

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PLANT PATHOLOGIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a plant disease control, diagnostic or prevention 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 Pathologist Spl-2

Plant Pathologist Specialist 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 procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Develops and implements plant pathology program goals and plans.

Formulates procedures and guidelines for assigned plant pathology program.

Performs laboratory diagnosis of plant diseases.

Diagnoses Dutch elm, oak wilt, and other disease conditions in plants.

Carries out the virus-free stock program.

Cooperates with the seed laboratory in determining fungi present on seeds and in testing treated or suspect seed.

Serves as an expert witness on 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

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 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 and techniques of plant pathology and plant physiology.

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

Knowledge of the techniques involved in diagnosing diseases in plants and trees.

Knowledge of plant diseases carried and transmitted by insects and nematodes and the affects of such diseases.

Knowledge of the relationship of plant diseases to agriculture and human health.

Ability to identify plants and plant pests and diseases.

Ability to organize and perform the work of a plant disease laboratory.

Ability to conduct studies involving plant pathology in field and laboratory.

Ability to analyze plant disease control problems and determine appropriate course of action.

Ability to perform and interpret tests and analyses on plants, seeds, and other botanical specimens.
Ability to serve as a technical advisor to others on work-related topics.
Ability to provide expert testimony at hearings.
Ability to maintain records, prepare reports and conduct correspondence related to the work.
Ability to communicate with others verbally and in writing.
Ability to maintain favorable public relations.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in plant pathology.

Experience

Plant Pathologist Specialist 13

Four years of progressively responsible professional experience in plant pathology and plant disease control.

Special Requirements, Licenses, and Certifications

None

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

PLNTPTHSP

Job Code Description

PLANT PATHOLOGIST SPECIALIST

Position Title

Plant Pathologist Spl-2

Position Code

PPTHSP2

Pay Schedule

H21-014

SA

10/25/2015