

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
4. Civil Service Position Code Description RESOURCE ANALYST-A	10. Division Food and Agriculture Business Development Division
5. Working Title (What the agency calls the position) Senior Intercounty Drains Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor WILLIAMS, BRANDON; ENVIRONMENTAL MANAGER-3	12. Unit Intercounty Drains Program
7. Name and Position Code Description of Second Level Supervisor THRONE, HEATHER L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Remote Workstation / Hours; M – F 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This position serves as a recognized resource for petition projects involving fewer than three counties, excluding any projects involved in Chapters 13 and 21 within the Intercounty Drain Program of the Agriculture Development Bureau of the Michigan Department of Agriculture and Rural Development (MDARD). Under the direction of the program manager, the position represents MDARD's Director as a Deputy serving as Chair of Intercounty Drainage Boards established under the Drain Code, P.A. 40 of 1956 as amended. The position will assist county drain commissioners, their staff and members of the Michigan Association of County Drain Commissioners with procedures that apply to the administration of intercounty drainage districts and chair Intercounty Drainage Board meetings. The position will inspect proposed and ongoing drainage infrastructure projects, assisting governmental officials and private landowners on surface water drainage, soil conservation, watershed management and soil erosion and sedimentation control practices.

The decision process administered by this position affects the lands and people in less than three counties for the determination of storm water and sanitary sewer infrastructure necessary to provide drainage and flood control to agricultural land, residential and commercial real estate for the protection of the public health, convenience, or welfare to be constructed and/or maintained.

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: 75**

Serves as a recognized resource and leads petition projects involving fewer than three counties, excluding any projects involved in Chapters 13 and 21. Serve as Chair of Intercounty Drainage Boards, with oversight and the direction from the program manager, as Deputy to the Director of MDARD, as designated in the Michigan Drain Code, Public Act 40 of 1956, as amended.

Individual tasks related to the duty:

- Lead petition projects within the Intercounty Drain Program of the Agriculture Development Bureau of the Michigan Department of Agriculture and Rural Development (MDARD) for Chapters 5, 6 and 8.
- Conduct construction bid lettings, execute any legal contracts; chair appropriate intercounty drain board meetings to approve progress payments.
- Inspect intercounty drains to determine maintenance needs and/or reconstruction.
- Review inspection reports for consultation with the program manager to perform tasks, as assigned.
- Direct and arbitrate the apportionment of costs to the counties in each drainage district for legal, engineering, construction, and maintenance expenses.
- Review engineering plans and specifications and environmental assessments connected with the drainage projects for compliance with statutes and policies.
- Direct the convening of drainage board meetings under Chapters 5, 6 and 8 of the Drain Code for administrative actions to implement construction and maintenance contracts, authorize professional services for attorneys, engineers, and financial advisors and to authorize acquisition or land rights including condemnation.
- Physically inspect the construction and maintenance of drainage facilities for conformance with approved plans and specifications.
- Direct the adoption of resolutions for Soil Erosion and Sedimentation Control, Freedom of Information Act and Governance in accordance with published program guidelines.
- Co-sign all instruments to pay for professional services and contractors or other services.
- Provide progress/status reports on assigned drainage district projects.
- Prepare legal documents to evidence procedural compliance including advertisement and posting with the due process requirements of the Drain Code and Open Meetings Act.
- Primarily administer maintenance projects between counties.

Duty 2**General Summary:****Percentage: 10**

Provide program assistance, research, and outreach for intercounty drain and general water resource management.

Individual tasks related to the duty:

- Provide written/verbal advice and assistance, as a subject matter expert, to county drain commissioners, road commissions, elected officials, state and federal agencies, engineers, attorneys, legislators, landowners, public interest groups and the general public on surface and ground water issues related to the Drain Code and related environmental laws.
- Assist program staff in tracking both drainage infrastructure and project status information for intercounty drains.
- Coordinate efforts to share drainage infrastructure and management data with drain commissioners' offices.

Duty 3**General Summary:****Percentage: 10**

Assist the Intercounty Drain Program Manager improve program operations. Provide input and material support as required to continuously improve program outcomes.

Individual tasks related to the duty:

- Enhance effectiveness of relationships with agency partners and external stakeholders.
- Meet with supervisor on a bi-weekly basis to review performance, operating procedures, identify strengths, weaknesses, opportunities and threats to program delivery and project completion.
- Evaluate methods of enhancing program operations and acquire appropriate tools and technologies.
- Track status of drainage projects, associated documents, district maps, and engineering/design drawings
- Other duties as assigned.

Duty 4**General Summary:****Percentage: 5**

Participate in events hosted by the Michigan Association of County Drain Commissioners.

Individual tasks related to the duty:

- Assist in training of Drain Commissioners and staff with the Michigan Association of County Drain Commissioners (MACDC) and their Associate Members.
- Attend the district and annual conference programs.
- Attend educational seminars, as appropriate.

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

Decisions which are guided by statute, rule, court findings, program guidelines, or departmental mission. Decisions are made with personal judgment on above, prior experience, knowledge of past practice, supervisors' viewpoint and desired outcome.

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

When situations arise, which are different than prior experience, past practice, or established guidance.

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 position requires work at a desk with associated office technologies and software in addition to outdoors in fields, along and in natural and constructed waterways and facilities, and at active construction sites. There is exposure to seasonal variations in weather and the hazards which occur around active construction sites, open and enclosed storm, and sanitary drains. This position requires considerable driving in all weather conditions. This position at times requires considerable physical effort and mobility.

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):

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

Serves as a recognized resource for petition projects involving fewer than three counties, excluding any projects involved in Chapters 13 and 21 within the Intercounty Drain Program of the Agriculture Development Bureau of the Michigan Department of Agriculture and Rural Development (MDARD). Under the direction of the program manager, the position represents MDARD's Director as a Deputy serving as Chair of Intercounty Drainage Boards established under the Drain Code, P.A. 40 of 1956 as amended. The position will assist county drain commissioners, their staff and members of the Michigan Association of County Drain Commissioners with procedures that apply to the administration of intercounty drainage districts and chair Intercounty Drainage Board meetings. The position will inspect proposed and ongoing drainage infrastructure projects, assisting governmental officials and private landowners on surface water drainage, soil conservation, watershed management and soil erosion and sedimentation control practices.

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

This position now functions as the recognized resource for petition projects involving fewer than three counties, excluding any projects involved in Chapters 13 and 21. Position is no longer divided geographically, so the primary focus has shifted to be unique from existing Resource Specialist 13 in the program area. Position directs the convening of drainage board meetings under Chapters 5, 6 and 8 of the Drain Code, as well as administers maintenance projects between counties.

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

This position administers the responsibilities of the Director of MDARD under the Michigan Drain Code, P.A. 40 of 1956 as amended as chair of drainage boards responsible for the establishment, construction and maintenance of the water resource infrastructure in over 1,000 intercounty drain districts.

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 a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

