

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.

2.Employee's Name (Last, First, M.I.)	8.Department/Agency
	Agriculture and Rural Development
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Environment and Sustainability
4.Civil Service Position Code Description	10.Division
Resource Analyst 9-P11	Conservation and Stewardship
5.Working Title (What the agency calls the position)	11.Section
Right to Farm Inspector	Environmental Assistance and Technical Support
6.Name and Position Code Description of Direct Supervisor	12.Unit
Rogers, Erica Environmental Manager 14	Right to Farm
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Rogers, Chad 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 field inspector 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. 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.

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 Inspections

General Summary of Duty 1 **% of Time** 60

This position spends significant time in the field working with complainants and farmers to resolve nuisance, environmental, and land-use complaints.

Individual tasks related to the duty.

- Interview complainants in-person or over the phone.
- Discuss complaints and the Michigan Right to Farm (RTF) process with agricultural producers.
- Inspect on-farm conditions and determine level of conformance with GAAMPs.
- Document level of conformance with GAAMPs via inspection reports.
- Identify practices needed to gain conformance with GAAMPs.
- Connect landowners to appropriate technical assistance providers.
- Draft correspondence to agricultural producers.
- 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.

Duty 2 Livestock Facility Siting

General Summary of Duty 2 **% of Time** 20

Implement provisions of the 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 Operation Excellence

General Summary of Duty 4 **% of Time** 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 bi-weekly meetings with the direct supervisor to discuss workload levels, inspection report quality, and timeliness.
- Utilize programmatic Standard Operating Procedures and provide recommendations to the supervisor on procedural or document improvements as needed.
- 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.

Duty 4 Operation Excellence**General Summary of Duty 4** **% of Time** 10

Other duties as assigned

Individual tasks related to the duty.

- 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. 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):

<input type="checkbox"/> N Complete and sign service ratings.	<input type="checkbox"/> N Assign work.
<input type="checkbox"/> N Provide formal written counseling.	<input type="checkbox"/> N Approve work.
<input type="checkbox"/> N Approve leave requests.	<input type="checkbox"/> N Review work.
<input type="checkbox"/> N Approve time and attendance.	<input type="checkbox"/> N Provide guidance on work methods.
<input type="checkbox"/> N Orally reprimand.	<input type="checkbox"/> N Train employees in the work.

21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

22. What are the essential functions of this position?

Under guidance of supervisor or lead worker , 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.

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

Updated essential duties of the position related to boxes 14 and 15. Additionally, removed spill response obligations to reflect current changes in the MDARD Spill Response Program.

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

This work area investigates and endeavors to resolve nuisance liability and environmental complaints associated with the production of agricultural products. This position conducts field inspections, works with landowners, and operates with the oversight of a Program Manager.

25. 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 9

No specific type or amount is required.

Resource Analyst 10

One year of professional experience in the protection, development and maintenance of land, water, or natural resources.

Resource Analyst P11

Two years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively in public and conflict resolution settings.

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.

Supervisor's Signature

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.

Appointing Authority Signature

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.

Employee's Signature

Date

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