

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)
	Food Safety and Animal Health
4. Civil Service Position Code Description	10. Division
Departmental Technician-E	Human Food
5. Working Title (What the agency calls the position)	11. Section
Departmental Technician / Human Food Division	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Jennifer Bonsky, Human Food Division Director State Division Administrator 17	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Tim Slawinski, Bureau Director State Bureau Administrator 18	Lansing Office, 525 W. Allegan, Lansing, MI* 8:00 a.m. – 5:00 p.m. and varied <i>*Remote work options subject to availability.</i>
14. General Summary of Function/Purpose of Position	
This position performs technical assignments within the bureau's Human Food Division, supporting operational needs with a variety of technical and administrative tasks. Responsibilities include: • Performs technical assistance duties such as: ○ Monitors state and county fair coordination and licensing; ○ Monitors, reviews, prepares correspondence and provides reporting on enforcement actions for assigned programs; ○ Monitors and provides coordination for specialized meat processing variance requests; ○ Provides oversight and monitoring for the Wild Mushroom Certification Program; ○ Serves as a liaison with MDARD's licensing section for Food Programs; ○ Liaison for receipt, review, processing and documentation of incoming and outgoing plan review materials; ○ Liaison to internal and external customers for issues within program areas of oversight; and, ○ Provides support resources to division and program staff. • Monitors and coordinates Freedom of Information Act (FOIA) responses for the Human Food Division and bureau. This position requires knowledge and understanding of laws, regulations, policies and procedures that regulate both the Food Program and FOIA and is responsible for interpreting and communicating effectively within the scope of the duties. 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, 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 60% of Time

Performs assigned technical duties to support the division and bureau.

Individual tasks related to the duty.

- Oversee and coordinate program areas of assignment, including state and county fair administration and reporting, technical support for enforcement activities, specialized meat processing variance requests, the Wild Mushroom Certification Program, food licensing, and plan review, etc.
- Monitors, reviews and prepares enforcement related correspondence including warning notices, administrative fines and related actions for the Food Program and other programs as assigned, working in conjunction with the management team and the enforcement/compliance manager(s).
- Create and monitor all enforcement action assessed, compiles monthly reports, analyzes data for division and related programs.
- Enter, maintain, and retrieve data associated with seizures, administrative fines, and enforcement actions. Assist in the preparation of statistical data associated with same.
- Compiles, reviews and monitors programmatic data, for technical areas assigned.
- Maintains various program databases and spreadsheets, such as enforcement data and plan review.
- Provides program reporting in areas of technical assignments.
- Liaison to provide customer service in program areas of assignment.
- Represents the division on work groups related to areas of work, as assigned.

Duty 2

General Summary of Duty 2 30% of Time

Coordinate Freedom of Information Act (FOIA) responses for the Human Food Division and bureau.

Individual tasks related to the duty.

- Monitor, evaluate and coordinate response for all incoming and outgoing FOIA requests for the Human Food Division and bureau, as assigned, with delegated authority as an Associate FOIA Coordinator.
- Ensure compliance with all FOIA laws and requirements and apply policy as appropriate.
- Track the progress of all assigned, incoming and outgoing FOIA requests.
- Identify and evaluate areas within the department that may possess responsive documents to the FOIA requests and work with fellow Associate FOIA Coordinators and/or program staff in those areas.
- Coordinate with FOIA requesters and prepare correspondence related to FOIA requests.
- Research, interpret and apply applicable department policies as it relates to FOIA requests.
- Prepare cost estimates.
- Communicate with management and staff as needed to ensure timely response to requests.
- Process requests within mandated time limits.
- Maintain related documentation in accordance with the department's standards.

Duty 3

General Summary of Duty 3

10% of Time

Other duties and special projects, as assigned.

Individual tasks related to the duty.

- Varied bureau-wide technical support duties include mail processing and distribution, meeting coordination, support and scheduling, and support for hiring processes.
- Receives and screens visitors and telephone calls, takes messages, and provides information to callers requiring knowledge of the division's operations.
- Assist with printing and distribution of documents.
- Special projects as assigned.

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

While obtaining work requests from a variety of individuals and sources, determine distribution of workload and establish priorities to maintain an efficient and productive section. Determine appropriate agencies and contacts when referring inquiries or complaints.

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

Regulatory decisions and new/unfamiliar situations in which guidance has not been received. Manager is consulted when unusually important decisions must be made relative to responses in certain requests, release of information (Freedom of Information Act), and on occasion when editing correspondence.

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.

Periodic lifting (objects less than 40 lbs.), kneeling, stooping, climbing and bending in regard to filing and office organization. Environmental conditions encountered may include periodic office equipment noise pollution.

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):

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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?

Yes.

23. What are the essential functions of this position?

Providing technical support in defined areas of oversight (Box 14). This position requires an individual with the ability to effectively balance multiple priorities with a focus on quantity, quality and timeliness, and the ability to positively interact with staff, stakeholders, and customers. This position must understand department priorities, be a team player and an excellent communicator with internal and external customers. Specifically, this position performs a variety of technical assignments within the division and bureau. Responsibilities include supporting the operational needs for the Human Food Division and bureau programs, as assigned, and coordinating Freedom of Information Act (FOIA) requests for the division and bureau. This position serves as a liaison to internal and external customers with the ability to communicate law and policy requirements and identify, research and propose solutions for issues within program areas of oversight; and provides support to Human Food Division staff. This position requires independent judgment, knowledge and understanding of laws, regulations, policies and procedures that regulate division and bureau programs (concentration on Human Food) and FOIA and is responsible for interpreting and communicating effectively within the scope of the duties.

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

New / E-level departmental technician.

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

The division manages most regulatory food safety activities for the State of Michigan. This position provides primary bureau support for FOIA, and technical level support for regulatory program functions including enforcement and licensing and is a key technical lead in areas of assignment.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7: Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8: Possession of a bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9: Possession of a bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be able to communicate effectively and maintain favorable public relations.

Must be able to analyze data and operations and make recommendations for change.

Ability to interpret and apply complex rules, regulations, policies and procedures.

Must have ability to determine work priorities.

Knowledge of office practices, procedures, computer software programs.

Knowledge of correct English usage, spelling, and punctuation.
Knowledge of organization workflow, staffing, forms and procedures.
Ability to abstract and present significant facts from data.
Necessary skills include tactfulness, attention to detail, accuracy, astuteness and integrity.

CERTIFICATES, LICENSES, REGISTRATIONS:

Requires FDA commissioning for FOIA liaison role.

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.