

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. FDISPL2A16R

## 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.

|                                                                                                                                    |                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                                      | <b>8. Department/Agency</b><br>AGRICULTURE AND RURAL DVLPMNT                                                               |
| <b>3. Employee Identification Number</b>                                                                                           | <b>9. Bureau (Institution, Board, or Commission)</b><br>Bureau of Food Safety and Animal Health                            |
| <b>4. Civil Service Position Code Description</b><br>Food Industry Specialist-2 (13-level)                                         | <b>10. Division</b><br>Dairy, Feed and Produce                                                                             |
| <b>5. Working Title (What the agency calls the position)</b><br>Animal Feed Program Specialist                                     | <b>11. Section</b><br>Feed                                                                                                 |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>Amber Matulis, Interim<br><br>Vacant, FOOD INDUSTRY MANAGER-4 | <b>12. Unit</b>                                                                                                            |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br><br>MATULIS, AMBER A; STATE DIVISION ADMINISTRATOR      | <b>13. Work Location (City and Address)/Hours of Work</b><br><br>Home Workstation / Varied, including M-F, 8:00 am-5:00 pm |

**14. General Summary of Function/Purpose of Position**

The Animal Feed Program Specialist provides statewide management of all animal feed products, business licenses, and registrations, initiates enforcement actions as they relate to program activities and quality assurance; develops inspection plans; drafts and administers federal contracts and grants; serves as a resource advisor for staff and other state agencies; represents the department at meetings with industry, other government agencies, and academic institutions; coordinates other related activities. This position serves as part of a rapid response team (RRT) during actual emergencies. This position will need to maintain specific certifications and training including FDA commissioning, standardization, and special training (ICS). This position maintains close communication with FDA, MSU Extension and regional field staff to assess current needs and risk prevention opportunities. This position will perform feed label reviews and proactively assist firms with license and tonnage issues while serving as a program resource to staff on feed investigations.

This position is required to follow established standard operating procedures and meet quantity, quality 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**

Serve as an expert in the specialty area of Emergency Management and Response (including recalls, tracebacks, Environmental Assessments, Aseptic sampling, Incident Command System, and other) on a division, department, and statewide basis.

**Individual tasks related to the duty:**

- Coordinate with the FDA and USDA to identify the pathways and impacts of high-risk feed commodities that may impact animal and human health.
- Advise staff during implementation of emergency response plans.
- Coordinate response activities with applicable MDARD divisions, other government agencies and industry representatives.
- Work with the division's emergency response officer advising staff and providing training to assure responses are properly completed and documented.
- Serve as an expert for industry and staff regarding the evaluation of feed products involved in emergency events.
- Develop and implement emergency response and investigation plans.
- Function as a member of the department emergency rapid response team.
- Implement risk analysis strategies into the investigation protocol
- Conduct surveillance and rapid response training.
- Review inspection reports and recall forms during or after an event.
- Coordinate analytical support with the MDARD Laboratory before and during emergencies
- Serve as a member of an Incident Command System (ICS) structure if necessary.
- Initiate the development of and providing training and exercise opportunities.
- Coordinate with other MDARD programs on risk reduction, prevention, preparedness, response and recovery issues for the feed and agriculture sector.
- Conduct detailed environmental assessments.
- Coordinate of emergency exercise activities.
- Coordinate traceback / trace forward investigations.
- Initiate and coordinate recall audit checks.

**Duty 2**

**General Summary:**

**Percentage: 45**

Animal Feed Program Specialist.

**Individual tasks related to the duty:**

- Develops and coordinates feed inspection activities, including Current Good Manufacturing Practices (CGMP) related to the federal Food Safety Modernization Act (FSMA) Animal Food Rules and Medicated Feed, Veterinary Feed Directives, and marketplace inspections.
- The position is responsible for developing and executing the federal contract associated with animal feed inspection activities related to Good Manufacturing Practices, Preventive Control, Medicated Feed, BSE and Veterinary Feed Directives.
- Monitor progress of these inspections.
- Revises and develops policy and procedures as inspection processes change.
- Coordinates response activities associated of animal death investigations and feed complaints. Investigations and complaints may also involve coordination with the MDARD Rapid Response Team, State Veterinarian and Animal Industry Division, Michigan State University (MSU), and the Food and Drug Administration (FDA). Collaborates with MSU and other sources to research and identify current feed-related concerns and keeps staff and industry officials informed. Provides information to the news media and others when necessary, regarding the safety of feed and feed components.
- Manage all aspects associated with business licenses for animal feeds including, perform feed product label review, assist firms with the license/tonnage process, resolve issues and ensure compliance with the Michigan Feed Law and Regulation.
- Assist with implementation of the Animal Feed Regulatory Program Standards (AFRPS).
- Confer with lead inspectors and inspectors to identify and resolve inspection safety issues.
- Initiate and coordinate outreach and education opportunities to the regulated community on ways to minimize contamination risks in feed production processes.
- Investigate high risk commodities imported into Michigan from domestic and foreign sources.
- Assist with identification of Michigan firms handling high risk feed products, including prohibited or specified risk materials, animal drugs or other contaminants.
- Implement training and exercise opportunities for field inspectors
- Assist with the development of sampling strategy in coordination with the MDARD Laboratory.
- Identify potential feed contaminants and develop methods for surveillance.
- Serve as a statewide program resource person to MDARD staff and external state and federal agencies.
- Assist other program staff on amendments to the Michigan Feed Law and Regulation.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Conducts other duties as assigned by supervisor, including special projects, public relations and training activities with industry, civic organizations, school or other governmental agencies and departmental employees.

