

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
	Michigan Department of Agriculture and Rural Development (MDARD)
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Veterinarian-E P11	Animal Industry Division
5. Working Title (What the agency calls the position)	11. Section
Field Veterinarian	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Elizabeth Saletta, DVM Veterinarian Manager-3 14	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jarold Goodrich, DVM Veterinarian Manager 15	Counties: Gratiot, Genesee, Oakland, Saginaw, Bay, Thumb region or other areas as needed. Mon-Fri 8am-5pm or other times, as needed.
14. General Summary of Function/Purpose of Position	
<p>The Animal Industry Division (AID) of the Michigan Department of Agriculture and Rural Development is committed to protect, regulate, and promote animal health. In doing so Public Health, Animal Health and Well-Being, and Animal Industries are safeguarded through collaborative efforts and implementation of effective programs. The purpose of this position is to protect human and animal health, to promote and protect Michigan animal industries, and to assure the public of quality, healthy animals, including food animals, equine, cervidae, exotic animals, and companion animals.</p> <p>Counties: Gratiot, Genesee, Oakland, Saginaw, Bay, Thumb region or other areas as needed.</p> <p>This position is required to follow established standard operating procedures and meet quality, quantity, and timeliness standards for assigned work.</p>	

**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 of Duty 1 **% of Time 35**

Conduct inspections of livestock markets, animal shelters, large-scale dog breeding kennels, dog pounds, horse sales, fairs and exhibitions, rendering plants, transfer stations, livestock dealer trucks and records, aquaculture facilities, and poultry composting facilities and other facilities licensed and regulated by the Animal Industry Division.

Individual tasks related to the duty.

- Conduct routine announced and unannounced inspections of licensed entities.
- Assure that licensed entities in assigned territory are in compliance with appropriate laws and regulations.
- Examine animals for health status and signs of contagious or communicable disease.
- Complete quality inspection reports, special reports, and photo reports in a timely manner.
- Provide education and guidance to correct non-compliant situations.
- Collect evidence, write citations, and pursue administrative procedures or criminal prosecution if appropriate. This includes helping program managers and the compliance unit to prepare for hearings and trials. It also may involve appearing in court as an expert witness.
- Keep supervisor/program manager/State Veterinarian informed of problem situations.
- Conduct quality pre-licensing inspections in a timely manner.
- Consult with and meet with owners/managers of facilities and private practice veterinarians.

Duty 2

General Summary of Duty 2 **% of Time 35**

Investigate traces and or test livestock for tuberculosis; primarily cattle, goats, and sometimes deer, elk, or bison. Testing is done pursuant to PA 466 of 1988, Amended (Animal Industry Act). Caudal fold and comparative cervical testing and blood-based testing will be performed.

Individual tasks related to the duty.

- Locate livestock herds to trace and/or test as assigned. (Exposed traces, source traces, secondary testing, etc.)
- Contact producers to arrange for tuberculosis testing.
- Assemble necessary equipment and supplies.
- Coordinate human resources for assistance by working with supervisor.
- Corral and restrain animals; identify animals.
- Complete TB testing according to published standards.
- Complete appropriate paperwork and write reports of quality and in a timely manner.
- Assure that equipment and clothing are disinfected between farm visits.
- Issue/remove quarantines as appropriate.

Duty 3

General Summary of Duty 3

% of Time 5

Investigate animal disease, toxicity, or drugs residue problems, as assigned. This may involve emergency situations.

Individual tasks related to the duty.

- Visit farms to obtain history and conduct epidemiological investigations per program manager recommendations.
- Issue and release quarantines, as appropriate.
- Consult with MDARD supervisor/program manager/State Veterinarian about status of situation and resources needed to proceed with investigation.
- Review regulatory procedures and disease control procedures with animal owners and provide information about the disease and toxicity.
- Work cooperatively with private practice veterinarians, USDA veterinarians, Michigan State University personnel, local MSU-E representatives, and local law enforcement and government officials.
- Write quality detailed reports in a timely manner.
- Collect evidence, issue citations, or pursue criminal prosecution, as appropriate. This involves helping program managers and the compliance unit to prepare for hearings and trials. It also may involve appearing in court as an expert witness.
- Euthanasia and disposition of animals (sometimes entire herds or flocks) in some situations.
- Clean and disinfect premises in some situations.
- FDA credentialing and training will be required upon hiring for tissue drug residue investigations.

