

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
	Michigan Department of Agriculture and Rural Development
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Veterinarian Manager 14	Animal Industry Division
5. Working Title (What the agency calls the position)	11. Section
Field Staff Supervisor	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Jarold Goodrich Veterinary Manager 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jeff Schaner State Administrative Manager 15	The specific staff assigned to this position, as well as the work location, will be determined based upon the successful candidate. 8:00 a.m. to 5:00 p.m. Monday thru Friday Other times as needed.
14. General Summary of Function/Purpose of Position	
The Animal Industry Division of the Michigan Department of Agriculture and Rural Development is committed to protecting, regulating, and promoting Animal Health. Public health, animal health and well-being, and animal industries are safeguarded through collaborative efforts and implementation of effective programs. The purpose of the position is to plan, coordinate, and direct work activities as it relates to animal industries. These activities are put in place to promote public health, animal health and well-being, and to safeguard animal industries.	

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 60**
Supervision.

Individual tasks related to the duty.

1. Recruit, select, and supervise the orientation of new staff personnel.
2. Review work schedules, make routine and special assignments, review, evaluate and discuss the quantity, quality, and timeliness of work with individual staff members at bi-weekly conversations and as needed otherwise. Track field staff performance every two weeks related to their competencies as well as objectives and overall feedback.
3. Track field staff feedback in Intentional Conversation Database (ICDB).
4. Review and approve timesheets, activity reports, vehicle logs, travel vouchers, and leave requests.
5. Provide technical consultation to staff, and arrange staff training in an effort to maintain or improve professional skills.
6. Ensure that proper labor relations and conditions of employment are maintained, including employee health and safety.
7. Assist in planning and conducting field staff meetings, generally on a quarterly basis.

Duty 2

General Summary of Duty 2 **% of Time 25**
Administration and planning.

Individual tasks related to the duty.

1. Participate in coordination and allocation of field staff resources to handle workload generated from program activities.
2. Supervise use and maintenance of bovine tuberculosis program's equipment and supplies. This includes, but it not limited to, vehicles, livestock chutes/gates/panels, needles/syringes, tuberculin, cellular phones, and euthanasia solution working with Procurement and Technology personnel.
3. Plan and implement communication strategy about program activities with supervisor and program managers.
4. Work closely with program managers to assure timely completion, submission, and quality of field staff work orders.
5. Participate in meetings such as the TB Management team meetings, State Veterinarian/Program Managers meetings, Department Safety Committee, and others as appropriate.

Duty 3

General Summary of Duty 3 **% of Time 15**
Other duties as assigned.

Individual tasks related to the duty.

1. Conduct field assignments as needed to respond to disease or customer concerns in a timely manner when other field staff are unavailable in the immediate region. Also, this may occur when accompanying field staff during an orientation training period or to assist field staff in conducting complex inspections or investigations.

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

1. Decisions about resources with managing TB eradication program in regional area.
2. Decisions about how to effectively handle AID internal and external customer questions and concerns.
3. Supervisory decisions about staff in regional area.
4. Decisions about managing field activities for AID Programs.

Decisions can have a major impact on the health of animals, the economic welfare of livestock producers, the public opinion, and can have a personal and professional impact on regional staff.

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

1. Any decisions about communications with the media or legislature outside the scope of the department or division policy.
2. Any decisions about hiring or dismissing employees.
3. Any decisions with a financial impact outside the scope of the department or division policy.

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 is an office job which requires sitting, standing, and extensive use of a computer and cell phone. This will comprise at least 95% of this position. There will be a slight opportunity to conduct field assignments to respond to disease or customer concerns in a timely manner. This will occur when other field staff are unavailable in the immediate region, or during an orientation training period or assisting field staff in conducting complex inspections or investigations. This would require driving a vehicle, working in all kinds of weather, dust, odors, and possibly requiring wearing PPE.

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>
	Veterinarian 12		Animal Health Inspector 8
	Veterinary Technician		Laborer 6
	Dairy Ind Field Sci 12		
This position is responsible for supervising field veterinarians and other field staff. The specific staff assigned to this position, as well as the work location, will be determined based upon the successful candidate.			

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

- | | |
|---|---|
| <p><input checked="" type="checkbox"/> Complete and sign service ratings.</p> <p><input checked="" type="checkbox"/> Provide formal written counseling.</p> <p><input checked="" type="checkbox"/> Approve leave requests.</p> <p><input checked="" type="checkbox"/> Approve time and attendance.</p> <p><input checked="" type="checkbox"/> Orally reprimand.</p> | <p><input checked="" type="checkbox"/> Assign work.</p> <p><input checked="" type="checkbox"/> Approve work.</p> <p><input checked="" type="checkbox"/> Review work.</p> <p><input checked="" type="checkbox"/> Provide guidance on work methods.</p> <p><input checked="" type="checkbox"/> Train employees in the work.</p> |
|---|---|

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. Supervision of veterinarians, licensed veterinary technician, dairy field scientist, animal health inspectors, and laborers. The specific staff assigned for supervision by this position, as well as the work location, will be determined based upon the successful candidate.
2. Workload planning and resource allocation to address program needs across the State of Michigan.

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

The employee now functions as a first-line supervisor for professional and non-professional positions in a complex work area. Field activity will be limited.

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

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

EDUCATION:

Doctor of Veterinary Medicine

EXPERIENCE:

Two years of professional experience equivalent to a Veterinarian P11 or one-year equivalent to a Veterinarian 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Extensive knowledge of state and federal laws, rules and regulations, and policies pertaining to animal health, especially bovine tuberculosis.
2. Considerable knowledge of training and supervisory techniques.
3. Ability to communicate effectively both orally and in writing.
4. Some knowledge of administrative management and budgeting techniques.
5. Ability to travel and stay away from home overnight.
6. Ability to maintain records, prepare reports, and compose correspondence related to the work.
7. Ability to instruct, direct, and evaluate employees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan Driver's License
License to practice veterinary medicine in Michigan
Michigan Board of Pharmacy controlled substance license
USDA Veterinary accreditation-category II
DEA license for controlled substances

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.