

Position Code 1. VETERRNAA18R

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
	Michigan Department of Agriculture and Rural Development (MDARD)
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Veterinarian-A 12	Animal Industry Division
5. Working Title (What the agency calls the position)	11. Section
Senior Field Veterinarian	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Elizabeth Saletta, DVM Veterinarian Manager-3 14	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jarold Goodrich, DVM Veterinarian Manager-4 15	Counties: Gratiot, Genesee, Oakland, Saginaw, Bay, Thumb region or other areas as needed. Mon-Fri 8am-5pm or other times, as needed.
14. General Summary of Function/Purpose of Position	
<p>The Animal Industry Division (AID) of the Michigan Department of Agriculture and Rural Development is committed to protect, regulate, and promote animal health. In doing so Public Health, Animal Health and Well-Being, and Animal Industries are safeguarded through collaborative efforts and implementation of effective programs. The purpose of this position is to protect human and animal health, to promote and protect Michigan animal industries, and to assure the public of quality, healthy animals, including food animals, equine, cervidae, exotic animals, and companion animals. This position functions as a senior field veterinarian handling the most complex inspections, investigations, and training.</p> <p>Counties: Gratiot, Genesee, Oakland, Saginaw, Bay, Thumb region or other areas as needed.</p> <p>This position is required to follow established standard operating procedures and meet quality, quantity, and timeliness standards for assigned work.</p>	

- 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 35**

Conduct inspections of livestock markets, pet shops, animal shelters, large-scale dog breeding kennels, riding stables, horse sales, fairs and exhibitions, rendering plants, transfer stations, livestock dealer trucks and records, poultry composting facilities, aquaculture facilities, and other facilities licensed and regulated by the Animal Industry Division. Responsible for ensuring compliance by licensees through education and follow-up enforcement activities, when needed. Demonstrate thorough knowledge of laws and regulations applicable to facilities licensed and regulated by the Animal Industry Division.

Individual tasks related to the duty.

1. Conduct pre-licensing inspections of new applicant facilities and recommend approval or assist applicant in coming into compliance with Michigan laws and regulations.
2. Conduct announced and unannounced inspections of licensed facilities to ensure continued compliance. Determines frequency of inspections of licensed facilities to ensure continued compliance. Determine frequency of inspections needed per facility based on risk and in-depth knowledge of and experience with the facilities in conjunction with program manager.
3. Serve as resource for licensees to answer questions and provide information and education about all aspects of Michigan laws and regulations related to licensing and regulation of their facility under the Animal Industry Division.
4. Enforce compliance for violators. Enforcement activities may include educating the licensee or their representative(s), issuing appearance tickets, follow-up inspections to verify corrections have or are being made, making recommendations to program manager for an informal hearing, and coordination with program manager to proceed to a formal hearing. Enforcement procedures may require contacting private veterinary practitioners, gathering and documenting evidence, testifying at informal and formal hearings, and working with local and state law enforcement officials and prosecutors, preparing cases, testifying at criminal proceedings, and recommending sentencing.
5. Examine animals for health status and signs of communicable diseases. Has thorough knowledge of common diseases at regulated facilities, implications to public health and food safety, and methods for controlling and preventing diseases.
6. Complete inspection reports, special reports, and investigative reports. Reports need to be detailed, thorough, well organized, and suitable for any follow-up prosecutorial activity.
7. Keep supervisor/program manager/State Veterinarian informed of problem situations.
8. Consult and meet with owners/managers of facilities and private practice veterinarians.

Duty 2

General Summary of Duty 2 **% of Time 35**

Test livestock for tuberculosis; primarily cattle, goats, and sometimes deer, elk, or bison. Testing is done pursuant to PA 466 of 1988, Amended (Animal Industry Act). Caudal fold, comparative cervical and blood-based testing will be performed. Participate in other bovine tuberculosis programs. Re-permit animals from the Modified Accredited Zone (MAZ) in livestock markets in the Accredited Free Zone (AFZ).

Individual tasks related to the duty.

1. Locate livestock herds to test as assigned. (Exposed traces, source traces, secondary testing, etc.)
2. Contact producers to arrange for tuberculosis testing.
3. Assemble necessary equipment and supplies.
4. Coordinate human resources for assistance by working with supervisor.
5. Corral and restrain animals; identify animals.
6. Complete TB testing according to published standards.
7. Complete appropriate paperwork and write reports of good quality and in a timely manner.
8. Assure that equipment and clothing are disinfected between farm visits.
9. Issue/remove quarantines as appropriate.
10. Participate in other bovine tuberculosis programs such as the WRM and EWB Programs.
11. Re-permit animals from the MAZ in livestock markets in the AFZ (e.g. UPI-Cass City).

