

**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form 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>
	Agriculture and Rural Development
<b>3.Employee Identification Number</b>	<b>9.Bureau (Institution, Board, or Commission)</b>
	Environment and Sustainability
<b>4.Civil Service Position Code Description</b>	<b>10.Division</b>
Resource Analyst (12)	Conservation and Stewardship
<b>5.Working Title (What the agency calls the position)</b>	<b>11.Section</b>
Right to Farm Inspector	Environmental Assistance and Technical Support
<b>6.Name and Position Code Description of Direct Supervisor</b>	<b>12.Unit</b>
Rogers, Erica Environmental Manager 14	Right To Farm
<b>7.Name and Position Code Description of Second Level Supervisor</b>	<b>13.Work Location (City and Address)/Hours of Work</b>
Chad Rogers, State Administrative Manager 15	Home work station Assigned regional geographic area of responsibility - 80 hours per pay period

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

This position serves as a recognized resource for the Right to Farm Program and has regional responsibility for administration of the Michigan Department of Agriculture and Rural Development's (MDARD) statutory requirements under the Michigan Right to Farm Act (Public Act 93 of 1981, as amended). The position will investigate agricultural nuisance complaints for conformance with the Right to Farm Act and as necessary will provide technical support to the MDARD Spill Response Program. Additionally, this position works with producers on the siting of new or expanding livestock facilities; conducts proactive determinations of conformance with Generally Accepted Agricultural and Management Practices (GAAMPs); and supports the GAAMPs development process by providing practical and technical expertise to GAAMPs advisory committees. This position will also have skills associated with database entry and programming.

15. Please describe the assigned duties, the percentage 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-Inspections

General Summary of Duty 1

Percentage: 60

This position serves as a recognized resource and holds regional responsibility assisting complainants and farmers to resolve nuisance, environmental, and land-use complaints.

Individual tasks related to the duty.

- Lead technical investigations, on a regional basis, to determine the significance of specific nuisance allegations.
- Organize discussions surrounding complaints and the RTF process with agricultural producers.
- Coordinate the inspection of on-farm conditions and record keeping determining level of conformance with GAAMPs.
- Identify and communicate practices needed to gain conformance with GAAMPs.
- Coordinate landowners with appropriate technical assistance providers.
- Assist farmers, local units of governments, and the public in the understanding of the GAAMPs and the RTF procedures relating to complaint investigations.
- Review correspondence to be sent to agricultural producers, local units of government, and the public.
- Track complaint resolution through closure, with both the agricultural producer and complainant, using RTF programmatic database and document retention tools.
- Tasks may also be performed on a proactive basis for agricultural producers requesting a GAAMPs determination.
- Communicate best management practices to community in preventing agricultural spills.
- Other duties as assigned.

Duty 2-Livestock Facility Siting

General Summary of Duty 2

Percentage: 20

Implement provisions of GAAMPs for Site Selection and Odor Control for New and Expanding Livestock Production Facilities (Site Selection) under the statutory authority of the RTF Act (Public Act 93 of 1981, as amended).

**Individual tasks related to the duty.**

- Assist in evaluations of RTF Site Selection Verification Requests.
- Conduct Site Selection verification inspections, document, and report findings.
- Help to track Site Selection process through closure using the Site Selection database and document retention tools.
- Provide education and technical assistance to producers undertaking the Site Selection process.
- Support the review of site and farmstead maps, Manure Management System Plans, Comprehensive Nutrient Management Plans, and results of Odor Estimator Model Analysis to determine conformance with Site Selection GAAMPs.
- Aid in the Site Selection review and determination process with conformance review committee.
- Jointly evaluate with other RTF team members the suitability of primarily residential areas for production of livestock.
- Reference and clarify standards for use in determining Site Selection GAAMPs requirements.

**Duty 3- Subject Matter Expert****General Summary of Duty 3****Percentage: 10**

Serve as a representative of the department, at meetings and before public groups, to explain programs and answer questions pertaining to RTF, GAAMPs, and agronomic practices.

