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.)

3. Employee Identification Number

4. Civil Service Position Code Description
   State Office Administrator 17

5. Working Title (What the agency calls the position)
   Pesticide & Plant Pest Management Division Director

6. Name and Position Code Description of Direct Supervisor
   Averill, James J; Senior Deputy Director

7. Name and Position Code Description of Second Level Supervisor
   McFarlane, Kenneth; Senior Chief Deputy Director

8. Department/Agency
   Agriculture and Rural Development

9. Bureau (Institution, Board, or Commission)

10. Division
    Pesticide & Plant Pest Management Division

11. Section

12. Unit

13. Work Location (City and Address)/Hours of Work
    525 W. Allegan St; Lansing, MI 48933 / M-F 7:30-4:30

14. General Summary of Function/Purpose of Position

   This position serves as director and principal administrator of the Pesticide & Plant Pest Management Division. This position:
   • Establishes division goals and priorities consistent with those of the Michigan Department of Agriculture and Rural Development (MDARD).
   • Oversees implementation of programs and policies.
   • Works closely with other division directors to ensure efficient utilization of staff resources when working on department priority programs and assignments.
   Other functions include contact with regulated industries, university specialists, government agencies, and staff regarding legislation and regulatory enforcement.
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.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary of Duty 1</th>
<th>% of Time</th>
<th>50</th>
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<tbody>
<tr>
<td></td>
<td>Administer division programs and budget through established goals, metrics, and fundamental processes.</td>
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**Individual tasks related to the duty.**

- Provide vision, leadership, and strategic planning for the division
- Effectively communicate with division staff
- Effectively operate within the parameters of MDARD performance excellence procedure
- Oversee the management of division budget
- Assure development of current and new programs, plans, policies, procedures, and guidelines within the division
- Assure planning, organization, direction, and control of work activities within the division
- Assure assistance is available to division programs which includes setting goals, measuring progress, management of plans and budget as appropriate
- Oversee compliance of rules and regulations
- Assure legislative requests are being met
- Ensure policies and procedures are implemented consistently and accurately across the Division

<table>
<thead>
<tr>
<th>Duty 2</th>
<th>General Summary of Duty 2</th>
<th>% of Time</th>
<th>15</th>
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<tbody>
<tr>
<td></td>
<td>Serve as an integral member of the MDARD Leadership Team.</td>
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</table>
Individual tasks related to the duty.

- Work cooperatively with the Executive Office and other divisions to accomplish department goals and objectives
- Work with the Executive Office, Legislature, and other agencies to maintain and enhance funding sources for program services
- Assure department messages, procedures, and policies are shared in the most effective manner with division staff
- Assist with legislative process for programmatic areas within your division
- Assist with strategic action planning for MDARD
- Represent the department at functions as requested

Duty 3

General Summary of Duty 3  % of Time  15

Supervise direct reports.

Individual tasks related to the duty.

- Establish and develop work performance objectives for direct reports in line with department expectations of quality, quantity, and timeliness of work
- Assess the needs of direct reports and assist with potential solutions
- Assist with professional development of direct reports
- Follow and ensure direct reports are following department, division, and Civil Service/Human Resources rules and regulations

Duty 4

General Summary of Duty 4  % of Time  15

Develop and enhance partnerships with key stakeholders as a representative of MDARD.
Individual tasks related to the duty.

- Serve as liaison with counterparts outside of MDARD relative to division concerns
- Facilitate partnerships and provide consistent communications and interactions with local, state, and federal agencies and industry groups to address issues of mutual concerns

Duty 5

General Summary of Duty 5 % of Time 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.

All decisions affecting the administration of the division are made by the division director. The division director must assure that they are within the framework of the department’s priority areas. The impact of these decisions would be through staff members.

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

Any issues of a highly sensitive or political nature or those having department wide 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 functions primarily in an office environment and requires travel both in and out of the state with overnight stays.

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.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS TITLE</th>
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<th>CLASS TITLE</th>
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<tbody>
<tr>
<td>Departmental Manager – 4 15</td>
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<td>Executive Secretary – E E10</td>
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<tr>
<td>Financial Manager – 4 FZN 15</td>
<td></td>
<td>Plant Industry Manager – 3 14</td>
<td></td>
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<tr>
<td>State Administrative Manager – 1 15</td>
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20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):

- [x] Complete and sign service ratings.
- [x] Assign work.
- [x] Provide formal written counseling.
- [x] Approve work.
- [x] Approve leave requests.
- [x] Review work.
- [x] Approve time and attendance.
- [x] Provide guidance on work methods.
- [x] Orally reprimand.
- [x] 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?

To manage and administer the division efficiently and effectively to accomplish division management plans, budget management, specific program goals, priority setting, personnel utilization, program evaluation, needs assessments, affirmative action planning, and maintaining relationships with stakeholders.

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 division is responsible for enforcement of state laws and regulations relating to plant pests, disease, and their control; trade facilitation, pesticide registration, sale and use; animal feeds, medicated feeds, fertilizers, and liming materials; sanitary conditions in grain elevators; bulk agrichemical storage; and fruit and vegetable grading and audit. This position functions as Director over this division.
26. 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:**

**State Office Administrator 17**
Two years of experience as a professional managerial or program/staff specialist, or equivalent experience.

**Alternative Education and Experience**

**State Office Administrator 17**
Education level typically through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.
- Considerable knowledge of program planning, development, and evaluation methods.
- Considerable knowledge of fiscal planning and management.
- Considerable knowledge of staffing requirements and training necessary for the accomplishment of agency goals.
- Considerable knowledge of labor relations, fair employment practices, and equal employment opportunity.
- Some knowledge of state and federal legislative processes.
- Considerable knowledge of state government organization and functions.
- Ability to motivate and lead others in the accomplishment of a task.
- Ability to present ideas effectively at a level of style, grammar, organization, and technical construction expected at a management level.
- Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.
- Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

**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.

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<th>I certify that the entries on these pages are accurate and complete.</th>
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<td>Apointing Authority Signature</td>
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### 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.