

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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 DVLPMNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Environment and Sustainability
4. Civil Service Position Code Description ENVIRONMENTAL MANAGER-3	10. Division Conservation and Stewardship Division
5. Working Title (What the agency calls the position) Right to Farm Program Manager	11. Section Environmental Assistance and Technical Support Section
6. Name and Position Code Description of Direct Supervisor ROGERS, CHAD E; STATE ADMINISTRATIVE MANAGER-1	12. Unit Right to Farm Program
7. Name and Position Code Description of Second Level Supervisor ALEXANDER, MICHAEL K; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work TBD Remote / Hours; M – F 8:00 am to 5:00 pm
14. General Summary of Function/Purpose of Position This position has statewide responsibility for managing the Michigan Right to Farm (RTF) Act, including Environmental Complaint Response, and Site Selection for New and Expanding Livestock Facilities. It assists with the annual review process for the Generally Accepted Agricultural and Management Practices (GAAMPs). This position assists with the Generally Accepted Processing Practices (GAPPs) program. This position serves as a supervisor and directs the activities of Right to Farm staff. This position makes technical decisions and interpretations, directly impacting Michigan's production and agriculture industry. This position is responsible for maintaining programmatic data and documentation.	

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:

Percentage: 40

Staff Supervision

Supervise and direct the activities of staff in the Right to Farm Program.

Individual tasks related to the duty:

- Establishing work priorities, making assignments, and coordinating staff activities for complaint response, livestock facility siting, pro-active GAAMPs determinations, and category determinations for livestock in residential areas.
- Reviewing time and attendance, requests for annual leave, sick leave, and compensatory time use, as well as travel vouchers, alternate work schedules, supplemental employment notifications, and training requests.
- Reviewing assignment work products, providing feedback, and approving completed assignments.
- Conduct and document biweekly meetings with direct reports providing evaluation, discussion, and feedback on the quality, quantity, and timeliness of their work and associated competencies.
- Conduct annual staff performance reviews, according to department procedure.
- Identify opportunities to facilitate improvement of staff core competencies, and technical proficiency.
- Select and assign staff, ensuring equal employment opportunity in hiring and promotions.
- Ensure proper labor relations and conditions of employment are maintained.
- Communicate programmatic progress and staff performance to leadership clearly and consistently.
- When needed, initiate action to correct performance and/or behavior problems with employees.
- Coordinate activities, work assignments, and training for field inspectors and other program staff with the Conservation and Stewardship Division (CSD) program managers to optimize the cost of program delivery.
- As appropriate, assist with, and assign staff to assist in the annual GAAMPs/GAPPs review processes.
- Oversee staff that provide education, outreach, and technical assistance in Michigan's Biosolids land-application Program.

Duty 2

General Summary:

Percentage: 25

Case Management

Manage the Right to Farm Program assigning and coordinating tasks.

Individual tasks related to the duty:

- Evaluate incoming environmental and nuisance complaints, assign them to the inspector, and track progress toward resolution according to standard operating procedures.
- Provide direct counsel and guidance to staff on difficult and highly technical situations, special investigations, and controversial complaints. This task occurs both in the office and in the field.
- Analyze inspection reports submitted by field inspectors, determining the level of the farm's conformance with GAAMPs, determine the status of complaints, and provide appropriate written responses to farm operations and complainants.
- Serve as a programmatic expert witness and serve testimony when subpoenaed regarding the program's policy, procedures, the language of the Right to Farm Act, and the GAAMPs.
- Manage records and other information for recording, updates, and monitoring remediation progress, as well as reporting RTF progress.
- Strategically evaluate complaints for trends and adjust program policy, standards, or outreach efforts.
- Facilitate the provision and utilization of appropriate information technology by program staff and partners.
- Implement retention schedules for paper and electronic documents and records.
- Provide strategic analysis of legislation and rules impacting environmental and conservation programs.
- Establish and maintain essential communication processes with local units of government, farmers, GAAMPs committees, and other partner agencies.
- Work with the Department of Environment, Great Lakes, and Energy (EGLE) to transfer and resolve cases with joint jurisdiction.

Duty 3

General Summary:

Percentage: 15

Operation Excellence

Develop and maintain procedures and tools for improving the efficiency, effectiveness, and transparency of program delivery.

Individual tasks related to the duty:

- Develop, update, and provide staff training on standard operating procedures for core program activities.
- Encourage and maintain consistency of staff decision-making through cross-training of staff with each other and other relevant State of Michigan staff.
- Establish and maintain cases, inspections, and resolution data in an accurate and timely manner.
- Improve document generation and management systems used by the program.
- Collect and publish performance metrics via annual reporting template(s) and departmental scorecards.
- Communicate programmatic progress and staff performance to leadership clearly and consistently.
- Establish metrics and systems for the evaluation of the quality, quantity, and timeliness of work being performed and utilize this information in biweekly intentional conversations with staff.
- Refresh strategic analysis of program strengths, weaknesses, opportunities, and threats, facilitating course corrections.
- Maintain public-facing web content associated with the Right to Farm program.
- Implement program document retention schedule, FOIA requests, and electronic file management procedures.
- Ensure current strategic alignment between programmatic mission, goals, and day-to-day operations.
- Participate in lean process improvement efforts.

