

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 Industry Specialist 13	
5. Working Title (What the agency calls the position)	11. Section
Auditor – Enforcement and Licensing Specialist	Bureau Services
6. Name and Position Code Description of Direct Supervisor	12. Unit
Abbie Rowell Food and Dairy Industry Manager 14 Enforcement and Federal Standards Unit Manager	Enforcement and Federal Standards Unit
7. Name and Position Code Description of Second Level	13. Work Location (City and Address)/Hours of Work
Nazneen Miah, Bureau Services Manager State Administrative Manager 15	Home workstation Varied including M-F, 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position, under supervision, is responsible for assessing internal processes, identifying deficiencies, and ensuring compliance with applicable regulations and policies. In addition to core audit responsibilities, the role provides support to enforcement and licensing functions in the Human Food and Dairy, Feed, and Produce Divisions. This role assists with the regulatory standard program self-assessment, auditing and reporting.

This position requires knowledge of the Human Food Division laws and regulations and Dairy, Feed, and Produce laws and regulations. Occasional visits to the Lansing Office as well as occasional in-state and out-of-state travel will be required as needed for meeting attendance, training and other purposes.

This 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, the percentage 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

Audit and Compliance Specialist: Plan, conduct, and report on internal audits of statewide Human Food and Dairy, Feed, and Produce Division safety program activities, specializing in the area program auditing.

Individual tasks related to the duty.

- Perform internal program audits and coordinate external state and federal audits of division programs.
- Plan and schedule audits to develop and maintain an annual audit plan.
- Examine policies, procedures, records, and systems for effectiveness and compliance.
- Verify the accuracy and completeness of records and supporting documentation.
- Evaluate policy and procedure compliance by comparing actual practices against internal policies, procedures, and regulatory requirements.
- Analyze data and documentation to identify deficiencies, irregularities, and trends.
- Identify policy gaps or inconsistent applications of procedures.
- Prepare audit reports summarizing findings and recommendations.
- Monitor and track corrective action.
- Provide feedback to program managers on strengthening internal controls and process improvements.
- Recommend policy or procedural changes to reduce deficiencies and enhance efficiency.
- Maintain proper documentation of audit evidence, procedures, and conclusions in accordance with internal standards.
- Develop and provide training based on audit findings or procedures.
- Serve as a resource for staff, stakeholders and partners in specialty areas.

Duty 2

General Summary of Duty 2

30% of Time

Enforcement Specialist: Collect, analyze, and document evidence to support enforcement actions.

Individual tasks related to the duty.

- Assess, compile and organize documentation and timelines for enforcement cases, including complaints, inspection reports, sample results, correspondence, and evidence.
- Ensure completeness and accuracy of cases prior to review by enforcement supervisor, program manager, and legal counsel.
- Facilitate and/or assist with compliance meetings and enforcement hearings.
- Conduct research on licensees, entities, or individuals subject to enforcement and retrieve records from internal and external systems to support case development.
- Work with internal staff and central licensing unit on enforcement related issues.
- Ensure files are organized in accordance with retention policies.
- Track status of enforcement actions, including deadlines for responses, corrective actions, or penalties.
- Generate summary reports and statistics for management.
- Assist in updating enforcement procedures, forms, and tracking tools to reflect policy changes or efficiency improvements.
- Develop and provide training based on enforcement findings or procedures.

Duty 3

General Summary of Duty 3

15% of Time

Licensing Oversight: Monitor and coordinate licensing issuance and related renewal activities.

Individual tasks related to the duty.

- Monitor license status changes (active, expired, delinquent, etc.) and associated correspondences.
- Address discrepancies or disputed changes in coordination with finance, central licensing, and program staff.
- Compile data, analyze data, and generate regular reports on renewal rates, late renewals, and associated fee collection to update program staff.
- Assist licensees with questions regarding renewal requirements, due dates, and penalties.
- Coordinate with central licensing to regularly review and update renewal notices, reminder templates, and public communications.
- Verify that online instructions, checklists, and process flows are accurate and match internal procedures.
- Coordinate with central licensing and/or finance to verify payment of late and license fees to ensure tracking mechanisms are updated accordingly.
- Coordinate with license transfers between MDARD and local health departments.

Duty 4**General Summary of Duty 4 5% of Time**

Other duties and special projects, as assigned.

Individual tasks related to the duty.

- Conduct and participate in statewide meetings or training courses for MDARD, local health departments, or other stakeholders.
- Emergency response activities.
- Special projects, as assigned.
- Other

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

This is a professional position with latitude to interpret the law and policy under the general supervision of the Enforcement and Federal Standards Unit Manager. Bureau of Food Safety and Animal Health staff and local health department personnel are most likely to be affected by the decisions made.

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

Any decisions that may affect policy or procedures are under the direct review of the supervisor.

- 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 the ability to work flexible hours at times with extended work hours/days. Some travel including overnight may be required. The field work may include visiting or inspecting Michigan's licensed food, dairy, produce and feed establishments, and field visits with MDARD staff. Inspections involve the physical activities of bending over, resting on the knees to look under equipment, and climbing on occasion.

Hazardous environmental conditions often include wet/greasy slippery floors, sharp edged food handling equipment and utensils, hot equipment surfaces, and containers of hot food. Additional hazardous conditions may include automated equipment, rough terrain, live animals, and/or exposure to weather conditions.

- 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):**

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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?

Conducting, reviewing, and technical assessment of food, dairy, produce, and feed safety programs, enforcement, and licensing activities within Human Food and Dairy, Feed, Produce Divisions consulting with MDARD staff, providing training, and evaluating policies and procedures.

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

New position with the Bureau of Food Safety and Animal Health auditing specialty area. This position is necessary for quality assurance and specifically to ensure that the Bureau is meeting state and federal food safety standards, including compliance with laws and regulations, department policy and procedures, as well as the departmental requirements.

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

Food, dairy, produce, and feed safety. This position contributes to the food safety management system, which is designed to reduce foodborne illness outbreaks by controlling critical operations within the facility. This fits into the primary goal of the overall program by helping to minimize the risk factors. Further, the position responsibilities include providing training, evaluation, and support to the program areas. Those activities also have the potential for reducing foodborne illness.

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:

Four years of professional food and dairy industry experience equivalent to a Food Industry Field Scientist, including two years equivalent to a Food Industry Field Scientist P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Tact and ability to communicate and work with people effectively, both orally and in writing. Ability to provide leadership. Ability to provide proper interpretation of rules and laws that pertain to the program.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess valid driver's license. May need to obtain and retain FDA commissioning or certification as a trainer, by FDA.

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.