

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) Environment and Sustainability
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 Specialist	11. Section Pesticide
6. Name and Position Code Description of Direct Supervisor KERN, KEVIN; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor VERHOUGSTRAETE, BRIAN D; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Home workstation / M-F, 8:00 AM-5:00 PM

14. General Summary of Function/Purpose of Position

This position is responsible for the administration of MDARD's pesticide registration program which includes the annual registration of over 15,000 pesticide products. The position also receives, reviews, and approves/denies requests for special registrations including emergency exemptions and special local needs.

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: 65

Pesticide Registration Program.

Individual tasks related to the duty:

- Read and interpret relevant pesticide laws and regulations.
- Review pesticide product labels for compliance with state and federal laws.
- Train staff on state and federal pesticide registration programs, specific pesticide actions, and use of the INTELS Pesticide Marketplace Inspector Application.
- Develop assignments and review reports regarding state marketplace inspections.
- Generate reports for internal and external use.
- In consult with section leadership, 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.
- Submit inquiries 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 related to pesticide 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: 20

Endangered Species Program.

Individual tasks related to the duty:

- Develop assignments and review reports regarding endangered species inspections.
- Generate reports for internal & external use.
- Train staff on state and federal pesticide programs and use actions related to the intersection of pesticides and endangered species.
- Maintain a website related to the intersection of pesticides and endangered species.
- Respond to requests for information related to the intersection of pesticides and endangered species.
- Attend meetings and trainings related to endangered species activities.
- Develop and implement policies related to the intersection of pesticides and endangered species.

Duty 3

General Summary:

Percentage: 15

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.

Independent decision-making relative to program implementation, maintenance, and daily activities, including communications with the regulated community, federal agencies, field inspectors, supervisors, and or other program managers. Entities impacted by these decisions include statewide/out of state pesticide dealers, field staff, growers, agricultural workers, and to less extent educational institutions and other state agencies that may also interact with the regulated community touched by the programs.

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

Major procedural or policy changes to programs, including those that may require division or department approval or legislative action, high level enforcement actions, and additional human resources, equipment, or funding resources that may be required for program enhancements.

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.

Physical activities include periodic lifting, regular sitting, kneeling, stooping, and bending around equipment. Environmental conditions encountered include periodic loud noises; periodic exposure to chemicals and fumes; 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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

This position is responsible for the administration of MDARD's pesticide registration program which includes the annual registration of over 15,000 pesticide products.

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

Elimination of activities related to federal inspection work. Endangered Species Program responsibilities were added.

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

The pesticide section administers Michigan's Pesticide Control Act and supporting regulations. The section registers pesticides, licenses commercial applicators, certifies pesticide applicators, investigates pesticide misuse complaints and conducts a variety of pesticide compliance monitoring inspections. The section also cooperates with US EPA relative to federal pesticide laws and regulations and performs related inspections under state and federal credentials. Included in section activities are the RUP, AP, endangered species, recertification by seminar, Field Watch and Hispanic training programs.

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, animal science, animal nutrition, biology, botany, chemistry, crop science, entomology, environmental science, forestry, horticulture, plant pathology, plant physiology, soil science, or a related field.

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.

Alternate Education and Experience

Plant Industry Spl 13

Six years of professional experience related to animal or plant agriculture, pest management, horticulture, forestry, or invasive species may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work independently along with considerable knowledge of office practices, procedures and equipment. Good verbal and written communication skills are essential, as well as good organizational skills. Ability to fluently speak, write, read, and communicate in Spanish and English.

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

5/13/2026

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.

KEVIN KERN

Employee

Date