

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PLANT INDUSTRY SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a feed, pesticide, fertilizer, and/or plant health program or specialty area; or as an administrative assistant to an administrator. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There is one classification in this job.

**Position Code Title - Plant Industry Specialist 2**

**Plant Industry Spl 13**

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**NOTE:** There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Implements special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Develops and implements program goals and plans.

Recommends and formulates policies, procedures, and guidelines for assigned programs.

Regulates the sale and use of products subject to applicable laws and regulations, such as pesticides, feeds, and fertilizers.

Coordinates enforcement goals and objectives.

Coordinates and develops programs and materials for training, education, and outreach.

Reviews product labels of feeds, fertilizers, pesticides, and other agricultural products for compliance with applicable laws and regulations.

Approves, denies, or cancels applicable licenses, certificates, and registrations of pesticide applicators or feed and fertilizer producers and distributors.

Designs and conducts surveys or special studies to assist in planning, implementing, and evaluating programs.

Collects and assimilates technical information for the preparation of reports.

Serves as a technical consultant and liaison to department staff, regulated industries, and stakeholders.

Coordinates or implements special activities with the U. S. Department of Agriculture, Food and Drug Administration, and the Environmental Protection Agency.

Oversees and directs investigations and enforcement responses, proceedings, and settlements.

Serves as an expert witness or subject matter expert for enforcement proceedings and settlement discussions.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

### Administrative Assistant and Specialist:

Knowledge of the principles and practices of the physical, biological, and/or environmental sciences.

Knowledge of the principles and practices of animal health and nutrition, plant biology, botany, horticulture, forestry, entomology, and/or crop science.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of plant identification.

Knowledge of the general principles of pest management.

Knowledge of the host plants of diseases and the susceptibility range.

Knowledge of animal feed ingredients and feed manufacturing processes.

Knowledge of animal feeding practices and toxicological sensitivities.

Knowledge of the principles of pesticide application and the precautions to be exercised in pesticide use.

Knowledge of pesticide use and the potential adverse environmental impact to groundwater, food safety, and human health.

Knowledge of the fundamental principles of nursery operations, including the propagation, storage, and transportation of plants.

Knowledge of the principles and practices of governmental regulation as it relates to the plant industry.

Knowledge of investigation protocols and techniques relative to pesticide use and plant industry investigations.

Ability to apply knowledge of plant, pesticide, fertilizer, and feed industry program techniques to specific activities and situations.

Ability to identify plant pests and diseases.

Ability to apply knowledge of the activities and techniques of the plant and feed industry.

Ability to collect, identify, and analyze data.

Ability to prepare charts, maps, and other graphs to present data.

Ability to interpret tests and surveys, analyze results, and follow through with appropriate course of action.

Ability to serve as a technical advisor to others on work related topics.

Ability to conduct liaison activities with others on matters related to plant, pesticide, fertilizer, and feed.

Ability to determine violations and enforce state and federal laws, regulations, and quarantines.

Ability to provide expert testimony at hearings.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to effectively communicate with others both verbally and in writing.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

### **Physical Requirements**

*None*

## **Education**

Possession of a bachelor's degree in agronomy, animal science, animal nutrition, biology, botany, chemistry, crop science, entomology, environmental science, forestry, horticulture, plant pathology, plant physiology, soil science, or a related field.

## **Experience**

### **Plant Industry Spl 13**

Four years of professional experience in the plant industry equivalent to a Plant Industry Field Scientist, including two years equivalent to a Plant Industry Field Scientist P11 or one year equivalent to a Plant Industry Field Scientist 12.

## **Alternate Education and Experience**

### **Plant Industry Spl 13**

Six years of professional experience related to animal or plant agriculture, pest management, horticulture, forestry, or invasive species may be substituted for the experience requirement.

## **Special Requirements, Licenses, and Certifications**

Some positions have law enforcement authority pursuant to Public Act 51 of 2005 and must submit to a background investigation to determine suitability for law enforcement work.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

PLAINDSPL

### **Job Code Description**

PLANT INDUSTRY SPECIALIST

### **Position Title**

Plant Industry Specialist 2

### **Position Code**

PLINSPL2

### **Pay Schedule**

H21-014

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06/28/2020