

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

<b>Position Code</b> 1.
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## 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> Labor and Economic Opportunity (LEO) / Employment & Training (E&T)
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Workforce Development (WD)
<b>4. Civil Service Position Code Description</b> Migrant Services Worker (MSW) - E8-10	<b>10. Division</b> Targeted Services
<b>5. Working Title (What the agency calls the position)</b> Agricultural Employment Liaison (AEL)	<b>11. Section</b> Agricultural & Foreign Labor Services (AFLS)
<b>6. Name and Position Code Description of Direct Supervisor</b> Rubicelia Berumen MSFW Program Manager	<b>12. Unit</b> Agricultural Employment Services {Wagner-Peyser Migrant and Seasonal Farm Worker (MSFW) Outreach Program}
<b>7. Name and Position Code Description of Second Level Supervisor</b> Ginger L. Vallejo State Administrative Manager	<b>13. Work Location (City and Address)/Hours of Work</b> Location: Michigan Works! Agency: Shelby MWA 195 N. Michigan Avenue Shelby, MI 49455 Monday - Friday 8 am - 5 pm Core Hours
<b>14. General Summary of Function/Purpose of Position</b>  MSW's, through significant outreach effort in the field, will locate and contact MSFWs who are not being reached by the normal intake activities conducted by the employment service offices. MSW's will explain to MSFWs at their working, living, or gathering areas by means of written and oral presentations either spontaneous or recorded, in a language readily understood by them, the services available at the local one-stop center (which includes the availability of referrals to training, supportive services, and career services, as well as specific employment opportunities), and other related services. They will distribute information on the employment service complaint system, on the other organizations serving MSFWs in the area, and a basic summary of farmworker rights, including their rights with respect to the terms and conditions of employment. This position requires considerable travel and the ability to work flexible hours when the majority of MSFWs are in the MSW's assigned geographical area. Will promote the Agricultural Recruitment System (ARS) with agricultural employers and MSFW service provider groups to support agricultural employers in meeting their labor needs. MSWs will conduct ongoing field visits to MSFW housing and work sites. The position's purpose is to comply with 20 CFR 653.107.	

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**

**General Summary:**

**Percentage: 60**

Conduct vigorous outreach to agricultural employers and the MSFW population in assigned geographical areas.

**Individual tasks related to the duty:**

- Visit MSFWs in their living, gathering and workplaces, to inform them of the full range of One-Stop employment and training services, in a language readily understood by them.
- Register to receive WP career services as needed.
- Refer MSFWs to employment.
- Make referrals to support service agencies, per MSFW needs.
- Maintain records of all MSFW outreach activities.
- Prepare a monthly report on the number of MSFW's contacted, number of hours spent in the field, and the number of MSFWs to whom service was provided.
- Inform MSFWs of the complaint system, receive and process complaints.
- Submit Complaints and Apparent Violations (AV) in the Employment Complaint System, and report to supervisor.
- Provide employment services to MSFWs in the field whenever necessary.
- Schedule and conduct joint outreach with National Farmworker Jobs Program (NFJP) staff and other MSFW service providers.
- Visit agricultural employers to promote the ARS, and support with posting job orders, and referrals of MSFWs.

**Duty 2**

**General Summary:**

**Percentage: 15**

Work with agricultural employers and food processors to promote the ARS, inform of federal compliance requirements, and intended field visits. Assist local office with MSFW referrals/placements to job orders.

**Individual tasks related to the duty:**

- Maintain the Employer Records list annually by updating the required fields including but not limited to number of workers needed, commodity, acreage, housing, etc.
- Will participate as a cohort member with management to host annual grower meetings.
- Meet with agricultural employers and food processors to provide required employment law posters and information regarding worker protections.
- While conducting outreach will identify potential qualified MSFWs eligible to register for employment services, or referral to the NFJP.
- When in the field, facilitate job development and placement assistance through referrals of MSFWs.

