

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> AGRICULTURE AND RURAL DVLPMNT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> State Administrative Manager-1	<b>10. Division</b> Executive Office
<b>5. Working Title (What the agency calls the position)</b> Chief Science Officer	<b>11. Section</b> Office of the Chief Scientist
<b>6. Name and Position Code Description of Direct Supervisor</b> ANGERER, KATHLEEN A; SPECIAL ADVISOR TO MDARD	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BORING, TIMOTHY J; DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> Constitution Hall, Lansing / M-F; 8am-5pm

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

This position serves as the head of the Office of Chief Scientist within the Michigan Department of Agriculture and Rural Development's Executive Office. This person has the scientific background, credentials, and experience to provide guidance to the Director and the Department on environmental issues, including climate change. Working with MDARD's divisions and programs, this position will help evaluate current policies, goals, and metrics, and help to coordinate development of future policies, goals, and metrics. The position will assist the Director and Department with development of environmental policy initiatives based on the best available sound science, as well as with implementation, and evaluation of policies. The position's external focus will include representing the Department on both formally established entities like the Michigan PFAS Action Response Team (MPART) as well as at public meetings, legislative hearings, conferences, and workgroups. The position requires a deep understanding of the scientific research process related to public health and the environment, as well as risk and public communication principles.

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: 45**

Internal coordination, which includes formulation of current and long-range programs, plans, and policies across the Department related to emerging contaminants, climate change, pollution prevention and other matters impacting public health and the environment. Organizes and administers the operations of the Office of the Chief Scientist

**Individual tasks related to the duty:**

- Serve as the department's Chief Scientist for matters related to emerging contaminants, climate change, pollution prevention and other matters impacting public health and the environment.
- Remain current and maintain an extensive knowledge of literature in the field and on scientific developments in areas of importance to the food and agriculture sector.
- Evaluate and synthesize relevant scientific literature.
- Evaluate the Department's current policies, goals, and metrics in these areas, and assist with development of new policies, goals, and metrics, and the evaluation of success.
- Analyzes the impact of federal, state, and local legislation, and makes recommendations on position and response.
- Directs the activities of professional and nonprofessional employees and assists the Executive Office in the implementation of MDARD programs and policies.
- Establishes program objectives, goals, and priorities and determines operating policies and implementation methods within the context of overall agency policies and guidelines related to scientific issues impacting the food and agriculture sector.
- Advises staff across the Department in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action; assigns responsibilities and monitors actions and responses.

**Duty 2**

**General Summary:**

**Percentage: 45**

External communication and collaboration, including representing the Director and Department at both formally established entities like the Michigan PFAS Action Response Team (MPART) as well as at public meetings, legislative hearings, conferences, and workgroups.

**Individual tasks related to the duty:**

- Attend relevant meetings, conferences, town hall forums, and workgroups where matters of scientific importance to the food and agriculture sector and the Department are being discussed.
- Develop and present on topics of interest and importance.
- Attend and in some occasions lead workgroups with external stakeholders and partners.
- Meet with professional organizations and interest groups on matters relating to the Office
- Confer with officials of federal, state, and local agencies, legislators, tribal governments, and the Executive Office.
- Represent MDARD on the Michigan PFAS Action Response Team (MPART) as well as subcommittees and workgroups.
- In coordination with the legislative liaison, develop statements and presents testimony at legislative hearings.
- In coordination with the Office of Communications, help with development of materials and implementation of communications efforts, including responding to media inquiries and providing interviews.
- Generate public and staff confidence, interest, and participation in MDARD's programs relating to emerging contaminants, climate change, and pollution prevention efforts.

**Duty 3**

**General Summary:**

**Percentage: 10**

Management and oversight of staff and their work, and other duties as assigned.

**Individual tasks related to the duty:**

- Supervise and motivate staff toward the accomplishment of program objectives.
- Direct the activities of a staff of professional and nonprofessional employees in the implementation of agency programs and policies.
- Demonstrate the ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.
- Assist with special projects in the MDARD Executive Office.

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

- Attending and volunteering to speak/present at meetings and conferences in Michigan.
- Management and analysis of data.
- Outreach and coordination to and with MDARD staff from across the Department.

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

- Spending and making financial commitments.
- Out of state travel.
- Announcements on Departmental policy positions and final approval of presentations and publications.

**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.**

Attendance at workgroups, conferences, training events, public meetings and other events, which includes travel, sometimes overnight and sometimes out of state.

**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>
FRITZ, KAY L	CLINICAL HLTH SCIENTIST SPL-3 14	KOSMOWSKI, CHRISTINE	RESOURCE SPECIALIST 2 13

**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?**

Development and coordination of Departmental policy related to emerging contaminants, climate change, and pollution prevention.

Representing the Director and Department with external stakeholders.

Supervision of the Office of the Chief Scientist.

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

New position

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

This work area provides direction for all departmental efforts relating to emerging contaminants, climate change, and pollution prevention. This position supports the Director and the Department in these efforts.

**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:**

**State Administrative Manager 15**

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

**Alternate Education and Experience**

**State Administrative Manager 15**

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Scientific knowledge in areas related to emerging contaminants, climate change, and pollution prevention.  
Public speaking and presentation skills  
Ability to work with and collaborate, as well as communicate effectively with a wide and diverse range of people, including the public, stakeholders, the public sector, and the media.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*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.

n/a

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

ALLISON MARSTON 10/16/2023  
\_\_\_\_\_  
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