

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. PROPALTE

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) Agriculture Development Bureau
4. Civil Service Position Code Description Property Analyst-E	10. Division Producer Services Division
5. Working Title (What the agency calls the position) Farmland Preservation Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor KRAUS, FOREST H; PROPERTY MANAGER-3	12. Unit Farmland and Open Space Preservation
7. Name and Position Code Description of Second Level Supervisor GLASPIE, STEVIE L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W Allegan St, Lansing, MI 48933 / Hours; M – F 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This position is responsible for reviewing farmland temporary development rights agreement applications and must develop and execute farmland preservation agreements established under Farmland and Opens Space Preservation (formerly PA116). This position analyzes applications and agreement modification requests for consistency with program requirements. Legal descriptions are reviewed to verify property boundaries and compliance with program eligibility. Works with landowner and local assessor to correct errors in legal descriptions. Land ownership and conveyance between constituents and other legal entities is verified. This position communicates program requirements with applicants, farmers, lending institutions, real estate professionals, certified public accountants, attorneys, foresters, conservation district staff, and local government officials to provide specific information about the program and to respond to inquiries about the program or requests. The position helps to develop procedures and draft policies supporting program objectives. Works closely with other farmland staff to ensure information accuracy and appropriate constituent services.

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: 80

Review and analyze requests that involve temporary development rights agreements for individual owners or entities.

Individual tasks related to the duty:

- Review and analyze new applications for temporary development rights agreements.
- Review and approve individual requests related to existing agreements including property transfers, agreement expirations, extensions of existing agreements, reinstatements, and property splits.
- Correspond with landowners to correct errors and omissions and answer questions about the program.
- Review legal descriptions for properties enrolled in the program.
- Works with landowner and local assessor to correct errors in legal descriptions.
- Update ownership information, property information, and expiration dates.
- Prepare and print agreements.
- Recommend and draft changes to Standard Operating Procedures.
- Review, compile, and generate monthly reports.
- Prepare and process bulk correspondence and program reminders.
- Identify process improvement that would facilitate agreement generation.
- Work one-on-one or as a group with experienced program staff to ensure consistency with existing procedures and learn new skills.

Duty 2

General Summary:

Percentage: 10

Farmland program asset management and data governance

Individual tasks related to the duty:

- Prepare reports to communicate assignment status.
- Monitor and query farmland database for reporting and metrics and resolve data errors and omissions.
- Utilize farmland database to document and update agreements and to track and record assignment status.
- Works with Division GIS Specialist to review and update legal descriptions to prepare parcel boundary lines for GIS mapping efforts.

Duty 3

General Summary:

Percentage: 5

Process coordination and workload management

Individual tasks related to the duty:

- Meet with supervisor on a biweekly basis to discuss assignments, workflow, priorities, and opportunities.
- Utilize performance metrics to quantify workload, quality, and process times.
- Analyze laws and programmatic policy for consistency and client impact.
- Work in a team setting to improve workflow and resolve issues associated with the administration of the program.
- Analyze programmatic data for reporting and quality assurance.

Duty 4

General Summary:

Percentage: 5

Perform other duties necessary to improve the Farmland Program.

Individual tasks related to the duty:

- Other duties as assigned by supervisor.

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

Decisions regarding completeness of new applications, decisions regarding expiring or extended farmland agreements, and decisions regarding the integrity of data for individual requests or placement of correspondence in appropriate work path files.

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

Interpretation of laws and regulations regarding the program. Proposed policy or legislative changes. Confer with program manager and/or other senior staff for situations that are more complex or on situations that have not been previously encountered. Decisions regarding workflow improvements, and decisions regarding manners to enhance the database function that may create or alter existing approved procedures.

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.

This job is performed in a typical office environment. Occasional inspections of farms and vacant parcels of land may be required. Activities included prolonged sitting or standing, occasional lifting of heavy copy paper-filled boxes, regular kneeling, stooping, climbing, and bending around equipment. Environmental conditions include periodic loud equipment and occasional exposure to air-borne dusts.

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.

Additional Subordinates

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?

Yes.

23. What are the essential functions of this position?

This position is responsible for reviewing and analyzing requests associated with the operation of the Farmland and Open Space Preservation Program. Duties also include extensive contact with various stakeholder groups to provide assistance and direction in the various processes in the program. Duties may also include working with database professionals to improve operations.

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

Downgrading PD for training purposes.

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

The function of the work area is to enroll land into the Farmland and Open Space Preservation Program and to monitor and maintain existing agreements and easements under the program for protection of Michigan's farmland and open spaces. This position would be part of the team that conducts the review of enrollment and agreement modification requests, as well as other processes required to administer the program.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

