

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PLANT INDUSTRY SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a plant industry 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 pesticide and plant industry program goals and plans.

Formulates procedures and guidelines for assigned plant industry and pesticide programs.

Regulates the sale and use of pesticides, feeds, and fertilizers.

Coordinates regional enforcement goals and objectives.

Coordinates training and education programs in plant pest management and pesticide use.

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

Issues, denies or cancels licenses of pesticide applicators or feed and fertilizer producers and distributors.

Collects, compiles, organizes and disseminates survey information about plants and plant pests.

Serves as a resource specialist to regional inspectors, plant industry officials, pesticide applicators, agriculture commodity groups, etc.

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

Conducts investigations, detains and issues citations, secures warrants as necessary, and directs violators of department laws through judicial proceedings.

Represents the department in enforcement proceedings and settlement discussions.

Serves as an expert witness on enforcement programs or other areas of expertise.

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 which increases with the level of the position.

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 physical or biological sciences, or environmental health.

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

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

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

Knowledge of plant identification and the general principles of plant disease and control.

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

Knowledge of the life cycles and methods of control for the more important insect pests of trees and plants.

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

Knowledge of the potential for adverse environmental impacts from the use of pesticides, including 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 and pesticide 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 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, and analyze results, and to 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 industry.

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, agriculture technology, agriscience, biology, horticulture, botany, crop science, entomology soil science, horticulture, forestry, landscape architecture, plant biology, plant pathology, plant science, or plant physiology.

## **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.

## **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

SA

10/25/2015