

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
	Michigan Department of Agriculture and Rural Development (MDARD)
3. Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Bureau of Food & Animal Health (BFA)
4. Civil Service Position Code Description	10.Division
Veterinarian-A 12 Permanent Intermittent (see Item 14 below)	Animal Industry Division (AID)
5. Working Title (What the agency calls the position)	11.Section
Senior Field Veterinarian	
6. Name and Position Code Description of Direct Supervisor	12.Unit
Elizabeth Saletta, DVM Veterinarian Manager-3 14	
7. Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Jarold Goodrich, DVM Veterinarian Manager-4 15	East-Central Lower Peninsula: Gratiot, Genesee, Saginaw, Shiawassee, Tuscola, Huron, Sanilac, Lapeer, and St. Clair Counties or as needed anywhere in the State of Michigan. Mon–Fri 8am–5pm or other times, as needed.
14. General Summary of Function/Purpose of Position	
<p>The Animal Industry Division (AID) of the Michigan Department of Agriculture and Rural Development (MDARD) is committed to protect, regulate, and promote animal health. In doing so Public Health, Animal Health and Well-Being, and Animal Industries are safeguarded through collaborative efforts and implementation of effective programs. The purpose of this position is to protect human and animal health, to promote and protect Michigan animal industries, and to assure the public of quality, healthy animals, including food animals, equine, cervidae, exotic animals, and companion animals. This position functions as a senior field veterinarian handling the most complex inspections, epidemiological investigations and assisting in regulatory investigation / enforcement activities as requested and training.</p> <p>Work location of position: East-Central Lower Peninsula: Gratiot, Genesee, Saginaw, Shiawassee, Tuscola, Huron, Sanilac, Lapeer, and St. Clair Counties or as needed anywhere in the State of Michigan. The selected candidate must reside in one of the listed counties, or within ten miles, or be willing to relocate within 12 months of hire.</p> <p>Note: A permanent intermittent appointment is a career appointment with hours varying each pay period based on workload and the employee could be scheduled to work anywhere from zero to 80 hours in a pay period.</p>	

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 40**

Conduct inspections of livestock markets, pet shops, animal shelters, large-scale dog breeding kennels, riding stables, horse sales, fairs and exhibitions, rendering plants, transfer stations, livestock dealer trucks and records, poultry composting facilities, aquaculture facilities, and other facilities licensed and regulated by the Animal Industry Division. Responsible for verifying compliance by licensees through education and follow-up on inspection findings when needed. Demonstrate thorough knowledge of laws and regulations applicable to facilities licensed and regulated by the Animal Industry Division.

Individual tasks related to the duty.

1. Conduct pre-licensing inspections of new applicant facilities and recommend approval or assist applicant in coming into compliance with Michigan laws and regulations.
2. Conduct announced and unannounced inspections of licensed facilities to verify continued compliance. Determines frequency of inspections of licensed facilities to ensure continued compliance. Determine frequency of inspections needed per facility based on risk and in-depth knowledge of and experience with the facilities in conjunction with program manager.
3. Serve as resource for licensees to answer questions and provide information and education about all aspects of Michigan laws and regulations related to licensing and regulation of their facility under the Animal Industry Division.
4. Regulatory investigation/enforcement activities for alleged violations. Enforcement activities may include documentation and/or preparing reports of information and/or findings of inspections, gathering evidence, presenting and/or testifying in administrative and criminal hearings, assisting local, state, and federal authorities.
5. Examine animals for health status and signs of communicable diseases. Has thorough knowledge of common diseases at regulated facilities, implications to public health and food safety, and methods for controlling and preventing diseases.
6. Complete inspection reports, special reports, supplemental and disease investigative reports. Reports need to be detailed, thorough, well organized, and suitable for any follow-up prosecutorial activity.
7. Keep supervisor/program manager/State Veterinarian informed of problem situations.
8. Consult and meet with owners/managers of facilities and private practice veterinarians.

Duty 2

General Summary of Duty 2 **% of Time 20**

Test livestock for tuberculosis; primarily cattle, goats, and sometimes deer, elk, or bison. Testing is done pursuant to PA 466 of 1988, Amended (Animal Industry Act). Caudal fold, comparative cervical and blood-based testing will be performed. Participate in other bovine tuberculosis programs. Re-permit animals from the Modified Accredited Zone (MAZ) in livestock markets in the Accredited Free Zone (AFZ).

Individual tasks related to the duty.

