

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PLANT INDUSTRY MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of Plant Industry Field Scientists, Groundskeepers and Laborers. The employee completes and oversees a variety of assignments designed to protect the public and the environment through enforcement of laws and regulations pertain to the use, manufacturing, labeling, and storage of pesticides, feeds, grains, remedies, and fertilizers. Activities ensure the preservation and enhancement of the quality of Michigan agricultural products and the protection of human health and the environment. Professional assignments also include preventing the introduction and dissemination of plant and pests. The employee works within the general methods and procedures and exercises considerable independent judgment to select the proper course of action.

There are four classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

**Position Code Title - Plant Industry Manager-1**

Plant Industry Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

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

Plant Industry Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

**Position Code Title - Plant Industry Manager-3**

Plant Industry Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title - Plant Industry Manager-4**

Plant Industry Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

## **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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Coordinates the work of plant industry specialists in the region with other state and federal specialists and inspectors and with programs in other regions.

Attends various meetings with representatives of business, government, and industry pertaining to plant industry program activities.

Exercises control over the sale of nursery stock, plants, plant products, pesticides, fertilizers, seeds, and animal feeds by ensuring compliance with registration and licensing regulations, and labeling laws, etc.

Recommends, prepares, and organizes efforts to obtain legal documents for initiating legal action against violators of state and federal rules, regulations, quarantines, and laws governing the plant industry. May detain and issue citations.

Plans and coordinates periodic and/or special surveys or projects and maintains related records.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

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

Thorough knowledge of the principles and practices of physical or biological sciences, or environmental health.

Thorough knowledge of plant inspection methods.

Thorough knowledge of plant identification and the general principles of plant disease and control.

Thorough knowledge of the host plants of diseases and the susceptibility range.

Thorough knowledge of the life cycles and methods of control of the more important insect enemies of trees and plants.

Thorough knowledge of the pesticide laws, the principles of pesticide application and the precautions to be exercised in pesticide use.

Thorough knowledge of the fundamental principles of nursery operation, including such factors as propagation, storage, and transportation.

Thorough knowledge of the principles and practices of governmental regulation of the plant industry.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of plant industry programs in other regions of the state.

Ability to instruct, direct, and evaluate employees.

Ability to apply knowledge of plant industry program techniques to specific activities and situations.

Ability to direct plant industry program methods and practices.

Ability to identify plant pests and diseases.

Ability to determine the condition of neglected or abandoned orchards and vineyards and to recommend methods of their recovery.

Ability to determine and enforce violations of state and federal rules, regulations, quarantines, and laws of the plant industry.

Ability to gather information for the issuance of warrants, and to follow through by initiating legal action against violators.

Ability to apply license and/or inspection fees and schedules.

Ability to plan and carry out technical plant industry program surveys or projects, and to prepare and maintain related reports and records.

Ability to evaluate results of plant industry program surveys or projects.

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

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

*None*

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in agronomy, agriculture technology, agriscience, biology, botany, crop science, entomology soil science, horticulture, forestry, landscape architecture, plant biology, plant pathology, plant science, or plant physiology.

### **Experience**

#### **Plant Industry Manager 12**

Three years of professional experience in enforcing and/or complying with the laws and regulations pertaining to pesticide use, insects, pests, and plant diseases in agricultural commodities and horticultural stock equivalent to a Plant Industry Field Scientist, including one year equivalent to a Plant Industry Field Scientist P11.

#### **Plant Industry Manager 13**

Four years of professional experience 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.

#### **Plant Industry Manager 14**

Five years of professional experience equivalent to a Plant Industry Field Scientist, including three years equivalent to a Plant Industry Field Scientist P11, two years equivalent to a Plant Industry Field Scientist 12, or one year equivalent to a Plant Industry Specialist 13.

## Plant Industry Manager 15

Six years of professional experience equivalent to a Plant Industry Field Scientist, including three years equivalent to a Plant Industry Field Scientist 12, two years equivalent to a Plant Industry Specialist 13 or Plant Industry Manager 13, one year equivalent to a Plant Industry Manager 14.

## 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

PLAINDMGR

### Job Code Description

PLANT INDUSTRY MANAGER

### Position Title

Plant Industry Manager-1

Plant Industry Manager-2

Plant Industry Manager-3

Plant Industry Manager-4

### Position Code

PLTNMGR1

PLTNMGR2

PLTNMGR3

PLTNMGR4

### Pay Schedule

NERE-106

NERE-107

NERE-108

NERE-109

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