**Duty 3**

**General Summary:**

**Percentage: 10**

Will maintain records of each MSFW contact, application and referral. Will maintain a record of each outreach visit to MSFWs living, working and gathering sites. Maintain a record of employer interactions and visits and report any denial of access to workers. Will participate in required MSFW outreach worker training, complaints, apparent violations, coercion, sexual harassment of workers, MW! office services and professional development training offered.

**Individual tasks related to the duty:**

- Will complete Daily Log of Outreach Activities timely.
- Will attend annual pre and post season training conferences.
- Will be trained in usage of electronic based ES complaint system to enter complaints and AVs received while on outreach.
- Distribute state and federal labor law brochures, posters, and flyers, such as minimum hourly wages.
- Fair Labor Standards Act (FLSA), Migrant and Seasonal Agricultural Worker Protection Act (MSPA).
- Maintain a complete list of all MSFW training and professional development.

**Duty 4**

**General Summary:**

**Percentage: 10**

Will provide follow-up services with MSFWs in the office and while on outreach.

**Individual tasks related to the duty:**

- Will interview MSFWs in the office to provide follow-up services.
- Will assist MSFWs in the office that are following up from an outreach activity complete service application.
- Refer all complaints and apparent violations to the complaint system representative, through outreach services, may assist gathering complaint support documents to resolve or refer complaints.
- Receive and follow-up on complaints/apparent violations from MSFWs resulting from a follow-up visit.

**Duty 5**

**General Summary:**

**Percentage: 5**

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.**

The MSW will make independent decisions when appropriate to visit MSFWs in their living, gathering, and working places. The MSW will independently decide what constitutes a complaint or apparent violation and will decide action to take to remedy any situation at the local level prior to taking formal action. Both MSFWs and agricultural employers are affected by formal attempts at resolving minor conflicts regarding housing, wages, work hours and verbal contractual items.

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

Meeting attendance, media communication, all training.

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

During outreach activities will stand and walk the majority of the time. Will work in outdoor environment, exposed to heat, rain and dust.

**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?**

Conduct outreach to contact MSFWs not being served by One-Stops during normal intake hours. Ensure MSFWs receive a full range of One-Stop services in the field and in the office. Develop and maintain rapport with area fruit and vegetable growers, provide assistance posting job openings in PMTC. Establish partnerships with MSFW support service agencies in the state. Maintain extensive records of all agricultural employers in assigned geographical areas. Conduct prevailing wage and practice surveys. The ability to travel and work in an outdoor environment, exposed to heat, rain and dust.

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

Changes in the seasonality of work: Because Michigan is now recognized as a significant state, and we no longer employ seasonal staff, position descriptions are being revised to remove "peak season" language. This ensures alignment with the year-round nature of the work and clarifies that the majority of outreach occurs throughout the entire year.

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

Provide outreach services to MSFWs and employers in a designated area. This position develops and maintains rapport with supportive service agencies, and registers for and refers MSFWs to employment.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**EDUCATION:**

Completion of two years of college (60 semester or 90 term credits).

**EXPERIENCE:**

**Migrant Services Worker 8**

No specific type or amount is required.

**Migrant Services Worker 9**

One year of experience equivalent to a Migrant Services Worker 8.

**Migrant Services Worker E10**

Two years of experience equivalent to a Migrant Services Worker, including one year equivalent to a Migrant Services Worker 9.

**Alternate Education and Experience**

**Migrant Services Worker 8 - E10**

Completion of one year of college (30 semester or 45 term credits) and two years of administrative support experience performing such duties as interviewing the public, obtaining required information, and making decisions necessary to render services to a client, including one year equivalent to the experienced (E7) level, may be substituted for the education requirement.

Completion of High School Diploma or equivalent General Education Diploma, and four years of administrative support experience performing such duties as interviewing the public, obtaining required information, and making decisions necessary to render services to a client, including two years equivalent to the experienced (E7) level, may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have the ability to speak, read, write, and communicate effectively in English, Spanish, or other language(s) identified among the MSFW population.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license.  
Must have daily access to a motor vehicle.  
Considerable travel by personal vehicle and/or state issued automobile.

*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.*

\_\_\_\_\_  
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