

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)
	Bureau of Food Safety and Animal Health
4. Civil Service Position Code Description	10. Division
Food and Dairy Industry Manager 14	Human Food
5. Working Title (What the agency calls the position)	11. Section
East Retail Region Food Supervisor	Food Retail
6. Name and Position Code Description of Direct Supervisor	12. Unit
Emily Hollingsworth, Food and Dairy Industry Manager 15 Food Retail Program Manager	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jennifer Bonsky, State Division Administrator 17 Division Director	Home Workstation: Within Michigan's Lower Peninsula Varied, including M-F 8:00 a.m. – 5:00 p.m.
14. General Summary of Function/Purpose of Position	
This East Region Retail Supervisor (Food and Dairy Industry Manager 14) position is responsible for ensuring food safety in Michigan by the direct supervision of the field inspectors who inspect and regulate area food establishments, perform foodborne illness and consumer complaint investigations, and enforce rules related to the packaging and labeling of food products. The responsibilities of the Regional Supervisor also include: policy development and administration; staff training, workload management and quality assurance; complaint investigation, sampling, and enforcement; emergency response; and establishment licensing related to food safety laws and regulations applying to the sanitation, manufacture, licensing, grading, branding, storage, and transportation of food products. This position also manages activities related to program coordination with local health departments, industry, civic organizations, schools, FDA and other governmental agencies. This field-based position is required to follow established standard operating procedures and meet quantity, quality and timeliness standards for assigned work.	

- 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

50% of Time

Workload management, quality assurance, performance evaluation and staff development in conjunction with the direct supervision of field inspectors who inspect and regulate area food establishments and ensure the safety of Michigan's food supply.

Individual tasks related to the duty.

- Supervise and counsel field staff to maintain uniform interpretation of laws, regulations, policies and procedures.
- Supervise inspection and enforcement activities and assure conformance with department procedures.
- Coach staff in order to ensure continuous development and quality improvement.
- Be an active participant of the division/bureau Leadership Team and coordinate activities with other MDARD divisions as necessary.
- Supervise regional training of employees in all areas of responsibilities.
- Review, evaluate, correct and discuss work reports with staff and keep them informed on changes they are required to make in carrying out their responsibilities.
- Supervise, coordinate and evaluate use of electronic inspection and management systems, conduct FDA and Federal-State Contract establishment inspections in order to adequately fulfill program requirements and make recommendations or changes as necessary.
- Conduct performance evaluations on prescribed schedule.
- Monitor expenses and travel of staff and take appropriate supervisory action as necessary.
- Manage workload of staff consistent with department and division goals.
- Assure staff carry out requirements of national standards such as Manufactured Foods Regulatory Program Standards and National Conference on Interstate Milk Program requirements.

Duty 2

General Summary of Duty 2

25% of Time

Policy development and implementation.

Individual tasks related to the duty.

- Participate in the development and administration of state-wide policies relating to food safety programs, including policy relating to investigation and enforcement of state laws and regulations applying to sanitation, manufacturing, licensing, branding, storage and transportation of foods and non-alcoholic beverages, disasters and homeland security emergencies, advertising, and fraud.
- Assume direction and final responsibility for proper use and exercise of seizures, administrative fines, insanitary notices and prosecution.
- Assist with general and division/region specific program improvement activities and projects to assist in meeting program mission and goals.
- Assure policies and procedures are implemented consistently and uniformly.
- Meet with public, industry, local health departments, federal and state agencies and other stakeholders to explain laws, impact of activities, and maximize program effectiveness.
- Represent the division at meetings and conduct public relations activities.

Duty 3

General Summary of Duty 3

20% of Time

Regional coordination including complaint investigations, sampling, licensing and enforcement.

Individual tasks related to the duty.