Duty 4

General Summary of Duty 4

% of Time 5

Test animals as assigned for reportable diseases and toxicities. This may include biopsies, performing necropsies, tissue collection, blood collection, injections, etc. Proper animal identification, correct submission of samples, and completion of paperwork are essential.

Individual tasks related to the duty.

- Restrain animals including, but not limited to, ruminants, equine, ratites, poultry, swine, exotic animals, and companion animals. This may involve the use of restraint equipment such as cattle chutes, halters, twitches, or snare.
- Identify animals by species, breed, weight, height, age, gender, color, markings, tab numbers, tattoos, brands, and microchip identification. Apply tags, tattoos, and brands.
- Collect blood, milk or tissue samples, inject tuberculin; read tuberculin skin test results. Collection of tissue samples may involve surgical procedures with appropriate analgesic agents and aseptic technique.
- Package and transport samples.
- Fill out test charts and write quality reports in a timely manner.
- Observe appropriate disease control procedures to prevent spreading disease to other animals or locations.

Duty 5

General Summary of Duty 5 **% of Time 5**

Investigate complaints received from the public involving primarily animal health, animal care, failure to bury animals, and issues concerning regulated facilities. Some complaints are investigated jointly with personnel from other divisions in MDARD, or with personnel from local governmental or investigatory agencies.

- Receive complaints directly from the public, from the Michigan Department of Agriculture office(s), and from other local, state, and/or federal agencies.
- Investigate complaints promptly after work order is compiled by program manager and assigned by field staff supervisor. This may involve visiting and interviewing complainant, subject of the complaint, neighbors, or witnesses. This may involve taking affidavits.
- Identify program issues of non-compliance and initiate steps for correction.
- Notify supervisor/program manager/State Veterinarian of situations where substantial violations exist or where there are media or legislative concerns.
- Write quality reports in a timely manner.
- Collect evidence, write citations, pursue administrative enforcement procedures, or pursue criminal prosecution, as appropriate. This involves assisting program managers and the compliance unit in preparing for hearings and trials. It also may involve appearing in court as an expert witness.

Duty 6

General Summary of Duty 6 **% of Time 5**

Monitor inter- and intrastate movement of animals pursuant to Act No. 466, P.A. 1988, as amended (Animal Industry Act); Regulation 112 (Importation of Dogs); and Act No. 358, P.A. 1994 (Ferrets) and the Animal Disease Traceability rule.

Individual tasks related to the duty.

- Based on complaint or request from supervisor/program manager/State Veterinarian, check health certificates and test papers on animals. This may occur anywhere animals are found.
- Educate animal owners about requirements for movement of animals.
- Issue/release quarantines, as appropriate.
- Write detailed reports of satisfactory quality and in a timely manner.

Duty 7

General Summary of Duty 7 **% of Time 5**

Write reports; maintain records, logs, and files; keep information up to date and submit required documents in a timely manner. Documents include but are not limited to, itineraries, activity reports, travel vouchers, telephone logs, inspection reports, complaint investigation, and special reports.

Individual tasks related to the duty.

- Utilize computer and other technological devices to generate reports.
- Submit quality documents within a timely manner.
- Maintain organized filing system at workstation.

Duty 8

General Summary of Duty 8 **% of Time 5**

Other duties as assigned.

Individual tasks related to the duty.

- Participate in the emergency responses to natural or man-made disasters. This includes, but is not limited to, nuclear disasters, chemical spills, and tornados.
- Complete disaster preparedness and Incident Command System (ICS) trainings, as assigned.
- Participate in exercises involving disaster preparedness and ICS, as assigned.
- Participate in emergency response efforts, as assigned. This may involve the examination, movement, or care of animals. This may involve animal euthanasia or clean-up of dead animals.