**Individual tasks related to the duty.**

- Represent the RTF Program on the GAAMPs Development Task Force Committee providing technical and applied recognized expertise when requested by the GAAMPs/GAPPs specialist.
- Conduct training sessions on implementing beneficial environmental practices.
- Coordinate training sessions with other programs, divisions, departments, agencies, and stakeholders.
- Participate in and coordinate projects, studies, surveys, and programs with other agencies and organizations.
- Work with technical service providers, local units of government, and state agencies to assist with conflict resolution.
- Contribute to program status reports, process improvement, and strategic planning.
- Serve on interagency, department and/or division committees, as assigned.
- Provide testimony or deposition in litigation.
- Provide the Michigan Agriculture Environmental Assurance Program with investigation and conformance reviews, as assigned.
- Other duties as assigned.

**Duty 4- Operation Excellence****General Summary of Duty 4****Percentage: 10**

Contribute to MDARD efforts to improve strategic alignment and programmatic quantity, quality, and timeliness.

**Individual tasks related to the duty.**

- Participate in Intentional Conversation biweekly meetings with the direct supervisor to discuss workload levels, inspection report quality, and timeliness.
- Individually review programmatic Standard Operating Procedures and provide recommendations to the supervisor on procedural or document improvements.
- Review programmatic information and data for accuracy and completeness, notifying co-workers of errors and omissions in need of correction.
- Assist the manager with identification and resolution of issues and situations impeding operational excellence.
- Contribute to programmatic performance metrics reported in the MDARD Score Card and annual reports and utilized to support bi-weekly discussions.
- Utilize document management tools to maintain programmatic information in accordance with retention schedule.
- Other duties, as assigned.

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

This is a field position requiring professional discretion and significant autonomy with the potential to impact multi-million-dollar agricultural operations and the quality of life for neighboring residents. Scheduling inspections, determination of applicable GAAMPs, level of conformance, and changes needed to obtain conformance are to be made independently.

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

Policy and legal interpretations require supervisor's review, as do situations for which the department has no established precedent. Additionally, decisions on Site Selection and Odor Control for New and Expanding Livestock Production Facilities are conducted as part of a review committee.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Inspections of agricultural facilities often involve walking around farmsteads, across crop fields, pastures, woodlots, and along watercourses. Typical environmental conditions include all types of weather on a year-round basis. Odors, dust, noise, fumes, and other associated conditions on livestock farms.

**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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A			

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

Complete and sign service ratings.

Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

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?

The position will implement MDARD's statutory requirements under the RTF (Public Act 93 of 1981, as amended) and conformance with GAAMPs. This position has regional responsibility for the investigation of nuisance, environmental, and land-use complaints; works with producers on the Site Selection and proactive determinations of GAAMP conformance; and participates in the GAAMP development process providing practical and technical expertise to workgroups. This position provides for the department as key liaison to regional stakeholders in the agricultural community.

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

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

This position serves as the recognized resource for a designated work area that investigates and endeavors to resolve nuisance liability and environmental complaints associated with the production of agricultural products. This position further holds regional responsibility in responding to agricultural spills as part of MDARD's Emergency Management, Spill Response Program. This position operates as lead conducting field inspections, works with landowners, communities, townships, and counties providing education and expertise as a representative of the RTF Program.

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 a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

**EXPERIENCE:**

**Resource Analyst 12 –**

Three years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the experienced (P11) level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of land and water resources.

Knowledge of natural resource conservation needs and objectives.

Knowledge of the methods of compiling and organizing data.

Ability to analyze and evaluate data.  
Ability to read and interpret site plans.  
Ability to conduct inspections of property and analyze findings.  
Ability to interpret pertinent laws, regulations, and standards.  
Ability to communicate effectively with others.  
Ability to maintain records and prepare reports and correspondence related to the work.  
Ability to maintain favorable public relations.  
Skill with conducting presentations  
Skill with process improvement  
Skill with writing field reports and maintaining inspection data  
Skill with reviewing Comprehensive Nutrient Management Plans

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid State of Michigan Driver's License.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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.***

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Supervisor's Signature

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Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

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Appointing Authority Signature

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Date

**TO BE FILLED OUT BY EMPLOYEE**

*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.*

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Employee's Signature

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Date

**NOTE: Make a copy of this form for your records.**