

Position Code

1.

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)
4. Civil Service Position Code Description	10. Division
Departmental Analyst (9-P11)	Environmental Stewardship
5. Working Title (What the agency calls the position)	11. Section
Regional Coordinator	
6. Name and Position Code Description of Direct Supervisor	12. Unit
John Switzer, Environmental Manager 14	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Mark Swartz, State Administrative Manager 15	Work from a home office located in southeast Michigan including, Genesee, Hillsdale, Huron, Ingham, Jackson, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, Sanilac, Shiawassee, St. Clair, Tuscola, Washtenaw, and Wayne Counties. 40 hours per week. Requires attending regularly occurring evening meetings and occasional overnight and weekend engagements.
14. General Summary of Function/Purpose of Position	
This position assists the Conservation Districts Program and has regional responsibility for the general oversight of Michigan Conservation Districts (CDs) helping them operate in a manner consistent with the Natural Resources and Environmental Protection Act, Act 451 of 1994, specifically Part 93, otherwise known as Conservation District Law, and all other applicable laws. This position also provides grant support to CDs delivering the Michigan Department of Agriculture and Rural Development's (MDARD) conservation programs to Michigan's citizens, ensuring grant expectations are being met. These programs include but are not limited to the Forestry Assistance Program (FAP), the Michigan Agriculture Environmental Assurance Program (MAEAP), the Conservation Technical Assistance Initiative (CTAI), Produce Safety Program, and any other programs where MDARD grants are provided to CDs.	

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 Conservation District Operational Support and Capacity Building

General Summary of Duty 1 % of Time 45

Assists in providing training and support to Conservation Districts (CDs) within the geographic area of responsibility that will assist with their capacity to deliver their mission and operate in a legal manner.

Individual tasks related to the duty.

- Assist CD Directors and staff to ensure they understand their purpose, powers, and responsibilities defined by Conservation District Law.
- Monitor and assess the ability of CDs to carry out their mission. Identify areas for improvement.
- Assist CDS in adhering to all other applicable laws including, but not limited to, the Open Meetings Act, Act 267 of 1976; the Freedom of Information Act, Act 442 of 1976; and the Uniform Budgeting and Accounting Act, Act 2 of 1968.
- Attend CD board meetings and provide assistance and training as necessary
- Provide guidance on annual meetings and CD Director election procedures. Review election documents and make recommendations for certification.
- Provide support on CD personnel issues. Assist with the development of position descriptions, work agreements, training plans, and performance evaluation criteria. assist in the search and selection of CD staff.
- Provide assistance in budgeting and appropriations, payroll and taxes, payables and receivables, monthly and quarterly financial reports, and reviewing audits.
- Help identify funding opportunities. Assist with grant writing and funding proposals.
- Inform CD Directors and staff about the activities and experience of all other districts.
- Provide orientation and training to new CD Directors and staff.
- Facilitate communication between CDs, the Michigan Association of Conservation Districts (MACD), Natural Resources Conservation Service (NRCS), MDARD, and other department and agency partners.
- Participate in MACD State Council meetings and conferences.

Duty 2 Grant Support

General Summary of Duty 2 % of Time 45

Provide grant support for MDARD Environmental Stewardship Division (ESD) grants issued to Conservations Districts.

Individual tasks related to the duty.

- Review grant expectations routinely with CDs and document progress towards grant deliverables.
- Review CD grant expenses and draft recommendations for reimbursement.
- Represent ESD on CDs grant-related goal setting committees.
- Provide search and selection assistance for vacant grantee positions. Review resumes and participate in interviews.
- Participate in employee development activities, such as new employee orientation, career development plan creation, and grant-related trainings for technicians employed by CDs to implement MDARD grants.
- Facilitate communication between ESD program managers and CD Directors and staff.
- Attend workshops and field days related to MDARD grant deliverables.

Duty 3 Operational Excellence

General Summary of Duty 3

% of Time 5

Contribute to the Michigan Department of Agriculture and Rural Development (MDARD) efforts to improve strategic alignment and programmatic quantity, quality, and timeliness.

Individual tasks related to the duty.

- Participate in bi-weekly (known as Intentional Conversations or IC) meetings with the direct supervisor to discuss quality, quantity, and timeliness of duties.
- Utilize programmatic Standard Operating Procedures and provide recommendations to the direct supervisor on procedural or document improvements.
- Review programmatic information and data for accuracy and completeness, notifying the direct supervisor of errors and omissions in need of correction.
- Assist the direct supervisor 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 Other Division Responsibilities

General Summary of Duty 4

% of Time 5

Other duties as assigned that support the mission of the Environmental Stewardship Division (ESD) and the Michigan Department of Agriculture and Rural Development (MDARD).

Individual tasks related to the duty.

- Perform related essential functions appropriate to the class and other non-essential functions, as required.
- Maintain records, prepare reports and correspondence related to the work.
- Represent MDARD and ESD at various stakeholder meetings and serve on various statewide groups.
- Participate in trainings, conferences, meetings, in-services, and workshops related to ESD programs.
- Complete other activities 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 staff position requiring professional discretion and autonomy including, but not limited to, the following: the coordination of work schedule to attend board meetings and conduct quarterly visits with CDs in the geographic area of responsibility at various times of the day and night, compliance assistance with statutes that include the Conservation District Law, Open Meetings Act, Freedom of Information Act, and other applicable laws, and evaluation of grantee progress on grant deliverables to track program deliverables. These decisions affect the CDs in the geographic area of responsibility and have the potential to impact the citizens they represent as well as agricultural producers and stakeholder groups.

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

Policy and legal interpretations require consultation with the direct supervisor as do situations which MDARD has no established precedent or protocol. Additionally, decisions that may affect other departments or agencies require the direct supervisor's review.

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.

This job will have an irregular schedule at times, resulting in early mornings, late nights, and long days. It also requires driving long distances on a regular basis resulting in sitting in a car for extended periods of time. Travel is required throughout the year and may occur during wet, snowy, or icy weather.

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>

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. |

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?

It is essential that the regional coordinator lives within and is able to travel to all the counties within the assigned region whenever necessary; attend meetings and events that may be lengthy; communicate clearly, both verbally and in writing, to individuals and groups; develop collaborative relationships, assess complex situations and provide timely feedback and guidance; maintain a calm professional demeanor during confrontational situations; interpret legal documents and policies; work independently with high standards of performance and accountability; operate a computer and telephone; maintain a valid Michigan driver's license.

To be successful in this position, the following competencies have been identified as essential: Adaptability, Building Strategic Working Relationships, Coaching, Customer Focus, Decision Making, Developing Others, Planning and Organizing, and Work Standards.

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

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

To protect the public and the environment through several incentive-based cooperative efforts with land managers. This position carries out a range of professional assignments while learning the methods of the work.

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 any major.

EXPERIENCE:

Departmental Analyst 9 - No specific type or amount is required.

Departmental Analyst 10 - One year of professional experience.

Departmental Analyst P11 - Two years of professional experience, including one year of experience equivalent to the intermediate 10 level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Effective verbal and written communication skills. Organizational skills and the ability to prioritize multiple tasks. Self-motivated and accountable. Knowledge of business administration and financial management. Grant writing skills. Experience working with board of directors.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid 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.