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

Provide technical planning and implementation support to assist the department's emergency response team for feed investigations, recalls and other emergencies. Specific assignments from supervision are within parameters of department/bureau/division responsibility. Independent decisions are made to: determine course of action during emergencies with respect to assigned role in the emergency response structure, work with other divisions and other state and federal partners and affected industries to accomplish defined objectives. Determine which, if any samples are needed for supporting evidence during investigations. Determine appropriate response to assure compliance with state or federal regulations. Determine if agricultural product suspected of contamination or adulteration during an animal death investigation should be seized or use of other regulatory action.

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

Approval of assigned projects as specified by supervisor and department policy. Situations that require judgment or additional consultation beyond the scope of the individual's training, require analysis beyond the individual's experience or become complex due to interpersonal conflicts. Also, the individual must work in concert with their supervisor on such as:

- Policy change recommendations; media requests for information on sensitive issues; legislative requests; press releases; annual reports; recommendations on regulatory actions.
- Work assignments to regional agricultural products staff.

Resolution of sensitive issues; and issues of significance to industry groups, media contacts, or political impacts or contacts.

**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.**

Office activities may include sitting for extended periods; computer work (keyboard activity, looking at monitor).  
Conditions/Hazards: Back and wrist strain; eye strain.

Field activities may include working around heavy equipment that is in operation, including lift trucks, mixers, conveyors, pumps and other processing equipment; climbing storage structures; exposure to extreme temperature variations; and exposure to toxic fumes, vermin infestation and disease-causing organisms. Obtain, handle, and transport agricultural products samples with a chance of exposure. Access remote or confined locations for sample and evidence collection. Respond to and oversee remediation of animal emergency sites. Walking and bending for prolonged periods. Lifting containers of products being sampled.

In case of man-made and natural disasters, endangerment from establishments that are unsafe structurally, chemically contaminated or fire charred resulting in soot, ash and unknown toxic gases occur.

Duties include driving in extreme weather conditions and being available for emergencies regardless of the time of day or day of week.

Employee will be required to wear appropriate personal protective equipment as the need arises. Employee must meet fitness testing requirements and may need to be fit tested to wear a respirator.

**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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 serves as the animal feed program specialist and feed emergency coordinator for the Rapid Response Team (RRT) grant and as the emergency management and recall resource person. This position proactively assesses risk relative to feed manufacturing, distribution, storage and sale. This position maintains close communication and working relationship with MDARD and FDA field staff, MSU Extension, and feed and animal producer groups in order to assess inspection and investigational needs and risk prevention opportunities.

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

As part of a recent restructuring within MDARD, the Animal Feed Program (AFP) was moved from what was previously the Pesticide and Plant Pest Management Division (PPPM) to the Bureau of Food and Animal Health (BFA) into the Dairy, Feed and Produce Division. Due to the realignment of MDARD's Animal Feed Program into the Bureau of Food Safety and Animal Health and a review of the work done within this section, it was determined that the work this position is responsible for is more closely aligned with the Food Industry classification than their current Plant Industry classification and it was identified that classification changes were needed for staff in this program area. Duties remain unchanged.

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

This program unit licenses and inspects the feed supply for food producing animals and pets. This unit prepares for and responds to feed contamination situations, recalls and other emergencies. This position provides field and office support for feed enforcement and in emergency planning and response. The position also functions as the department's first line contact with manufacturers in all aspects of proper production and labeling of animal feed products, including extensive knowledge of state and federal laws and regulations with jurisdiction over the manufacturing and distribution of these products. Position provides training and guidance for professional journey level positions and other partners as needed. Unit is responsible for regulating the sale and use of animal feed, including ingredients and additives.

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 animal science, biochemistry, biology, chemistry, environmental health, food science/technology, microbiology, toxicology, veterinary science, or a related field including 10 semester (15 term) credits in one or a combination of the following: biology or chemistry.

**EXPERIENCE:**

**Food Industry Specialist 13**

Four years of professional food and dairy industry experience equivalent to a Food Industry Field Scientist, including two years equivalent to a Food Industry Field Scientist P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to effectively communicate with industry representatives, consumers, and governmental and university scientists. Ability to plan, organize, and implement projects, train employees, cooperate with other state control officials, and work with producer organizations. Experience in the areas of animal nutrition, feed production, and food safety, health and sanitation standards. Must have in-depth knowledge of both state and federal agricultural products and food safety laws and regulations. Possess good verbal and written communication skills. Ability to set priorities and assign work to other professionals. Ability to organize and coordinate the work of others. Possess important qualities such as motivation, sincerity, perseverance, and organizational abilities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess a valid driver's license.
- Will need to become incident command system certified.
- Required to obtain and maintain FDA commissioning, and other federal agency commissioning as assigned.

**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.***

SARAH VILLARREAL

10/15/2024

\_\_\_\_\_  
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