

Position Code VETRSPL2A13R

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
Veterinary Specialist 13	Animal Industry
5.Working Title (What the agency calls the position)	11.Section
Program Manager Cervid and Small Ruminant Species	
6.Name and Position Code Description of Direct Supervisor	12.Unit
Jennifer Calogero, DVM, PhD Veterinarian Manager 15 Assistant State Veterinarian and Animal Welfare Program Coordinator	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Jeff Schaner State Administrative Manager 15 Deputy Division Director	Constitution Hall, 525 W Allegan St, Lansing Monday thru Friday, 8:00am-5:00pm, and other times as needed.

14. General Summary of Function/Purpose of Position

The Animal Industry Division of the Michigan Department of Agriculture and Rural Development protects, regulates, and promotes animal health. The purpose of this position is to plan, implement, maintain, and coordinate animal health programs on a statewide basis with a focus on the following programs: cervids and small ruminants (sheep, goats, etc.) reportable disease tracking, and the National Animal Health Reporting System. The position functions to minimize animal disease in the state through effective regulatory programs. The position also functions to train and educate staff and stakeholder groups about regulatory requirements.

**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 55**

Coordinate cervid regulatory program.

Individual tasks related to the duty.

1. As authorized by PA 466 of 1988, as amended, develop, implement and maintain the cervid animal health program.
2. Monitor facilities for compliance with health standards, both mandatory and voluntary programs.
3. Coordinate with Michigan Department of Natural Resources (DNR) formally through an interagency MOU and informally with staff at DNR.
4. Assignments for field activities are made through Field Operations Manager. Follow up in person as needed.
5. Review inspection and investigation reports from field staff. Provide assistance as needed.
6. Work with Compliance Manager to follow up on cases needing enforcement actions such as informal or formal hearings, appearance tickets, or criminal prosecutions.
7. Coordinate with AID TB manager on cervid TB issues.
8. Maintain currency as recognized Chronic Wasting Disease (CWD) Epidemiologist.
9. Assure that records and databases are maintained.
10. Develop, implement, and track any USDA Cooperative Agreement in conjunction with division budget officer.
11. Maintain knowledge of federal programs.

Duty 2

General Summary of Duty 2 **% of Time 10**

Coordinate disease surveillance for the Animal Industry Division.

Individual tasks related to the duty.

1. Implement tracking of reportable animal diseases for the Animal Industry Division.
2. Submit monthly reports including National Animal Health Reporting System (NAHRS).

Duty 3

General Summary of Duty 3

% of Time 10

Serve as expert resource to AID for assigned programs.

Individual tasks related to the duty.

1. Keep supervisor and state veterinarian informed on current issues in program areas.
2. Maintain familiarity with state and federal laws and regulations associated with program areas.
3. Assist budget officer with evaluating cost of programs and with making predictions for income and expenses.
4. Review current legislation and suggest changes as needed.
5. Review proposed legislation as needed; draft proposed rules and legislation as assigned.
6. Attend legislative meetings and hearings as assigned.
7. Keep records; research and write reports; draft letters; prepare documents, brochures, manuals, and notebooks; prepare presentations; and review materials as assigned.
8. Maintain knowledge of veterinary issues and animal care issues pertaining to animals in assigned program areas.
9. Serve as expert witness in court in assigned program areas when needed.
10. Respond to calls and concerns from media and legislature in assigned areas when requested by department executive office staff.
11. Train field staff in assigned program areas as needed.
12. Consult with stakeholder groups as needed.
13. Maintain good working relationship with stakeholder groups.
14. Respond to questions and emails from the public and from stakeholder groups about assigned programs.
15. Review processes and procedures in program areas and make recommendations for improvements.
16. Maintain familiarity with the Incident Command System (ICS) including training at level of 300, 400, and advanced training and participate in emergency management exercises as assigned.

Duty 4

General Summary of Duty 4

% of Time 10

Coordinate scrapie program and small ruminant diseases.

Individual tasks related to the duty.