- Supervise and coordinate the investigation of foodborne illnesses with Lansing Office staff, laboratory and regional staff, and other state and federal agencies.
- Supervise the investigation of consumer complaints and special investigations concerning products, practices and advertisements for compliance with state laws.
- Conduct industry compliance hearings and serve as witness at division hearings.
- Administer and coordinate the procurement of food samples for laboratory analysis to determine compliance with product standards, purity, wholesomeness and/or for use as evidence in legal proceedings.
- Routinely meet with public, industry, management, local health partners and other agency officials to explain laws, impact of activities, and maximize coordination and program effectiveness.
- Meet with public, industry, management, attorneys, and other agency officials regarding enforcement activities.
- Supervise and administer, on a regional basis, the licensing requirements of permanent and temporary food establishments.

Duty 4

General Summary of Duty 4

5% of Time

Emergency response and other duties and related assignments.

Individual tasks related to the duty.

- Supervise investigations of natural and/or man-made disasters (fires, floods, tornadoes, chemical accidents, train wrecks, etc.), and other emergency activities.
- Coordinate MDARD food security activities with industry, staff, and other governmental agencies.
- Supervise and coordinate proper responses to emergency situations as needed.
- Assist with other projects as required.

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

Drawing on past experience, department policy and division policy to make decisions related to division programs and personnel.

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

Situations that are in conflict with current practices or procedures or when new or unusual events or circumstances occur. Whenever issues of state-wide or national concerns are at stake, or issues involving media or legislative interest.

- 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.**

Job takes place both in office and in field. Person needs to sit, work at a computer, lift and carry materials and often stand for prolonged periods of time. Position requires state-wide and out of state travel. This position may require working hours other than the 8-5 Monday through Friday time period. When working in the field, the Supervisor may be subject to adverse environmental factors, animals, animal waste, hazardous chemicals, hot water, steam, processing equipment, machinery, ladders and stairs. Supervisory duties necessitate a thorough knowledge of all aspects of division responsibilities. Supervisor may also be subject to volatile or hostile individuals when dealing with the public.

- 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>
Jared Collins	Food Industry Field Scientist	Cameron Lovett	Food Industry Field Scientist
Audry Gerber	Food Industry Field Scientist	Kathleen Russell	Food Industry Field Scientist
Brandon Eisenman	Food Industry Field Scientist	Marissa Wilcox	Food Industry Field Scientist
Ben Galbraith	Food Industry Field Scientist		
Christopher Hall	Food Industry Field Scientist		

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

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| ☒ 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?**

23. What are the essential functions of this position?

- Supervise and assist in training Food Industry Field Scientists within a region in the State of Michigan.
- Administers food and other consumer protection laws, regulations, and standards.
- Serves as a liaison with industry, news media and public officials interacting with industry, court officials, prosecutors and others associated with food safety program(s).
- The ability to successfully manage and mentor staff, and exercise professional judgment.

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

Backfill due to retirement.

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

This position is responsible for ensuring food safety in Michigan by the direct supervision of the field inspectors who inspect and regulate area food establishments, perform foodborne illness and consumer complaint investigations, and enforce rules related to the packaging and labeling of food products. The responsibilities of the Regional Supervisor also include policy development and administration; staff training, workload management and quality assurance; complaint investigation, sampling, and enforcement; emergency response; and establishment licensing related to food safety laws and regulations applying to the sanitation, manufacture, licensing, grading, branding, storage, and transportation of food products. This position also manages activities related to program coordination with local health departments, industry, civic organizations, schools, FDA and other governmental agencies.

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

EDUCATION:

Possession of Bachelor's Degree in animal science, biochemistry, biology, chemistry, environmental health, food science/technology, microbiology, toxicology, veterinary science, or a related field including 10 semester (15 term) credits in a combination of biology and/or chemistry courses.

EXPERIENCE:

Five years of professional food and dairy experience equivalent to a Food and/or Dairy Industry Field Scientist, including three years equivalent to a Food and/or Dairy Industry Field Scientist P11, or two years equivalent to a Food and/or Dairy Industry Field Scientist 12, or one year equivalent to a Food and/or Dairy Industry Manager 13 or Food and/or Dairy Industry Specialist 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to objectively interpret laws and regulations, organizational ability, ability to coach and evaluate staff, aptness to assess data and reports, communication skills, above average rapport with co-workers and public, and above average decision making skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess valid driver's license.
- This position requires obtaining and maintaining FDA commissioning.

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.