

Position Code
VETMGR4A04N

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)
	Food Safety and Animal Health
4. Civil Service Position Code Description	10. Division
Veterinarian Manager 15 Permanent/Fulltime	Animal Industry Division
5. Working Title (What the agency calls the position)	11. Section
Field Staff Coordinator/Fairs and Exhibitions Program Manager	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Jeff Schaner State Administrative Manager 15 Deputy Division Director	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jennifer Calogero, DVM, PhD State Office Administrator 17 Division Director	Home Workstation: Within Michigan's Lower Peninsula Monday through Friday, 8:00am-5:00pm, and other times as needed.

14. General Summary of Function/Purpose of Position

The Animal Industry Division of the Michigan Department of Agriculture and Rural Development is committed to protecting, regulating, and promoting Animal Health. Public health, animal health and well-being, and animal industries are safeguarded through collaborative efforts and implementation of effective programs. The purpose of the position is to plan, coordinate, and direct safe field operation activities as it relates to animal industries. These activities are put in place to promote public health, animal health and well-being, and to safeguard animal industries.

Work Location: Stabenow Building, 525 W Allegan St, Lansing
Monday through Friday, 8:00am-5:00pm, and other times as needed.
The official work location for this position is Stabenow Building in Lansing, MI.
This position may offer some agreed upon remote work arrangement.

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 **50**
Administration and planning.

Individual tasks related to the duty.

- Participate and represent field operations in various meetings including but not limited to Division Leadership, TB Management meetings, Division Operations, USDA/MDARD Partnership, State Veterinarian/Program Managers, MDARD/USDA/MSU-VDL Quarterly, etc.
- Assist with identifying, budgeting, and obtaining resources and supplies needed by field staff to perform their work efficiently and effectively.
- Ensure the proper use and maintenance of field equipment and resources. This includes, but not limited to vehicles, livestock handling equipment, needles/syringes, tuberculin, and other supplies.
- Ensure standard operating procedures are created and maintained for field activities, as needed.
- Identify and facilitate providing the training needed to support safe, effective, and efficient field staff operations.
- Ensure field operation activities align with division priorities and the workload prioritization model, keeping division leadership aware of current and projected workload challenges and opportunities.
- Ensure division policies are followed by field operations and recommend new or updated policies to support effective and safe field operations.
- Plan and conduct regular virtual and in-person field staff meetings, as needed.
- Evaluate current and anticipated division operational needs and field operations staffing for future planning and succession planning.
- Develop, maintain, and evaluate appropriate metrics to monitor and improve field operations efficiency, effectiveness, and safety.

Duty 2

General Summary of Duty 2 % of Time **20**
Perform supervisory functions.

Individual tasks related to the duty.

- Manage staff workload with program expectations and division priorities.
- Recruit, select, and supervise the orientation of new staff personnel.
- Prepare employee service performance evaluations and discuss those evaluations with employees.
- Review work schedules; make routine and special assignments; review, evaluate and discuss the quantity, quality, and timeliness of work with individual staff members during intentional conversations at least monthly, or as needed otherwise.
- Review and approve time reports, activity reports, vehicle logs and travel vouchers and leave requests.
- Provide technical consultation and mentoring to ensure effectiveness and professional growth.
- Ensure proper labor relations and conditions of employment are maintained for the field operations team, including employee health and safety.

Duty 3

General Summary of Duty 3

% of Time 15

Oversee continuous improvement of field safety efforts to ensure field staff safety.

Individual tasks related to the duty.

- Ensure all field operations activities, standard operating procedures, work requests for field operations, and disease response activities properly address field staff safety.
- Attend division, bureau, and/or MDARD safety meetings, as needed.
- Conduct meetings and assign members to sub-committees.
- Ensure appropriate safety equipment and chemical inventories for field staff and supporting storage locations are completed, as needed, to ensure safe field operations.
- Assist bureau services with maintaining new or revised SDS sheet for staff and associated reporting.
- Promote a culture of safety and health for field staff, customers we serve, and animals.

Duty 4

General Summary of Duty 4

% of Time 10

Coordinate the Fairs and Exhibitions Program for the Animal Industry Division.

Individual tasks related to the duty.

- Serve as subject matter expert and primary point of contact for Michigan fairs and exhibitions related to animal health issues.
- Ensure fair and exhibition requirements are updated at least annually, prior to the annual Michigan Association of Fairs and Exhibitions convention, and other times as needed.
- Give presentations, provide newsletter content, and/or other communications, as needed, to promote fair and exhibition compliance with Michigan requirements to promote animal health.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Provide consultation with program staff members to assure uniformity and consistency in program activities.
- Assist with and/or participate in emergency management response for the AID and support the operations section, as needed.
- Complete special projects from division, bureau, and executive office, as requested.

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

1. Decisions about managing field activities for animal industry programs and disease investigation or response efforts.
2. Decisions about how to effectively and safely handle unique situations encountered by field staff in their daily work.
3. Decisions regarding if and/or how work is performed to ensure staff safety.
4. Supervisory decisions about veterinary managers and field operations departmental technician.
5. Decisions regarding animal health situations at fairs and exhibitions.

Decisions can have a major impact on the health of animals, the economic welfare of livestock producers; the public opinion about the TB eradication program, other AID programs, and can have a personal and professional impact on field staff, the Veterinarian Manager 14's and field staff, and field operations support staff.

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

1. Any decisions about communications with the media or legislature outside the scope of the department or division policy.
2. Any decisions about hiring or dismissing employees.
3. Any decisions with a financial impact outside the scope of the department or division policy.

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 job involves primarily office work. There may be extensive driving of a vehicle from time to time.

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>
Cathy Lenda	Departmental Technician		
Elizabeth Saletta	Veterinarian Manager 14		
Daniel Robb	Veterinarian Manager 14		

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

☒ Complete and sign service ratings.

☒ Provide formal written counseling.

☒ Approve leave requests.

☒ Approve time and attendance.

☒ Orally reprimand.

☒ Assign work.

☒ Approve work.

☒ Review work.

☒ Provide guidance on work methods.

☒ 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. Administration and planning.
2. Performing supervisory duties.
3. Overseeing continuous improvement of field safety efforts to ensure field staff safety.
4. Coordinating the Fairs and Exhibitions Program for the Animal Industry Division.

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

Removal of specific TB program duties, change in direct reports, a focus on safety, and prioritization for the development and maintenance of standard operating procedures.

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

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

EDUCATION:

Doctor of Veterinary Medicine

EXPERIENCE:

Three years of professional experience equivalent to a Veterinarian 12, two years equivalent to a Veterinarian Manager 13 or Veterinary Specialist 13, or one year equivalent to a Veterinarian Manager 14 or Veterinary Specialist 14.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Extensive knowledge of state and federal laws, rules and regulations, and policies pertaining to animal health.
2. Considerable knowledge of training and supervisor techniques.
3. Considerable knowledge of employee policies and procedures.
4. Ability to communicate effectively both orally and in writing.
5. Knowledge of administrative management and budgeting techniques.
6. Ability to travel and stay away from home overnight.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan Driver's License
License to practice veterinary medicine in Michigan
Michigan Board of Pharmacy controlled substance license
USDA Veterinary accreditation
DEA license for controlled substances

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.