

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 DEPARTMENTAL ANALYST-A | 10. Division Producer Services Division |
| 5. Working Title (What the agency calls the position) Qualified Forest Program Local Government Liaison | 11. Section |
| 6. Name and Position Code Description of Direct Supervisor SCHRAM, BENJAMIN; ENVIRONMENTAL MANAGER-3 | 12. Unit Qualified Forest Program |
| 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 serves as the recognized resource and principal point of contact for the Michigan Department of Agriculture and Rural Development (MDARD), Qualified Forest Program (QFP), acting as the Local Government Liaison coordinating communication with local units of government. This position applies expert knowledge of the statutory requirements for the QFP, specifically provisions in statute regarding eligibility, enrollment and participation in the QFP. This position is responsible for determining if land qualifies for enrollment in the QFP by reviewing and analyzing applications. This position actively interacts with conservation district staff to coordinate eligibility reviews. This position actively works with landowners, county equalization offices, county treasurers, county registers of deeds, township supervisors, township assessors, and township treasurers. This position prepares operational guidance for the consistent administration of the program. This position is responsible for the promotion of the QFP, developing supporting materials for the program, providing presentations and public speaking, and providing information on the program's website. This position works with QFP and Michigan Department of Natural Resources (MDNR) staff to document QFP status and accomplishments.

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: 50**

Recognized resource for Qualified Forest Program. Conduct an initial review of Qualified Forest Program enrollment applications, including coordinating program eligibility verifications with conservation districts and verifying parcel ownership. Report program participation to local units of government. Remove parcels from the program, when appropriate.

Individual tasks related to the duty:

- Serve as the recognized resource and principal point of contact with Michigan conservation districts to accomplish the forest stocking density eligibility reviews for each complete application within the 45-day window, as required by law.
- Conduct an initial review for applications enrolling in the Qualified Forest Program, including obtaining missing application materials and verifying ownership patterns match across application materials.
- Work with landowners, foresters, township assessor, and county equalization offices to ensure that QFP applications submitted are complete and contain the necessary and/or required information for review and processing and meet the statutory requirements for program eligibility.
- Coordinate with the Program Manager to evaluate applications in situations where conservation districts are not staffed to perform QFP eligibility verifications.
- Utilize existing technology and resources to analyze and review program applications, such as aerial imagery, plat maps, equalization office websites, registers of deeds websites, GIS, and the Michigan Department of Environment, Great Lakes, and Energy wetlands inventory resources.
- Provide information and documentation regarding program participants to local units of government.
- Develop and provide appropriate reports and documentation regarding program participants to county equalization and county treasurers on an annual basis and when requested.
- Conduct initial review of parcels being removed from the program. Work cooperatively with other program staff to complete the removal.
- Respond to inquiries regarding the QFP from landowners, foresters, local units of government, and other stakeholders via phone, mail, and email.

Duty 2

General Summary: **Percentage: 30**

Transfer program enrollment to buyers of Qualified Forest property.

Individual tasks related to the duty:

- Verify ownership information of transferring landowner.
- Verify legal description(s) on new deed(s) matches legal description(s) for enrolled parcel. Work to address inconsistencies with the applicant.
- Develop transfer affidavits for new owner of Qualified Forest Property to execute.

Duty 3

General Summary: **Percentage: 10**

Create operational guidance documents to provide consistency in administration of the law for instances requiring interpretation of the statute.

Individual tasks related to the duty:

- Determine areas within the statute that are subject to interpretation to properly administer the law.
- Discuss questions with management and QFP staff to determine a consensus position regarding the proposed guidance.
- Draft preliminary operational guidance language for the issue.
- Provide copies of the draft to management and staff for review and comment.
- Gather information regarding issue in support of the proposed guidance.
- Based on comments and research, prepare the final draft for review and approval.
- Update Operational Guidance Handbook with new guidance procedures and maintain record in the QFP electronic storage system.
- Review and update various forms utilized by the program, coordinating with QFP staff to make edits when necessary.

Duty 4

General Summary: **Percentage: 5**

Promotion of the Qualified Forest Program.

