Agriculture Business Development Division of the Michigan Department of Agriculture and Rural Development (MDARD). Under the direction of the program manager, the position represents MDARD's Director as a Deputy serving as Chair of Intercounty Drainage Boards established under the Drain Code, P.A. 40 of 1956 as amended. The position will assist members of county drain commissioners with procedures that apply to the administration of intercounty drain drainage districts and chair Intercounty Drainage Board meetings. The position will inspect proposed and ongoing drainage infrastructure projects, focusing on maintenance and 197 projects, assisting governmental officials and private landowners on surface water drainage, soil conservation, watershed management, and soil erosion and sedimentation control practices.

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 80**

Provide support to the Intercounty Drain Program. Serve as Chair of Intercounty Drain Drainage Boards, with oversight and the direction from the program manager, as Deputy to the Director of MDARD, as designated in the Michigan Drain Code, Public Act 40 of 1956, as amended.

Individual tasks related to the duty.

- Oversee contractor selection and determine required contracts for open channel and tile drain projects that are generally more rural in nature and generally financed by revolving funds or short-term notes.
- Conduct maintenance work inspections.
- Initiate field inspections and/or review inspection reports/requests from county drain commissioner offices to perform routine, one single-event maintenance under Chapter 8 of the Drain Code.
- Execute professional service agreements for engineering, legal, and financial professionals including but not limited to directing easement acquisition, letting of construction contracts, and casting votes in the event of a tie.
- Direct the apportionment of costs to the counties in each drainage district for legal, engineering, construction, and maintenance expenses.
- Review engineering plans, specifications, and environmental assessments connected with drainage and irrigation district projects for compliance with statutes and policies.
- Chair public meetings to authorize maintenance of existing drainage infrastructure or to authorize the revision of a drainage district boundary through Section 197 of the Michigan Drain Code.
- Direct Drainage Board meetings for administrative actions to implement construction and maintenance contracts, authorize professional services for attorneys, engineers, and financial advisors and to authorize acquisition of land rights including condemnation.
- Physically inspect the construction and maintenance of drainage facilities for conformance with approved plans and specifications.
- Inspect intercounty drains to determine need for maintenance and/or reconstruction.
- Direct the adoption of resolutions for Soil Erosion and Sedimentation Control, Freedom of Information Act and Governance in accordance with published program guidelines.
- Co-sign all instruments to pay for professional services, contractors, or other vendor services.
- Provide progress/status reports on assigned drainage district projects.
- Prepare legal documents to evidence procedural compliance including advertisement and posting with the due process requirements of the Drain Code and Open Meetings Act.

Duty 2

General Summary of Duty 2 **% of Time 10**

Provide program assistance, research, and outreach for intercounty drain and general water resource management.

Individual tasks related to the duty.

- Assist program staff in tracking both drainage infrastructure and project status information for intercounty drains.
- Coordinate efforts to share drainage infrastructure and management data with drain commissioners' offices.

Duty 3

General Summary of Duty 3 **% of Time 5**

Assist the Intercounty Drain Program Manager to improve program operations. Provide input and material support as required to continuously improve program outcomes.

Individual tasks related to the duty.

- Assist in establishing and maintaining relationships with agency partners and external stakeholders.
- Meet with supervisor on a bi-weekly basis to review performance, operating procedures, identify strengths, weaknesses, opportunities and threats to program operations and project completion.
- Evaluate methods of enhancing program operations and acquire appropriate tools and technologies.
- Track status of drainage projects, associated documents, district maps, and engineering/design drawings
- Other duties as assigned.

Duty 4

General Summary of Duty 4 % of Time 5

Participate in events hosted by the Michigan Association of County Drain Commissioners.

Individual tasks related to the duty.

- Attend the district and annual conference programs.
- Assist in project presentations.
- Attend educational seminars, as appropriate.

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

When chairing intercounty drain drainage boards, this position will be required to cast tie breaking votes on motions for actions required under Chapter 8 of the Drain Code at open public meetings. These decisions will often result in creating a financial liability to private property owners and public corporations in the form of special assessments. Other decisions are made with personal judgment based on consultation with the program manager, prior experience, knowledge of past practice, supervisors' point of view and desired outcome.

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

When situations arise outside of the parameters described in 16 which are different than prior experience, past practice, or established guidance. This position will require considerable mentoring and ongoing consultation with the program manager for a variety of drain code procedural requirements and development of clientele relations.

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.

This position requires work at a desk with associated office technologies and software in addition to outdoors in fields, alongside and in natural and constructed waterways and facilities, and at active construction sites. There is exposure to seasonal variations in weather and the hazards which occur around active construction sites, and both open and enclosed storm/sanitary drains. This position requires considerable driving in all weather conditions. This position at times requires considerable physical effort and mobility.

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 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?

Act as Deputy for the Director of MDARD in the statewide administration of Public Act 40 of 1956, the Drain Code. As assigned by the program manager, respond to petitions from property owners and public corporations for the establishment, construction, and maintenance of water resource infrastructure. Inspect drains to determine required/desired maintenance and perform administrative actions to accomplish infrastructure maintenance to support the economic and environmentally sustainable operation of intercounty drains in Michigan.

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

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

Under the program manager's supervision, this position assists in the administration of the statewide responsibilities of the Director of MDARD under the Michigan Drain Code, P.A. 40 of 1956 as amended as chair of drainage boards. These responsibilities include the establishment, construction, and maintenance of drainage and water resource infrastructure in over 1,000 intercounty drain districts.

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:

Resource Analyst 9

No specific type or amount is required.

Resource Analyst 10

One year of professional experience in the protection, development and maintenance of land, water, or natural resources.

Resource Analyst P11

Two years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of natural resource conservation needs and objectives.
- Knowledge of the principles of ecology, soil and water interface, environmental sciences, and watershed management
- Knowledge of the methods of compiling and organizing data.
- Knowledge of the procedures and methods of statistical analysis.
- Knowledge of the methods of environmental research.
- Knowledge of federal and state laws related to conservation.
- Knowledge of factors in the analysis of data to provide the basis for long-range planning of water and related land resource management.
- Knowledge of the methods of presenting results of environmental impact studies.
- Knowledge of the open meetings act and experience in conducting public meetings preferred.
- Ability to analyze and evaluate data.
- Ability to prepare charts, maps and other graphs to display the analysis of data.
- Ability to organize and write technical planning reports.
- Ability to interpret and apply the principles, practices, and techniques of real property appraisal.
- Ability to read and interpret blueprints, specifications, and property descriptions.
- Ability to conduct inspections of property and analyze findings.
- Ability to prepare projections for planning reports and studies in such areas as land use, water use, natural resources and population.
- Ability to interpret pertinent laws and regulations.
- Ability to communicate effectively with others.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.