

State of Michigan
Department of Civil Service
HUMAN RESOURCE SERVICES
400 South Pine Street, P.O. Box 30002, Lansing, Michigan 48909

UNCLASSIFIED POSITION DESCRIPTION

Department Agriculture	Title of Position Director
Position Code	Incumbent

As outlined in Article XI of the Constitution (see below) is this position: Exempt/Policy-Making Excepted
 Exempt/Not Policy-Making

Section 5: *The classified state civil service shall consist of all positions in the state service **except** those filled by popular election, heads of principal departments, and members of boards and commissions, the principal executive officer of boards and commissions heading principal departments, employees of courts of record, employees of the legislature, employees of the state institutions of higher education, all persons in the armed forces of the state, eight **exempt** positions in the office of the governor, and within each principal department, when requested by the department head, two other **exempt** positions, one of which shall be **policy-making**. The civil service commission may **exempt** three additional positions of **policy-making** nature within each principal department.*

GENERAL SUMMARY: Briefly summarize the general function and purpose of this position.

The Director is the principal executive officer of the Michigan Department of Agriculture (MDA); is appointed by the Commission of Agriculture, serving at its pleasure. The Director oversees all MDA areas of responsibility; provides management and administrative direction within the framework of the policy and statutory authority established by the Commission, the Governor, and the Legislature. This administrative and management responsibility is for, but not limited to, the areas listed below:

DESCRIPTION OF WORK: Briefly describe each major function or program for which the position is responsible. Use a separate numbered paragraph for each function or program.

1. The Agriculture Development Division which has responsibility for developing economic opportunities in value-added food processing, and in domestic and international market development and expansion. The division also works on agricultural economic issues and development of economic viability of sustainable agriculture, and works closely with other agencies to assist agricultural-related businesses to locate or expand in Michigan.
2. The Animal Industry Division which has responsibility for programs to control and eradicate reportable contagious, infectious, and communicable diseases of livestock, poultry, and equine and companion animals; controlling contamination from toxic substances; enforcing the humane treatment of animals; and promoting Michigan animal industries.
3. The Environmental Stewardship Division which provides assistance and support to soil conservation districts and land users, enabling them to carry out programs which maintain food and fiber productivity, control erosion, protect water quality, protect groundwater, and protect a favorable environment.
4. The Fairs, Exhibitions and Racing Division which supports and enhances Michigan county and local fairs, some of which feature horse racing, through education and incentive programs; manages the Upper Peninsula State Fair in Escanaba; administers grant programs to Michigan's 88 county and local fairs; and provides a variety of grants to the horse racing industry.
5. The Finance and Administrative Services Division which performs budgeting, financial management, purchasing and auditing functions, as well as general services like mailroom functions, inventory and supplies.
6. The Food and Dairy Division which administers programs to enforce laws and regulations governing the safety and wholesomeness of food and food products; regulates the commercial handling of farm produce; administers food sanitation programs; and assures a safe, high-quality supply of dairy products.
7. The Human Resources Division which provides all personnel and equal employment opportunity functions.

DESCRIPTION OF WORK (continued):

8. The Laboratory Division which provides analytical, diagnostic, and technical support to the regulatory divisions of the department and to other state and federal agencies. The division also prevents economic fraud and deception in the area of weights and measures, labeling and advertising; and regulates the sale and quality of motor fuel.
9. The Pesticide and Plant Pest Management Division which administers programs and laws to prevent the introduction and dissemination of serious plant and bee pests; to prevent the adulteration of animal food, unsanitary grain storage facilities, and misuse of pesticides; and to provide assurance that animal feeds and remedies, fertilizers, seeds, and pesticides are accurately labeled. PPPM also provides for grading, inspection and certification of fruits and vegetables.
10. Office of Emergency Management which coordinates emergency management programs for the department.
11. The department also has administrative oversight for the U.P. State Fair, and the Office of Racing Commissioner.

TO BE COMPLETED BY APPOINTING AUTHORITY

Identify any statutory sections or applicable Public Acts upon which the position functions or pay is based.

All acts governing and administered by the Michigan Department of Agriculture.

List the names and titles of employees immediately supervised by this position.

<u>Name</u>	<u>Class Title</u>	<u>Name</u>	<u>Class Title</u>
Brenda Smith	Sema 15	Phyllis Mellon	Sr. Executive 21

Name and Title of Immediate Supervisor

Jim Byrum, Chair, Michigan Commission Of Agriculture

I certify that the entries on these pages are accurate and complete.

_____ **Appointing Authority's Signature**

_____ **Date**