1. Locate livestock herds to test as assigned. (Exposed traces, source traces, secondary testing, etc.)
2. Contact producers to arrange for tuberculosis testing.
3. Assemble necessary equipment and supplies.
4. Coordinate human resources for assistance by working with supervisor.
5. Corral and restrain animals; identify animals.
6. Complete TB testing according to published standards.
7. Complete appropriate paperwork and write reports of good quality and in a timely manner.
8. Assure that equipment and clothing are disinfected between farm visits.
9. Issue/remove quarantines as appropriate.
10. Participate in other bovine tuberculosis programs such as the WRM and EWB Programs.
11. Re-permit animals from the MAZ in livestock markets in the AFZ (e.g. UPI-Cass City).

Duty 3

General Summary of Duty 3

% of Time 15

Investigate complaints involving animal health, animal care, and issues concerning regulated facilities, as requested. Some complaints are investigated jointly with employees within MDARD, local, state and/or federal governmental or investigatory agencies.

Individual tasks related to the duty.

1. Receive, direct, and/or report complaints directly from the public, local, state and/or federal agencies to designated MDARD staff.
2. Prioritize complaints based on prior knowledge of the licensed facility/business, knowledge of Michigan laws and regulations, experience with complaints and complainants, and priorities of the department or division.
3. Investigate complaints, as requested. This may involve interviewing the complainant and the subject of the complaint, neighbors, witnesses, private veterinary practitioners, and others. It may also include coordinating the investigation with other MDARD staff, local, state, and/or federal government and law enforcement agencies and serving as liaison between the investigation and supervisor and/or program manager.
4. Regulatory investigation/enforcement activities for alleged violations. Enforcement activities may include documentation and/or preparing reports of information and/or findings of inspections, gathering evidence, presenting and/or testifying to program managers and/or in administrative and criminal hearings, assisting local, state, and federal authorities. Serve as an expert witness, utilizing technical knowledge to interpret data and draw conclusions.
5. Identify problem situations and initiate corrective action.
6. Act as resource to animal control, local, state, or federal law enforcement agencies in investigations and follow-up of cases of alleged animal neglect / cruelty and other animal health issues.
7. Write detailed reports and recommend course of action to supervisor and/or program manager, as necessary.

Duty 4

General Summary of Duty 4

% of Time 5

Test animals as assigned for reportable diseases and toxicities. This may include biopsies, performing necropsies, tissue collection, blood collection, injections, etc. Proper animal identification, correct submission of samples, and completion of paperwork are essential.

Individual tasks related to the duty.

1. Conduct testing activities, including obtaining biopsies, collecting blood, collecting milk samples, performing necropsies, injections, etc. Utilize expertise to determine appropriate testing and sampling and act as a resource in proper testing and sampling methodology and technique. Collection of tissue sample may involve surgical procedures with appropriate analgesic agents and aseptic technique.
2. Apply and/or verify proper animal identification. Provide guidance and expertise to others on proper application and identification of various animal species. Have thorough knowledge of animals' identity by species, breed, weight, height, age, gender, color, markings, tag numbers, tattoos, brands, and microchip identification.
3. Appropriately package and submit samples and charts to laboratory. Complete necessary paperwork.
4. Oversee that appropriate disease control measures are taken to ensure diseases are not transmitted by veterinarians and/or equipment from one premises to another. Also serve as resource for appropriate cleaning and disinfecting procedures and disposition of affected animals.
5. Restrain animals including, but not limited to, ruminants, equine, ratites, poultry, swine, companion animals, and privately-owned cervidae. Has thorough knowledge of handling these animal species and use of animal handling equipment. Can handle the most complex cases and difficult animals in a safe and humane manner. Serve as a resource for animal handling issues.
6. Demonstrate thorough knowledge of employee health and safety issues. Practice appropriate personal protection activities.

Duty 5

General Summary of Duty 5

% of Time 5

Conduct activities and investigate reported animal diseases, toxicities, drug residue cases and others as occur in assigned territories, and in other territories as needed. This may involve emergency situations.

Individual tasks related to the duty.