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

- Decisions about the health status of animals.
- Decisions about handling and restraining animals and how to collect samples from animals in a safe and efficient manner.
- Decisions about whether or not a given situation is in compliance with appropriate laws and regulations.
- Decisions about when to utilize education to correct non-compliance situations and when to pursue enforcement action.
- Decisions about how to investigate complaints and potential disease situations.
- Decisions about how to effectively communicate with people orally and in writing to resolve problem situations and carry out the mission of the department and the division.
- Decisions can have an impact on individual animals or personal health and safety. Decisions can also have an impact on disease spread, public health, the financial interest of the animal owner, and the reputation of the department and the division.

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

- Decisions involving media, legislative, or legal interest.
- Decisions having a major impact on an animal owner or an animal industry.
- Decisions affecting department or division policies.

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 is a field position. There is work both indoors and outdoors. There is substantial time driving a motor vehicle in all weather conditions. Conducting investigations and inspections, and testing animals may involve considerable standing, stooping, reaching, lifting, carrying, walking, and bending. Animals may be fractious and equipment may be heavy. Needles, syringes, blood collection tubes, and other testing supplies are routinely handled as well as some hazardous chemicals in performing assigned work. There may be exposure to zoonotic diseases. Work conditions may be wet, cold, hot, noisy, and dusty. Substantial odors may be present. Work conditions in some barns may be closed, cramped, and dark.

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"/> Provide formal written counseling.
<input type="checkbox"/> Approve leave requests.
<input type="checkbox"/> Approve time and attendance.
<input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Assign work.
<input type="checkbox"/> Approve work.
<input type="checkbox"/> Review work.
<input type="checkbox"/> Provide guidance on work methods.
<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?

23. What are the essential functions of this position?

1. Handle, restrain, identify, and test animals demonstrating excellent technique.
2. Examine animals for health status.
3. Conduct inspections at regulated facilities.
4. Investigate complaints and animal disease/toxicity/drug residue problems. Some investigations are epidemiological investigations.
5. Communicate effectively both orally and in writing with the public, producers, facility owners, and managers, veterinarians, and local law enforcement and government officials.
6. Travel throughout the state. Stay away from home overnight.
7. Coordinate activities with other field staff and other governmental agencies.
8. Assist with training of new field staff; assist with public education.

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?

The purpose of this position is to protect human and animal health, to promote and protect Michigan animal industries, and to assure the public of quality, healthy animals, including food animals, equine, cervidae, exotic animals, and companion animals. This position functions as a field veterinarian handling inspections, investigations, and training.

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

EDUCATION:

Possession of a doctorate degree in veterinary medicine.

EXPERIENCE:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to handle, restrain, identify, perform diagnostic testing, and collect laboratory samples from livestock, cervidae, poultry, ratites, and companion animals, thorough knowledge of equipment used to restrain these species.
2. Thorough knowledge and skills in veterinary medicine and animal husbandry pertaining to these species.
3. Ability to communicate effectively, both orally and in writing, and to maintain favorable public relations.
4. Ability to address and resolve issues of conflict.
5. Thorough knowledge of, and ability to interpret, state and federal laws, rules, and regulations pertinent to animal health.
6. Ability to travel throughout the state and stay away from home overnight.
7. Ability to recommend corrective actions to violators of state and federal laws, rules, and regulations pertaining to animal health activities and to prepare cases for prosecution.
8. Ability to conduct field investigations, compile data, write reports, interpret results, and make recommendations.
9. Ability to wear a respirator for extended periods of time.
10. Ability to be immunized against rabies.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan Driver's License
USDA Veterinary Accreditation, Category II
License to Practice Veterinary Medicine in Michigan
USDA Certification for Comparative Cervical TB Testing
DEA License for Controlled Substances
Michigan Board of Pharmacy Controlled Substance License
Negative Tuberculosis Test (Intradermal, Mantoux) Annually
USDA Certification for Cervidae TB Testing

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.