

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 STATE ADMINISTRATIVE MANAGER-1	10. Division Pesticide and Plant Pest Management
5. Working Title (What the agency calls the position) State Administrative Manager 15	11. Section Pesticide
6. Name and Position Code Description of Direct Supervisor VERHOUGSTRAETE, BRIAN D; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor PHILIP, MICHAEL M; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Lansing, 525 West Allegan St. / Monday - Friday, 8:00 am-5:00 pm

14. General Summary of Function/Purpose of Position

This position provides statewide management of all Pesticide Section programs. Plays an active senior level role in the development of program initiatives, policies, and work products. Serves as liaison to federal, state, and local agencies, industry, professional organizations, interest groups, and the public on matters relating to section programs. Works with industry to develop, implement and enforce program laws and regulations. Participates in statewide planning and operations as a member of the Bureau of Sustainability's Management Team and assists in guiding the Bureau in pursuit of its mission and goals.

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: 35**

Manage and direct the Pesticide Section.

Individual tasks related to the duty:

- Establish policies and procedures for conducting section initiatives.
- Negotiate federal commitments related to state program activities.
- Monitor section enforcement activities for uniformity.
- Interact with industry and other agencies to identify issues associated with section programs.
- Train section staff on procedural functions and conduct actions as necessary to support program activities.
- Assess processes to implement improvements and efficiencies.

Duty 2

General Summary: **Percentage: 30**

Provide senior level leadership to implement section programs, assign responsibilities, provide direction and pathways for staff training, develop uniformity, evaluate, and verify employee performance.

Individual tasks related to the duty:

- Coordinate with field supervisors, specialists, lead inspectors and management staff to develop and implement work plans to carry out inspection, sampling, and other program activities.
- Direct the training of all assigned staff and provide guidance in their ongoing professional development.
- Ensure alignment of section activities with the department and bureau's mission, goals, and priorities.
- Set clear expectations for performance of assigned staff, regularly evaluate their performance, and provide constructive biweekly feedback and direction to ensure expectations for quality, quantity, and timeliness are met.
- Evaluate workload and staffing levels and identify needs to bureau management staff. Coordinate staff assignments to facilitate efficient completion of work and future succession.
- Participate in the search and selection process to help ensure equal opportunity in hiring and promotion.
- Review reports submitted by program staff for statutory violations and enforcement requirements.
- Protect employee safety and health through monitoring hazards in the work environment and providing adequate health and safety training.

Duty 3

General Summary: **Percentage: 20**

Provide written and oral communication of section activities to department, bureau and section staff, field supervisors and staff, public, media, various state and federal agencies, and the regulated community. Conduct and attend meetings related to section topics involving public speaking and problem solving. Participate as a member and/or advisor to various state and national organizations.

Individual tasks related to the duty:

- Develop written materials and correspondence relative to section programs.
- Provide oral communication as needed to train staff, educate the public or regulated industry, and disseminate information on section programs and activities.
- Organize meetings designed to facilitate discussion on section issues.
- Participate in various state and federal committees or industry organizations.
- Interact with a wide range of parties that may impact section programs.
- Develop policies and procedures as needed to implement section programs.
- Review field inspection or investigation reports for consistency.

Duty 4

General Summary: **Percentage: 10**

Serve as a member of the Bureau's Management Team assisting in guiding the Bureau in pursuit of its strategic management plan and overall management of the Bureau through discussions and decisions regarding Bureau program strategy, operational management, staffing, and issue management.

Individual tasks related to the duty:

- Participate in review and development of long-term and short-term plans, policies, and priorities for the Bureau.
- Bring issues with Bureau-level impact to the Management Team for discussion. Prepare analysis and issue statements for Management Team as needed.
- Address emerging issues that affect more than one area of the Bureau.
- Participate in strategic planning for the Bureau and ensure assignments to Section staff are completed.
- Represent the Bureau at various meetings, including on behalf of Bureau or Division Director.

Duty 5

General Summary:

Percentage: 5

Review current laws and regulations and new legislation to identify needed revisions and ensure adequate authority to conduct program activities. Work with industry and the legislature to develop and amend applicable laws and regulations. Provide technical explanation and input at hearings and to legislators. Monitor the effectiveness of revised statutes. Provide comments and evaluation on federal laws and regulations.

Individual tasks related to the duty:

- Evaluate new legislative bills, prepare legislative analysis, and participate in legislative committee discussions or interact with legislators.
- Monitor the implementation of section laws and regulations and identify necessary improvements in existing statute or rules.
- Draft legislation and support legislative process to amend state laws.
- Lead rulemaking proceedings to amend state regulations.
- Review and comment on proposed changes to federal laws and regulations.
- Participate on various state and federal committees that impact section programs.
- Interact with industry and other interest groups as changes to state and federal laws and regulations are developed and implemented.

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

Position has considerable independent judgement on accomplishing activities. Make decisions on interpretation of law and regulations, legislative bill analysis, and personnel utilization. Decisions will affect the department, bureau, industry, and the public.

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

Decisions that affect policies/procedures which have a statewide effect or impact. Sensitive issues and decisions that impact internal and external customers.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
CASTRO-ESCOBAR, ANTONIO	PLANT INDUSTRY SPECIALIST 2 13	KERN, KEVIN	PLANT INDUSTRY SPECIALIST 2 13
VACANT	PLANT INDUSTRY SPECIALIST 2	LAWRENCE, THOMAS K	PLANT INDUSTRY SPECIALIST 2 13
GOTT, LAUREN E	PLANT INDUSTRY SPECIALIST 2 13	POCHUBAY, EMILY A	PLANT INDUSTRY SPECIALIST 2 13
TIMMER, LYNN J	PLANT INDUSTRY MANAGER-3 14	BURKMAN, CAITLIN E	PLANT INDUSTRY MANAGER-3 14
MARTIN, TAMMY L	SECRETARY-A 9		

Additional Subordinates

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

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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 provides statewide management of all Pesticide Section programs. Plays an active senior level role in the development of program initiatives, policies, and work products. Serves as liaison to federal, state, and local agencies, industry, professional organizations, interest groups, and the public on matters relating to section programs. Works with industry to develop, implement and enforce program laws and regulations. Participates in statewide planning and operations of the Bureau of Sustainability's Management Team and assists in guiding the Bureau in pursuit of its mission and goals.

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

Minor verbiage changes to clarify responsibilities. No change in essential function of position.

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

The work area manages and administrates programs and ensures resources are available to complete objectives. The Section Manager carries out administrative functions that include coordination of staff to conduct program accomplishments; oversee program planning; obtain technical aid and information on program issues; and carry out public and industry meeting commitments.

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:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of training and supervisory techniques.

Knowledge of state government organization and functions.

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, and reporting.

Knowledge of public relations techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to communicate effectively.

Ability to analyze and appraise facts and precedents in making administrative 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.

None.

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

QUINN BENSINGER

4/22/2026

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.

BRIAN VERHOUGSTRAETE

Employee

Date