1. Contact involved parties to gather needed information. May include private veterinary practitioners, animal control officers, producers, law enforcement officials, and others.
2. Perform complex epidemiological investigations on farm by interpretation, analysis, and integration of history and current data from farms, premises, or business entities involved. Make recommendations to program manager.
3. Determine implications of the case (i.e., the extent of potential human or animal health risk, whether or not there may be media involvement, political interest) and notifies program manager, supervisor, and/or division director as appropriate. Respond to media inquiries by coordination with supervisor.
4. Conduct epidemiological investigation activities which may include issuing and monitoring quarantines, educating involved parties regarding potential health risks or nature of disease, collecting animal and/or environmental samples, determining needed testing of potentially exposed animals, coordinating with other field veterinarians, private practitioners, supervisor, and/or other agencies needed to complete an epidemiological investigation, documenting the epidemiological investigation process and data, and keeping supervisor and program manager informed of ongoing epidemiological investigation.
5. Coordinate and complete all activities necessary to close epidemiological investigations. These activities may include euthanasia and disposition of animals (sometimes entire herds or flocks), giving guidance and direction to ensure approved cleaning and disinfection of affected premises, final inspection for verification that all requirements have been met, and releasing quarantines.
6. Compile information, write and provide detailed written report of epidemiological investigation to supervisor and/or program manager.

Duty 6

General Summary of Duty 6

% of Time 5

Write reports; maintain records, logs, and files; keep information up to date and submit required documents in a timely manner. Documents include but are not limited to, itineraries, activity reports, travel vouchers, telephone logs, inspection reports, supplemental reports, and special reports.

Individual tasks related to the duty.

1. Utilize computer and other technological devices to generate reports.
2. Submit quality documents within a timely manner.
3. Maintain organized filing system at workstation.

Duty 7

General Summary of Duty 7

% of Time 5

Monitor inter- and intrastate movement of animals pursuant to acts, rules or standards under the authority of the Michigan Department of Agriculture and Rural Development.

Individual tasks related to the duty.

1. Based on complaint or request from supervisor/program manager/State Veterinarian, check health certificates and test papers on animals. This may occur anywhere animals are found.
2. Educate animal owners about requirements for movement of animals.
3. Issue/release quarantines, as appropriate.
4. Write detailed reports.

Duty 8

General Summary of Duty 8

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Participate in the emergency responses to natural or man-made disasters. This includes, but is not limited to, nuclear disasters, chemical spills, and tornados.
- Complete disaster preparedness and Incident Command System (ICS) trainings, as assigned.
- Participate in exercises involving disaster preparedness and ICS, as assigned.
- Participate in emergency response efforts, as assigned. This may involve the examination, movement, or care of animals. This may involve animal euthanasia or clean-up of dead animals.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
1. Decisions regarding appropriate methods and materials needed to complete epidemiological investigations and animal testing.
 2. Decisions involving coordinating activities with other field personnel and other governmental agencies.
 3. Decisions regarding appropriate actions to take in animal care and potential disease situations.
 4. Decisions regarding quarantines and quarantine releases, animal testing, and epidemiological investigations that will directly impact animal industries.

17. Describe the types of decisions that require the supervisor's review.
- Decisions involving situations of sensitive nature where department policy needs interpretation or when large segments of the animal industry or public will be impacted. Situations with media, political, or economic impact, and whenever public health may be affected.

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 is a field position. There is work both indoors and outdoors. There is substantial time driving a motor vehicle in all weather conditions. Conducting inspections, epidemiological investigations, assisting with regulatory investigations, and testing animals that may involve considerable standing, stooping, reaching, lifting, carrying, walking, and bending. Animals may be fractious, and equipment may be heavy. Needles, syringes, blood collection tubes, and other testing supplies are routinely handled. There may be exposure to zoonotic diseases. Work conditions may be wet, cold, hot, noisy, and dusty. Substantial odors may be present. Working conditions in some barns may be closed, cramped, and dark.

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

1. Handle, restrain, identify, and test animals demonstrating excellent technique.
2. Examine animals for health status.
3. Conduct inspections at regulated facilities.
4. Conduct epidemiological investigations involving animal disease/toxicity/drug residue problems. Conduct and assist in complaints of regulatory violations, as requested.
5. Communicate effectively both orally and in writing with the public, producers, facility owners, and managers, veterinarians, and local law enforcement and government officials.
6. Travel throughout the state. Stay away from home overnight.
7. Coordinate activities with other field staff and other governmental agencies.
8. Assist with training of new field staff; assist with public education.

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

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

The purpose of this position is to protect human and animal health, to promote and protect Michigan animal industries, and to assure the public of quality, healthy animals, including food animals, equine, cervidae, exotic animals, and companion animals. This position functions as a senior field veterinarian handling the most complex inspections, epidemiological investigations and assisting in regulatory investigation / enforcement activities as requested, and training.

