

Position Code 1.

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
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
Limited Term/Full Time Laborer 5/E6	Animal Industry Division
5. Working Title (What the agency calls the position)	11. Section
	Bovine Tuberculosis (TB) Eradication Program
6. Name and Position Code Description of Direct Supervisor	12. Unit
Dan Robb, DVM Northern Michigan Field Staff Supervisor Veterinarian Manager 14	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jarold Goodrich, DVM Field Staff Coordinator Veterinarian Manager 15	Home Address Monday through Friday 8:00 A.M. - 5:00 P.M. or other times as needed This position requires the incumbent to live within the assigned work area of Presque Isle, Montmorency, Alpena, Oscoda, or Alcona Counties, or within ten miles, or be willing to relocate within one year of hire.

14. General Summary of Function/Purpose of Position

The Animal Industry Division of the Michigan Department of Agriculture and Rural Development is committed to protecting animal health in order to safeguard animal agriculture, the food supply, public health, and animal well-being. The purpose of this position is to assist veterinarians with the following: animal handling and restraint; animal identification data collection with use of a PDA and wand; animal testing and collection of samples from live and dead animals; transportation and handling of equipment; assist at Northern Michigan Livestock market performing required functions of assigned personnel; and administration of biosecurity measures including cleaning and disinfecting.

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 **% of Time 80**

Assist with handling, restraining, and testing animals including the preparation of equipment and supplies.

Individual tasks related to the duty.

- Transport, set up, and take down chutes, gates, panels, and other equipment when needed. Some equipment is hauled directly behind a truck. Other equipment is loaded on a trailer for hauling behind a truck.
- Herd, corral, handle, and restrain all animal species, but primarily cattle, bison, captive deer and elk. May involve using gates, panels, and crowding tubs to build a confinement area.
- Direct animals, cattle, bison, or cervidae into chutes and operate chutes to safely restrain animals.
- Restrain goats, smaller livestock, and other species manually as appropriate.
- Assure that each animal is appropriately identified; apply ear tags as needed.
- Assure that testing supplies are available and organized and stored in an appropriate manner.
- Assist with record keeping.
- Gather animal identification data during testing.
- Assist with necropsies and collection of tissue samples.
- Make minor repairs to animal handling equipment as needed.

Duty 2

General Summary of Duty 2 **% of Time 5**

Livestock market coverage.

Individual tasks related to the duty.

- Work at livestock markets and with livestock market management.
- Assist in assuring that all cattle are properly identified by visual and electronic means.
- Assure that all cattle meet requirements to move back to another private premises unless going to slaughter.
- Assure that the market personnel receive information.

Duty 3

General Summary of Duty 3

% of Time 15

Other duties as assigned.

Individual tasks related to the duty.

- Schedule and maintain records for use and/or repair of state vehicles and equipment.
- Shuttle cars, trucks, and animal handling equipment from one location to another.
- Transport animal samples to laboratory at Michigan State University or State laboratory in East Lansing.
- Assist in euthanasia of animals when depopulation is ordered.
- Wash and disinfect equipment using power spray equipment or by hand with brushes as appropriate. This may be done on the farm or away from the farm at a carwash or the Atlanta Office wash bay.
- When cleaning and disinfecting equipment it may be necessary to wear protective goggles and a facemask.
- Assure that equipment, including personal gear and attire, is adequately cleaned and disinfected so disease will not be transmitted from farm to farm.

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

-

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

All work will be under veterinary supervision until training is completed and routine protocols are established. Then decisions regarding routine procedures will be made.

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

Any decisions involving deviation from routine procedures.

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 job will involve driving a truck to transport (haul) equipment, moving and lifting heavy equipment, and working with livestock that may be difficult to handle. Work will be outside or in barns. With summer employment there may be exposure to hot temperatures and rainy/stormy conditions. With winter employment there will be exposure to cold, ice, and snow. There will be handling of syringes and needles and possible, though unlikely, exposure to tuberculosis or other diseases that can spread to people from infected animals.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input 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?

23. What are the essential functions of this position?

- Handle and restrain livestock.
- Transport and handle heavy equipment.
- Clean and disinfect equipment.
- Maintain records.
- Perform regulatory functions at Northern Michigan Livestock market.

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 Animal Industry Division of the Michigan Department of Agriculture and Rural Development is committed to protecting animal health in order to safeguard animal agriculture, the food supply, public health, and animal well-being. The function of the work area is to address reportable disease in animals. This position functions to help veterinarians perform testing to detect disease in animals. Also, it functions to assist in regulating the requirements of the bovine Tuberculosis program at the Northern Michigan Livestock market in Gaylord.

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

EDUCATION:

None

EXPERIENCE:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to handle and restrain livestock.
2. Ability to transport and handle heavy equipment.
3. Ability to maintain biosecurity between farms.
4. Ability to wear protective goggles and face mask.
5. Ability to maintain records in an organized manner.
6. Ability to follow instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Michigan Drivers License
2. Negative tuberculosis test (intradermal, Mantoux) annually

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.