State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. PLINSPL2A22R

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 Training and Quality Assurance Specialist	**11. Section** Pesticide
6. Name and Position Code Description of Direct Supervisor BURKMAN, CAITLIN E; PLANT INDUSTRY MANAGER-3	**12. Unit** Pesticide Enforcement and Compliance Assurance
7. Name and Position Code Description of Second Level Supervisor KERN, KEVIN; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** Home workstation / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

This position has statewide responsibility and oversite of MDARD's pesticide inspector training activities and pesticide section's quality assurance program. This position acts as the statewide specialist for pesticide inspection staff training and performs a range of professional duties requiring analyses, planning and procedure development, development of long-term training objectives and goals, and other decision-making related to training of field staff. This position contributes to the development and delivery of pesticide-related training materials and is responsible for managing workshops and other training-related events for the pesticide section. This position is responsible for maintaining the pesticide program's quality assurance plan and ensuring the compliance monitoring program is operating in accordance with the quality assurance plan, including the maintenance and implementation of the complaint response policy.

This position requires thorough knowledge of pesticide-related laws and regulations and environmental enforcement principles, and comprehension of the full scope of Michigan's pesticide program. This position requires frequent instate travel.

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**

Serves as the Pesticide Section's training specialist for pesticide inspectors.

Individual tasks related to the duty:

• Identify and assess pesticide inspector, lead worker, and enforcement coordinator training needs.
• Evaluate, develop, coordinate, and deliver high-level training to new and experienced field staff.
• Establish programmatic training objectives and priorities.
• Develop and implement a robust training program for field staff related to inspection and investigative techniques, enforcement of laws and regulations, and emerging issues.
• Identify and secure internal and external training resources.
• Plan and organize training events.
• Coordinate with other section staff to identify and deliver pesticide-related training for field staff.
• Develop and maintain procedures, policies, and records related to staff training program.
• Provide inspector evaluation & report audit results and similar performance feedback to section leadership.
• Receive feedback from Field Operations and Enforcement Unit regarding training needs.
• Maintain staff records of certifications, testing, exemptions, and other licenses that are needed to successfully complete job requirements and comply with State, Federal, and Division requirements.
• Conduct and coordinate in-field audits with field staff to evaluate effectiveness of training program.

Duty 2

General Summary: **Percentage:** **20**

Ensure the statewide effectiveness and uniformity of the pesticide program by conducting and coordinating program audits.

Individual tasks related to the duty:

• Conduct in-field audits with field staff to evaluate effectiveness and adherence to established inspection, investigation, and enforcement procedures and policies, including consistency in regulatory interpretation.
• Audit reports, procedures, policies, and work instructions to ensure the pesticide inspection program is being delivered effectively and consistently across the state.
• Coordinate with Field Supervisor and Enforcement Unit Manager as needed for assistance with conducting audits.
• Develop and maintain audit procedures and policies.
• Provide reports and make recommendations to section leadership related to inspection, investigation, and enforcement procedures and policies.
• Maintain the pesticide program's Quality Assurance Plan and Quality Assurance Program Plan.

Duty 3

General Summary: **Percentage:** **30**

Serve as the section's emergency response and incident management system resource, including complaint response.

Individual tasks related to the duty:

• Advise leadership relevant to emergency response preparedness as related to pesticide incidents.
• Develop, maintain, and implement policies and procedures related to tip, complaint, and referral intake.
• Liaison with department's emergency response coordinator.
• Obtain and maintain training certifications and requirements including required emergency response certifications such as National Incident Management Systems (NIMS), Incident Command System (ICS), as well as MDARD internal incident response systems.
• Serve in emergency response roles as needed and as trained.
• Plan emergency response exercises for the section, particularly for scenarios that the Environmental Protection Agency (EPA) would consider a high-level pesticide incident.

Duty 4

General Summary: **Percentage:** **15**

Other duties as assigned.

Individual tasks related to the duty:

• Develop and maintain public facing information related to complaint response, including webpages and forms.
• Attend Departmental meetings.
• Serve on Departmental and Divisional committees.
• Serve on the MDARD Safety Committee.
• Provide training support to other Departmental programs as needed.

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

• Independent decisions on in-field and report audit scoring.
• Scheduling in-field staff audits requires coordination with the Field Operations supervisor.
• Scheduling report audits requires coordination with the Enforcement Unit supervisor.
• Scheduling staff training events requires coordination with the Field Operations and Enforcement Unit.

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

• Situations that conflict with approved practices or procedures or when new or unusual events or circumstances occur, unless serving in a formal Incident Management Team position.
• Any decision that may affect section policy or procedures are under the direct review of the Division Executive team.
• Discussion about corrective action plans and implementation.

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.

• Sitting at desk for extensive periods of time.
• Driving for extensive periods of 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.

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?

• As the statewide specialist, develop, implement, and maintain a robust training program for pesticide field inspectors.
• Maintain the pesticide program’s Quality Assurance Plan and Quality Assurance Program Plan.
• Maintain and implement the complaint and tip response policy.
• Audit inspection and investigation processes and field personnel to ensure state-wide consistency and integrity of the program’s field-related activities.

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

Duties and responsibilities have been refined to more accurately reflect current operational practices and statewide program needs. Updates include clarification of quality assurance functions to emphasize the position’s role in both conducting and coordinating in-field and report audits, added emphasis on handling the complaint intake and response process, and adjustments to duty percentages to better align with actual workload distribution.

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

The Pesticide Section is the state lead agency responsible for regulating pesticide distribution and use of pesticides in the state of Michigan. The Enforcement Unit is responsible for establishing policies and procedures, assessing incoming tips, complaints, and referrals for appropriateness of field response, and reviewing field reports to determine appropriate enforcement actions and strategies related to violations of state and federal pesticides laws. The Training and Quality Assurance Specialist position ensures field inspectors are properly trained and consistently applying regulatory standards and following established policies and procedures during inspections and investigations. The Specialist oversees the development and implementation of the field staff training program. In-field evaluations and report audits as conducted and coordinated by the Specialist will help ensure that procedures and work instructions are adequate and being adhered to. This position reports to the Enforcement Unit Manager to ensure statewide alignment with enforcement goals, regulatory consistency, and quality assurance.

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:

- Management and supervisory skills to produce expected performance.
- Reliability and sense of good judgment.
- Excellent verbal and written communication skills.
- Ability to plan, organize, and coordinate work assignments.

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 | 9/30/2026

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.

Employee	Date