1. As authorized by PA 466 of 1988, as amended, maintain the state-federal cooperative scrapie program in conjunction with USDA, Veterinary Services (VS).
2. Coordinate response to any scrapie cases
3. Assignments for field activities are made through Field Operations Manager. Follow up in person as needed.
4. Review inspection and investigation reports from field staff. Provide assistance as needed.
5. Assure that records and databases are maintained.
6. Work with Compliance Manager to follow up on cases as needed.
7. Maintain knowledge of federal programs.

Duty 5

General Summary of Duty 5

% of Time 5

Direct response to reportable diseases in assigned program areas.

Individual tasks related to the duty.

1. Receive reports of reportable diseases.
2. Direct response to reports, as needed, with quarantines, epidemiologic investigations, animal testing, coordination with other divisions and/or USDA and/or Michigan State Veterinary Diagnostic Laboratory, and/or private veterinary practitioners to identify and stop the spread of reportable diseases. Assignments for field activities are made through Field Operations Manager. Follow up in person as needed.
3. Review reports from field staff for reportable disease investigations.
4. Maintain detailed records, write reports, give presentations when asked on issues regarding reportable diseases.
5. Communicate with the public, the industry, the media, other government personnel, and veterinarians about reportable diseases.
6. Provide training to field staff about reportable diseases and reportable disease programs.
7. Maintain scientific knowledge of reportable diseases.
8. Coordinate with Compliance Manager if enforcement actions are needed.

Duty 6

General Summary of Duty 6

% of Time 5

Monitor and respond to importation violations as outlined in PA 466 of 1988, as amended.

Individual tasks related to the duty.

1. Receive reports of importation violations
2. Follow up with investigations and enforcement action, as needed. Assignments for field activities are coordinated through the Field Operations Manager. Enforcement actions are coordinated through the Compliance Manager.

Duty 7

General Summary of Duty 7

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

This could include, but not be limited to, collecting samples from animals, performing euthanasia which includes possessing and using controlled substances, serving on an incident command team, providing office coverage, and covering for other program areas.

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

1. Decisions about how to organize and implement assigned programs.
2. Decisions about how to develop training materials and training programs for staff and stakeholder groups.
3. Decisions about how to follow up on reportable diseases and how to conduct epidemiologic investigations.

The department, animal owners, industry groups, and the public can be affected by these decisions. The decisions can have an economic or health impact.

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

1. Decisions which would alter policy or substantially change a process.
2. Decisions that have a major impact on an animal owner or industry group.
3. Decisions that involve media or legislative attention or are of a political nature.
4. All web based and printed material leaving the department needs to go through a review by the executive office.
5. Decisions that have a financial impact.

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 position involves both office and field work. There will be substantial time spent driving a vehicle on occasion, sometimes in inclement weather. There will be time spent giving presentations to groups. There will be time spent in biosecurity gear either as an exercise or a real situation. There will be time spent working with animals, especially the species in the assigned programs.

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>
Melanie Hart	Secretary		

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

- | | |
|------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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. Organize and coordinate program areas on a state-wide basis.
2. Utilize technology to track and monitor diseases, to prepare reports and presentations, and for general communication.
3. Communicate with the public, industry groups, veterinarians, and university and government personnel orally and in writing, both formally and informally.
4. Visit animal facilities and handle animals.
5. Travel throughout the state and travel out of state from time to time. Overnight stay away from home.
6. Maintain training, certifications, and FDA commission.

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?

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

EDUCATION:

Doctor of Veterinary Medicine

EXPERIENCE:

Two years experience as a veterinarian.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate clearly, both orally and in writing.
2. Ability to organize and monitor projects so work is completed efficiently and effectively.
3. Substantial knowledge of computer systems, programs, and data bases.
4. Ability to work with others who have opposing points of view.
5. Ability to provide excellent customer service.
6. Knowledge and skills in veterinary medicine pertaining to assigned program areas.

CERTIFICATES, LICENSES, REGISTRATIONS:

License to practice veterinary medicine in Michigan
This position may require the following:
DEA License for Controlled Substances
Michigan Board of Pharmacy Controlled Substance License
USDA Veterinary Accreditation
FDA commissioned or attain similar status with other agencies.
A valid Driver's License is preferred.

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.