Duty 4

General Summary:

Percentage: 15

Outreach

Right to Farm outreach.

Individual tasks related to the duty:

- Participate in training programs, seminars, conferences, and meetings for farmers, other agency staff, and agri-businesses on agricultural non-point pollution problems, and applicable pollution prevention, and control measures.
- Develop training materials and present information to MDARD field inspectors, conservation district technicians, and other agency staff on GAAMPs and other farm management practices to prevent pollution.
- Review risk assessment materials used by the Michigan Conservation Stewardship Program for GAAMP conformance issues making recommendations for resolution.
- Consult intra-departmental personnel and inter-departmental programs on the Right to Farm process, GAAMPs changes, and language.
- Provide education and outreach for locally elected officials and other stakeholders.

Duty 5

General Summary:

Percentage: 5

Generally Accepted Practices

Assist with the Generally Accepted Processing Practices (GAPPs) Program.

Individual tasks related to the duty:

- Assist the CSD Engineer with the development of GAPPs inspection protocol and process.
- Assign staff to assist the CSD Engineer with training and outreach to food processors on GAPPs.
- Assign staff as appropriate to assist with field visits to determine conformance with GAPPs.
- Assist the CSD Engineer with resolving food processing-related nuisance complaints.
- As appropriate, assist with, and assign staff to assist in the annual GAPPs review processes.

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

- Assign complaints for investigation to field staff. RTF inspectors will schedule individual farm inspections. Complaints involving animal care issues are coordinated with Animal Industry Division (AID) staff. Complaints associated with pesticide misuse are coordinated with the Pesticide and Plant Pest Management Division (PPPM).
- Written responses to farm operations based on inspection reports.
- Responding to management plans that have been developed to address verified environmental problems.
- Database management, recording, and monitoring of farmers' decisions and remediation progress.
- Direct farm follow-up inspections and remedial efforts with other agencies

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

- Recommendations to the Michigan Commission of Agriculture and Rural Development for updates to the RTF GAAMPs.
- Outreach to external organizations, and involvement in potential procedural or policy-making organizations.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

General office conditions with occasional automobile travel to individual farms which may involve walking at farmsteads across crop fields, pastures, woodlots, and along watercourses to conduct inspections. Environmental conditions include all types of weather on a year-round basis, which vary with site-specific and seasonal weather conditions.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
MAHONEY, STEPHEN J	RESOURCE ANALYST-A 12	KORSON, JAY P	RESOURCE ANALYST-A 12
MCCARTY, KYLE M	RESOURCE ANALYST-A 12	ROGERS, ERICA	RESOURCE ANALYST-A 12
TURRUBIATES, OLIVIA R	SECRETARY-E E8		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

Yes.

23. What are the essential functions of this position?

This position serves as a program manager and supervisor for the Right to Farm Program. The RTF Program assists farmers to remediate environmental problems by implementing recommended practices that conform to the RTF GAAMPs. This position will maintain and monitor database records on complaint response activities and assign new complaints to field inspectors, including evaluating all incoming complaints, assigning complaints for investigation to regional field inspectors, and tracking complaint response activities. This position maintains and monitors database records and develops routine reports. This position also assists with the Generally Accepted Processing Practices (GAPPs) program.

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

- Added language about the GAPPs program to box 14 General Summary of Function/Purpose of Position.
- Removed Duty 4 - Facilitate the GAAMP annual review process and associated tasks.
- Added new Duty 5 - Assist with the Generally Accepted Processing Practices (GAPPs) Program and associated tasks.
- Added new task to Duty 1 - as appropriate, assist and assign staff to assist in the annual GAAMPs/GAPPs review processes.
- Moved biosolids program references from Duty 6 to Duty 1, to reflect a more routine nature of staff responsibility versus manager responsibility for Biosolids-related activities.
- Updated names and acronyms for departments, bureaus, divisions, and sections.
- Updated names of managers and supervised staff.

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

This position manages the Michigan Right to Farm Program. The emphasis of the program is placed on the education and implementation of GAAMPs to mitigate nuisance conditions and prevent agricultural nonpoint source pollution. This program works primarily with farms that operate with a significant potential for causing environmental problems as identified by environmental complaints from the Michigan Department of Environment, Great Lakes, and Energy, other agencies, and the private sector.

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