Individual tasks related to the duty:

- Compile QFP data to be utilized in written and graphic materials, such as newspapers, magazines, white papers, and websites.
- Provide presentations on the QFP to landowners, local units of government, and other stakeholder groups.
- Participate with various forestry-related groups to promote and explain the QFP.
- Work with communication representative to provide press release language. Work with the program manager, division web liaison and other division staff to make changes to the program website, providing deliverables when necessary.
- Review and analyze application forms and promotional documents to determine if changes need to be made for clarity or process improvement.
- Periodically, update all program brochures, frequently asked questions, and other fact sheets for the program.
- Analyzes program statistics and develops and provides annual reports to the State Legislature regarding private forest land enrolled in the QFP.

Duty 5

General Summary: **Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

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

Decisions regarding new applications, conservation district interactions, interactions with local units of government, and decisions regarding program promotion are all made independently. These decisions affect the QFP staff, individuals and other entities enrolled in the QFP, and all other stakeholders in both the public and private sectors.

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

Final interpretation of laws and regulations regarding the program. Confer with program manager and/or other QFP staff for situations that are more sensitive or political in nature, or in situations that have not been previously encountered.

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.

Typical office environment. Prolonged sitting or standing. Regular kneeling, stooping, climbing, and bending around office equipment. Occasional lifting of heavy boxes of paper.

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 coordinating the review of QFP applications with conservation districts in the state, perfecting the applications utilizing various techniques and resources, and coordinating the development and improvement of promotional materials and applications for the program. This position works with professional and technical staff on the development of production reports for private forest land enrolled in the program. This position also works with academia and private industry in various capacities to promote enrollment in the program and solicit feedback on program policies and procedures.

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

This PD has been updated to more accurately reflect the work being done by this position. The revision increases clarity across the other program staff position descriptions and ensures a more equitable division of responsibilities across staff. Specifically, this iteration defines the responsibilities related to enrollment transfer applications. It also rearranged the individual tasks to more accurately reflect the general summary of the duty.

General Summary of Function:

- Kept, "This position actively interacts with conservation district staff to coordinate eligibility reviews and confirmation of forestry practices, including harvests." and removes "...and confirmation of forestry practices, including harvests". This task is more appropriately assigned to another team member.

Duty 1

- Changed percentage of time from 75% to 50%
- Added "Conduct an initial review for applications enrolling in the Qualified Forest Program, including obtaining missing application materials and verifying ownership patterns match across application materials."
- Removed "Coordinate with foresters in the conservation districts to confirm that required harvests and forest practices required in the plan and reported by the landowner have been accomplished."
- Updated to "Coordinate with the Program Manager to evaluate applications in situations where conservation districts are not staffed to perform QFP eligibility verifications."
- Added "Conduct initial review of parcels being removed from the program. Work cooperatively with other program staff to complete the removal."
- Moved "Analyzes program statistics and develops and provides annual reports to the State Legislature regarding private forest land enrolled in the QFP." To Duty 4

Duty 2

- Inserted a new Duty 2, 30% of time, and moved the previous Duty 2 and Duty 3 to Duty 3 and Duty 4, respectively.

Duty 3

- Moved much of the old Duty 3 to the new Duty 4.
- Added "Review and update various forms utilized by the program, coordinating with QFP staff to make edits when necessary."

Duty 4

- Received much of the old Duty 3.

Duty 5

- Added "Other duties as assigned." Because it wasn't included in the last PD.

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 Qualified Forest Program, and to maintain existing affidavits under the program for the purpose of enhancing the management and harvesting of Michigan's non-industrial private forest land. The position is a part of the team that makes the review of enrollment 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:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of legal descriptions, real estate, and title work is important. Knowledge of the methods of compiling and organizing data. Ability to interpret pertinent laws and regulations. Ability to communicate effectively with others. Ability to maintain records and prepare reports and correspondence related to the work. Ability to maintain favorable public relations. Knowledge of natural resource conservation needs and objectives.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

QUINN BENSINGER

1/29/2026

Appointing Authority

Date

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

Date