Duty 3

General Summary of Duty 3

% of Time 5

Investigate complaints involving animal health, animal care, failure to bury animals, and issues concerning regulated facilities. Some complaints are investigated jointly with personnel from other divisions in MDARD, or with personnel from local governmental or investigatory agencies.

Individual tasks related to the duty.

1. Receive complaints directly from the public, from the Michigan Department of Agriculture office(s), and from other local, state, and/or federal agencies.
2. Prioritize complaints based on prior knowledge of the licensed facility/business, knowledge of Michigan laws and regulations, experience with complaints and complainants, and priorities of the department or division.
3. Investigate complaints. This may involve interviewing the complainant and the subject of the complaint, neighbors, witnesses, private veterinary practitioners, and others. It may also include coordinating the investigation with other divisions and other government and law enforcement agencies, and serving as liaison between the investigation and supervisor and/or program manager.
4. Identify problem situations and initiate corrective action. Collect evidence, issue appearance tickets, and pursue administrative or criminal action, as appropriate. Prepare and present case to program manager for hearing, and prosecutor for criminal prosecution, when necessary. Serve as an expert witness, utilizing technical knowledge to interpret data and draw conclusions.
5. Act as resource to animal control or local law enforcement agency in investigation and follow-up of cases of alleged animal cruelty case and other animal health issues.
6. Write detailed reports of complaint investigation and recommend course of action to supervisor and/or program manager.
7. Collect evidence, write citations, pursue administrative enforcement procedures, or pursue criminal prosecution, as appropriate. This involves assisting program managers and the compliance unit in preparing for hearings and trials. It also may involve appearing in court as an expert witness.

Duty 4

General Summary of Duty 4

% of Time 5

Test animals as assigned for reportable diseases and toxicities. This may include biopsies, performing necropsies, tissue collection, blood collection, injections, etc. Proper animal identification, correct submission of samples, and completion of paperwork are essential.

Individual tasks related to the duty.

1. Conduct testing activities, including obtaining biopsies, collecting blood, collecting milk samples, performing necropsies, injections, etc. Utilize expertise to determine appropriate testing and sampling, and act as a resource in proper testing and sampling methodology and technique. Collection of tissue sample may involve surgical procedures with appropriate analgesic agents and aseptic technique.
2. Apply and/or verify proper animal identification. Provide guidance and expertise to others on proper application and identification of various animal species. Have thorough knowledge of animals' identity by species, breed, weight, height, age, gender, color, markings, tag numbers, tattoos, brands, and microchip identification.
3. Appropriately package and submit samples and charts to laboratory. Complete necessary paperwork.
4. Oversee that appropriate disease control measures are taken to ensure diseases are not transmitted by veterinarians and/or equipment from one premises to another. Also serve as resource for appropriate cleaning and disinfection procedures and disposition of affected animals.
5. Restrain animals including, but not limited to, ruminants, equine, ratites, poultry, swine, companion animals, and privately-owned cervidae. Has thorough knowledge of handling these animal species and use of animal handling equipment. Can handle the most complex cases and difficult animals in a safe and humane manner. Serve as a resource for animal handling issues.
6. Demonstrate thorough knowledge of employee health and safety issues. Practice appropriate personal protection activities.

Duty 5

General Summary of Duty 5

% of Time 5

Conduct activities and investigate reported animal diseases, toxicities, drug residue cases and others as occur in assigned territories, and in other territories as needed. This may involve emergency situations.

Individual tasks related to the duty.

1. Contact involved parties to gather needed information. May include private veterinary practitioners, animal control officers, producers, law enforcement officials, and others.
2. Perform complex epidemiological investigations on farm by interpretation, analysis, and integration of history and current data from farms, premises, or business entities involved. Make recommendations to program manager.
3. Determine implications of the case (i.e., the extent of potential human or animal health risk, whether or not there may be media involvement, political interest) and notifies program manager, supervisor, and/or division director as appropriate. Respond to media inquiries by coordination with supervisor.
4. Conduct investigation activities which may include issuing and enforcing quarantines, educating involved parties regarding potential health risks or nature of disease, collecting animal and/or environmental samples, determining needed testing of potentially exposed animals, coordinating with other field veterinarians, private practitioners, supervisor, and/or other agencies needed to complete investigation, documenting investigation process and data, and keeping supervisor and program manager informed of ongoing investigation.
5. Coordinate and complete all activities necessary to close epidemiological investigations. These activities may include euthanasia and disposition of animals (sometimes entire herds or flocks), giving guidance and direction to ensure approved cleaning and disinfection of affected premises, final inspection for verification that all requirements have been met, and releasing quarantines.
6. Compile information, write and provide detailed written report of investigation to supervisor and/or program manager.

Duty 6

General Summary of Duty 6

% of Time 5

Write reports; maintain records, logs, and files; keep information up to date and submit required documents in a timely manner. Documents include but are not limited to, itineraries, activity reports, travel vouchers, telephone logs, inspection reports, complaint investigation, and special reports.

