

Position Code

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
Laborer 5/E6 (Non-Career)	Animal Industry Division
5. Working Title (What the agency calls the position)	11. Section
719	Bovine Tuberculosis (TB) Eradication Program
6. Name and Position Code Description of Direct Supervisor	12. Unit
Daniel L. Robb, DVM Veterinary Manager 14	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jarold M. Goodrich, DVM Veterinary Manager 15	Work Location: Official Workstation within the counties of Alcona, Alpena, Montmorency, Oscoda, or Presque Isle or within ten miles. Hours: As needed with 129 hours max in calendar month / 719 hours total in a calendar year and may include evenings and weekends.

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 in animal handling and restraint, animal testing and collection of samples from live and dead animals; and transportation and handling of equipment. This position will also perform other tasks related to the needs of the Michigan Bovine TB Eradication Program including assisting with cleaning and disinfecting livestock handling equipment and providing regulatory assistance at the local livestock market (Northern Michigan Livestock in Gaylord) especially on the weeks of feeder sales.

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 5**

Provide coverage at Northern Michigan Livestock market.

Individual tasks related to the duty.

1. Work at livestock market in Gaylord - especially to rotate office duty at Northern Michigan Livestock market in Gaylord and especially on the weeks of feeder sales.

Duty 2

General Summary of Duty 2 **% of Time 85**

Assist with handling, restraining, and testing animals.

Individual tasks related to the duty.

1. Herd, corral, handle, and restrain all animal species, but primarily cattle, and goats.
2. May involve using gates and panels, to build a confinement area.
3. Direct animals into cattle chutes and operate chutes to safely restrain animals.
4. Restrain goats, smaller livestock, and other species manually as appropriate.
5. Assure that each animal is appropriately identified; apply eartags as needed.
6. Assist with necropsies and collection of tissue samples.
7. Record identification and other animal data using a wand and PDA.

Duty 3

General Summary of Duty 3 **% of Time 10**

Clean and disinfect livestock handling equipment.

Individual tasks related to the duty.

1. Clean and disinfect livestock handling equipment.
 - a. 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.
 - b. When cleaning and disinfecting equipment it may be necessary to wear protective goggles and a facemask.
 - c. Assure that equipment, including personal gear and attire, is adequately cleaned and disinfected so disease will not be transmitted from farm to farm.
2. Move/transport livestock handling equipment.
3. Maintenance of livestock handling equipment.
4. Manually move gates on and off trailers.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
 All on farm work will be under veterinary supervision or experienced laborer or animal health inspector until training is completed and routine protocols established. Then decisions regarding routine procedures may be allowable based on performance.

Decisions on need for maintenance of equipment for safety of employees. Ensure that sufficient amount of equipment is cleaned and disinfected.

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.
 Activities are conducted in all weather conditions throughout the year. Bending, lifting, and climbing will be a part of the activities of this position. This job may also involve driving a truck to transport equipment, moving and lifting heavy equipment, and working with livestock that may be difficult to handle.

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?

Assist at Northern Michigan Livestock market.
Handle and restrain livestock.
Clean and disinfect equipment.
Move/transport equipment at Atlanta office wash bay.
Maintain records as required.

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?

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

EDUCATION:

High School Diploma

EXPERIENCE:

No experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to follow oral instructions and read written instructions.
- Ability to communicate effectively with staff.
- Ability to handle and restrain livestock.
- Ability to operate a motor vehicle and handle heavy equipment.
- Ability to lift equipment repeatedly.
- Ability to wear protective goggles and face mask.
- Ability to use a computer
- Ability to use Microsoft Word

CERTIFICATES, LICENSES, REGISTRATIONS:

- Michigan Drivers License
- 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.