

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)
4. Civil Service Position Code Description PLANT INDUSTRY SPECIALIST 2	10. Division Pesticide and Plant Pest Management
5. Working Title (What the agency calls the position) Pesticide Registration and Pesticide Certification Program Specialist	11. Section Pesticide
6. Name and Position Code Description of Direct Supervisor VERHOUGSTRAETE, BRIAN D; PLANT INDUSTRY MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor CARLSON, STEVEN L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work / M-F, 8:00 AM-5:00 PM
14. General Summary of Function/Purpose of Position This position is responsible for the overall management of the department's pesticide registration and pesticide certification programs. Statewide responsibilities include development of program procedures and guidelines; development of applicator certification examinations; review and evaluation of certification and licensing applications; daily interaction with the public, internal staff, MDARD's divisions and other state agencies, government officials, or university personnel. This position is required to follow established standard operating procedures and meet quality, quantity and timeliness standards for assigned work.	

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**

Pesticide Registration Program

Individual tasks related to the duty:

- Read and interpret relevant pesticide laws and regulation.
- Review pesticide product labels for compliance with state and federal laws.
- Maintain and and trouble shoots the Pesticide Registration Tracking System (PRTS).
- Train staff on state and federal pesticide registration programs, specific pesticide actions, and use of the PRTS Inspector Application.
- Develop assignments and review reports regarding state marketplace inspections.
- Generate reports for internal and external use.
- In consultation with upper management, deny, suspend or cancel the registration of products which present an environmental or human health concern.
- Maintain the pesticide registration program website.
- Respond to requests for registration information and label interpretations.
- Submit inquires to EPA on label questions or concerns using the State Label Information Tracking System (SLITS).
- Attend meetings and trainings related to pesticide registration activities.
- Develop and implement policies, standard operating procedure and work instructions related to pesticide certification and registration.
- Evaluate, prepare, and submit emergency exemption requests to US EPA in accordance with FIFRA Section 18.
- Evaluate and issue or deny special local needs registration requests in accordance with FIFRA Section 24c.

Duty 2

General Summary: **Percentage: 40**

Pesticide Applicator Certification Program

Individual tasks related to the duty:

- Develop and maintain pesticide certification examinations.
- Coordinate the distribution of examinations to field staff.
- Work with vendors that administer certification exams on behalf of MDARD.
- Follow national issues and trends related to certification, including federal rule changes.
- Develop and maintain certification-related forms and procedures.
- Interact with the Pesticide Enforcement Program Specialist related to the enforcement of certification violations.
- Work closely with MDARD's Central Licensing Unit to generate renewal notices and process applications.
- Maintain certification plan information with US EPA.
- Work closely with Michigan State University's Pesticide Safety Education Program (PSEP) staff in the development of study materials and training materials certified applicators.
- Participate in public, industry, and government meetings.
- Answer questions from staff, public and regulated industry.
- Respond to legislative and media contacts.
- Make presentations and provide training to internal staff and the regulated industry.
- Generate certification-related reports for internal and external purposes.
- Analyze certification-related data to ensure the program is being implemented consistently across the state.
- Assist in the development of certification-related rules.
- Maintain databases and information related to pesticide applicator's application, status and requirements.

Duty 3

General Summary: **Percentage: 10**

Other Duties as Assigned

Individual tasks related to the duty:

- Represent the Division/Department at meetings and serve on committees.
- Receive pesticide misuse complaints and forward to appropriate regional staff for investigation.
- Participate in compliance conferences.
- Serve on department or division workgroups and committees.

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

Interpretations of label language which could impact how a pesticide is used or whether a violation occurred. Affected groups include: the regulated industry, internal staff, the public, and other state agencies.

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

Decisions involving significant enforcement action, deviations from procedures or policies, and high-profile or controversial decisions that impact other agencies, divisions and the regulated industry.

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.

Periodic lifting of boxes/office supplies, sitting or standing for extended time, typing, and significant computer usage. Environmental conditions include periodic office noise and 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"/> 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?

Statewide management of the pesticide registration and pesticide certification programs within the Pesticide and Plant Pest Management Division.

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

Requesting to update PD with current duties/responsibilities. While the position's specialty still remains the same as the management of the Pesticide Registration Program, the duties have also been updated to include the Pesticide Applicator Certification Program. This program coordinates the development of applicator certification examinations; reviews and evaluates certification and licensing applications and has daily interaction with the public, internal staff, MDARD's divisions and other state agencies, government officials, or university personnel. The certification duties were previously handled by a Plant Industry Field Scientist; however, those duties have since been absorbed into this position.

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

The Pesticide Section is responsible for activities associated with Act 451, Part 83 and its associated regulations (633, 636 and 637) which include: certifying and registering pesticide applicators; licensing businesses that apply pesticides; investigating complaints of pesticide misuse; licensing businesses that sell restricted use pesticides; working with the US EPA and conducting inspections on their behalf under a cooperative agreement; registering all pesticides distributed in the state, and taking enforcement action against persons/firms in violation of state and federal pesticide laws and regulations.

This position manages the pesticide registration and pesticide applicator certification programs within the Pesticide Section.

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 agronomy, agriculture technology, agriscience, biology, horticulture, botany, crop science, entomology soil science, horticulture, forestry, landscape architecture, plant biology, plant pathology, plant science, or plant physiology.

EXPERIENCE:

Plant Industry Spl 13

Four years of professional experience in the plant industry equivalent to a Plant Industry Field Scientist, including two years equivalent to a Plant Industry Field Scientist P11 or one year equivalent to a Plant Industry Field Scientist 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong written and verbal communication skills.
Excellent organizational skills.
The ability to prioritize workload.
The ability to work independently and in a team environment.
The ability to analyze data.
The ability to and solve complex problems and make sound decisions.

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.

N/A

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

LAUREN FELDPAUSCH 9/16/2020

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