

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-10	Human Food
5. Working Title (What the agency calls the position)	11. Section
Departmental Technician / Human Food & Bureau FOIA Coordinator	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Jennifer Bonsky, 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 a variety of complex technical assignments within the Bureau and Human Food Division. Responsibilities include supporting the operational needs for the Food Program and serving as the Freedom of Information Act (FOIA) Coordinator and recognized resource for the bureau. This position performs technical assistance duties such as: Fair Coordinator for all State and County fairs; monitors, reviews and provides reporting on enforcement actions for the Food Program; monitors and provides coordination for Specialized Meat Processing Variance Requests; provides oversight and monitoring for the Wild Mushroom Certification Program; serves as technical liaison with Central Licensing for the Food Program; serves as an experienced 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 Food Program and division staff. This position requires considerable independent judgment, a thorough 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 45% of Time

Serve as Recognized Resource for FOIA requests.

Individual tasks related to the duty.

- Evaluate, apply law and policy, monitor 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.
- Track the progress of all division FOIA requests using database.
- Ensure compliance with all FOIA laws and requirements.
- Identify and evaluate areas within the Department that may possess responsive documents to the FOIA requests and work with fellow Associate FOIA Coordinators 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 assure timely response to requests.
- Process request within mandated time limits.
- Maintain related documentation in accordance with the Department standards.

Duty 2

General Summary of Duty 2 30% of Time

Food Program Resource

Individual tasks related to the duty.

- Conducts interviews by telephone to follow up on customer requests, complaints, etc.
- Monitors, reviews and prepares enforcement related correspondence including warning notices, administrative fines and related actions for the Food Program, working in conjunction with the management team and the division enforcement/compliance manager.
- Create and monitor all enforcement action assessed, compiles monthly reports, analyzes data for division and related programs.
- Compiles, review and monitors programmatic data.
- Compiles Annual Report numbers for division and related programs, as assigned.
- Maintains various program databases and spreadsheets, such as enforcement data and local health quarterly reporting.
- Enter, maintain, and retrieve data associated with seizures, administrative fines, and enforcement actions. Assist in the preparation of statistical data associated with same.
- Represents the Food Section and division in meetings, conferences, and workgroups.

Duty 3

General Summary of Duty 3

20% of Time

Technical-level oversight of the following program areas: Fair Coordinator, Specialized Meat Processing Variances, and the Wild Mushroom Certifications.

Individual tasks related to the duty.

- Fair Coordinator:
 - Monitors and tracks all temporary food applications for State and County fairs.
 - Compiles daily reports for the Food Safety Inspectors.
 - Compiles a monthly report for the Division Director.
 - Compiles a final report at the end of the fair season for the Division Director.
 - Serves as liaison between Central Licensing, Finance, and field staff.
 - Reviews applications for possible refunds. Tracks and monitors refunds.
- Specialized Meat Processing Variances:
 - Monitors and tracks all Specialized Meat Processing (SMP) Variance Applications.
 - Compiles monthly reports of all SMP Variances approved, pending, or not required.
 - Creates approval letters for all SMP Variances and attaches copies to the record in the database.
- Wild Mushroom Certification Program:
 - Monitors the Wild Mushroom Certification Program.
 - Troubleshoots all issues.
 - Creates the Wild Mushroom Certificate.
 - Tracks attendees that have passed or failed.
 - Compiles report to be posted on the MDARD website for all attendees who have passed.

Duty 4

General Summary of Duty 4

5% of Time

Other duties as assigned.

Individual tasks related to the duty.

- Prepares and edits letters, forms, presentations, memoranda, reports, minutes and other correspondence in accordance with established procedures.
- Schedules and arranges meetings.
- Establishes and maintains office files, logs, indexes, control records or other information under the supervisor's control.
- 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.
- Represents the division on work groups related to areas of work, as assigned.

Duty 5**General Summary of Duty 5****% of Time****Individual tasks related to the duty.**

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Duty 6**General Summary of Duty 6****% of Time** _____

Individual tasks related to the duty.

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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. Determinate 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 regards 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):

☐ 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 areas of oversight. 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 complex technical assignments within the division and bureau. Responsibilities include supporting the operational needs for the Food Program and serving as the Freedom of Information Act (FOIA) Coordinator/recognized resource for the division and bureau. This position performs technical assistance duties such as: Fair Coordinator for all State and County fairs; monitors, reviews and provides reporting on enforcement actions; monitors and provides coordination for Specialized Meat Processing Variance Requests; provides oversight and monitoring for the Wild Mushroom Certification Program; serves as technical liaison with Central Licensing in program areas of oversight; serves as an experienced 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 considerable independent judgment, a thorough knowledge and understanding of laws, regulations, policies and procedures that regulate the Food Programs 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.

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 is the FOIA coordinator for the division and provides technical support for the Human Food Division and bureau.

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 10

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

OR

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

OR

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

KNOWLEDGE, SKILLS, AND ABILITIES:

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 interpret and apply complex rules, regulations, policies 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.

LAUREN FELDPAUSCH

Appointing Authority Signature

7-22-2019

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.