Individual tasks related to the duty.

1. Utilize computer and other technological devices to generate reports.
2. Submit quality documents within a timely manner.
3. Maintain organized filing system at workstation.

Duty 7

General Summary of Duty 7

% of Time 5

Monitor inter- and intrastate movement of animals pursuant to Act No. 466, P.A. 1988, as amended (Animal Industry Act); Regulation 112 (Importation of Dogs); and Act No. 358, P.A. 1994 (Ferrets) and the Animal Disease Traceability rule.

Individual tasks related to the duty.

1. Based on complaint or request from supervisor/program manager/State Veterinarian, check health certificates and test papers on animals. This may occur anywhere animals are found.
2. Educate animal owners about requirements for movement of animals.
3. Issue/release quarantines, as appropriate.
4. Write detailed reports.

Duty 8

General Summary of Duty 8

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Participate in the emergency responses to natural or man-made disasters. This includes, but is not limited to, nuclear disasters, chemical spills, and tornados.
- Complete disaster preparedness and Incident Command System (ICS) trainings, as assigned.
- Participate in exercises involving disaster preparedness and ICS, as assigned.
- Participate in emergency response efforts, as assigned. This may involve the examination, movement, or care of animals. This may involve animal euthanasia or clean-up of dead animals.

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

1. Decisions regarding appropriate methods and materials needed to complete investigations and animal testing.
2. Decisions involving coordinating activities with other field personnel and other governmental agencies.
3. Decisions regarding appropriate actions to take in animal care and potential disease situations.
4. Decisions regarding quarantines and quarantine releases, animal testing, and epidemiological investigations that will directly impact animal industries.

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

Decisions involving situations of sensitive nature where department policy needs interpretation or when large segments of the animal industry or public will be impacted. Situations with media, political, or economic impact, and whenever public health may be affected.

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 is a field position. There is work both indoors and outdoors. There is substantial time driving a motor vehicle in all weather conditions. Conducting investigations and inspections, and testing animals may involve considerable standing, stooping, reaching, lifting, carrying, walking, and bending. Animals may be fractious and equipment may be heavy. Needles, syringes, blood collection tubes, and other testing supplies are routinely handled. There may be exposure to zoonotic diseases. Work conditions may be wet, cold, hot, noisy, and dusty. Substantial odors may be present. Working conditions in some barns may be closed, cramped, and dark.

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>
NONE			

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?

23. What are the essential functions of this position?

1. Handle, restrain, identify, and test animals demonstrating excellent technique.
2. Examine animals for health status.
3. Conduct inspections at regulated facilities.
4. Investigate complaints and animal disease/toxicity/drug residue problems. Some investigations are epidemiological investigations.
5. Communicate effectively both orally and in writing with the public, producers, facility owners, and managers, veterinarians, and local law enforcement and government officials.
6. Travel throughout the state. Stay away from home overnight.
7. Coordinate activities with other field staff and other governmental agencies.
8. Assist with training of new field staff; assist with public education.

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?

The purpose of this position is to protect human and animal health, to promote and protect Michigan animal industries, and to assure the public of quality, healthy animals, including food animals, equine, cervidae, exotic animals, and companion animals. This position functions as a senior field veterinarian handling the most complex inspections, investigations, and training.

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

EDUCATION:

Doctor of Veterinary Medicine

EXPERIENCE:

One year of professional experience in performing veterinary services involving the inspection of animals for the purpose of enforcing state and federal regulations pertaining to the detection and eradication of disease, including one year of experience equivalent to a Veterinarian P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to handle, restrain, identify, perform diagnostic testing, and collect laboratory samples from livestock, cervidae, poultry, ratites, and companion animals, thorough knowledge of equipment used to restrain these species.
2. Thorough knowledge and skills in veterinary medicine and animal husbandry pertaining to these species.
3. Ability to communicate effectively, both orally and in writing, and to maintain favorable public relations.
4. Ability to address and resolve issues of conflict.
5. Thorough knowledge of, and ability to interpret, state and federal laws, rules, and regulations pertinent to animal health.
6. Ability to travel throughout the state and stay away from home overnight.
7. Ability to recommend corrective actions to violators of state and federal laws, rules, and regulations pertaining to animal health activities and to prepare cases for prosecution.
8. Ability to conduct field investigations, compile data, write reports, interpret results, and make recommendations.
9. Ability to wear a respirator for extended periods of time.
10. Ability to be immunized against rabies.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan Driver's License
USDA Veterinary Accreditation, Category II
License to Practice Veterinary Medicine in Michigan
USDA Certification for Comparative Cervical TB Testing
DEA License for Controlled Substances
Michigan Board of Pharmacy Controlled Substance License
Negative Tuberculosis Test (Intradermal, Mantoux) Annually
USDA Certification for Cervidae TB Testing

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.