

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. RESRALTEB31R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Highway Operations
4. Civil Service Position Code Description Resource Analyst-E	10. Division Grand Region
5. Working Title (What the agency calls the position) Resource Analyst 9-11	11. Section Development
6. Name and Position Code Description of Direct Supervisor ROZEMA, SUSAN; ENGINEER MANAGER LICENSED-4	12. Unit Environmental
7. Name and Position Code Description of Second Level Supervisor KIND, ERICK J; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 1420 Front Ave. NW, Grand Rapids MI 49504 / 7:30 a.m. - 4:30 p.m. M-F Hours may vary

14. General Summary of Function/Purpose of Position

This position participates in various Region environmental programs in both development and operations. This position works closely with the Region Resource Specialists (RSS's) by participating in right-of-way (ROW) permit compliance inspections, the ROW permit application process, document ROW encroachments, attending project meetings and interpretation of maps/plan sheets, geographic information system (GIS) mapping projects, soil erosion and sedimentation control (SESC)/turf inspections, the Regions herbicide program, inspection of the storage/labeling of hazardous materials, trainings, and other environmentally related projects.

This position conducts site compliance inspections and participates in compiling data, maintaining records, and preparing technical reports. In addition, this position is responsible for assisting in data collection/Transportation Service Center (TSC) coordination for the Region's soil sample projects. This position also is responsible for assisting in obtaining for the Michigan Department of Transportation (MDOT), inland lakes and streams, wetland, and floodplain permits for the Grand Region, from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Michigan Department of Agriculture & Rural Development (MDARD), Michigan Department of Natural Resources (MDNR), US Forest Service (USFS) U.S. Army Corps of Engineers (USACE), U.S. Environmental Protection Agency (EPA), and the U.S. Coast Guard (USCG) for the engineers of design, maintenance, and construction. Construction projects may not be let without having the appropriate environmental permits. This position works directly with the TSCs, Regions, Lansing project managers, and EGLE from the scoping phase of a project through construction. This person assists the Grand Region on compliance with current laws, rules and regulations concerning environmental permits.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 30

Perform field operations to include inspection and documentation work necessary for the issuance of vegetation removal/environmentally related ROW permits.

Individual tasks related to the duty:

- Perform Outdoor Advertising Control which includes, but is not limited to; coordinating on-site meetings with applicants; performing site inspections on potential violations; investigating complaints received from the public; assisting with site inspections for new sign locations; assisting with evaluation of existing vegetation at the locations that may obstruct a new sign; measuring the distance between signs, interchanges, and from municipal boundaries; plotting application locations on a geographic information system (GIS) map; and tagging signs for removal, as requested by Lansing permits.
- Perform completion inspections for all Region outdoor advertising vegetation removal and environmentally related permits; inspect sites for noncompliance issues, fill out inspection forms and enter them into the Construction Permit System (CPS). Report issues of non-compliance to RSS to follow-up on.
- Track all issued permits for completion dates, mitigation requirements, and warranty deadlines.
- Assist with GIS mapping for all billboard mitigation plantings which includes entering all mitigation planting locations into ArcGIS online map and entering data onto the map with photos each time work is performed. Track mitigation deadlines utilizing the map.
- Assist in documenting encroachment activities, reviewing and analyzing ROW maps, working with Survey staff and TSC staff, and taking site photos of potential or known encroachments.
- Support the RRS with the review of the Region's vegetation/environmental ROW permit applications by collecting missing information related to the permit application, contacting the applicant to clarify work scope/work methods, contacting EGLE staff for record reviews of contaminated sites, etc.
- Meet with adjacent landowners to discuss proposed vegetation related permits (i.e., scope of work, equipment usage, and potential issues). Present information obtained to RSS for final determination of permit application.
- Interpret MDOT ROW maps to determine ROW type and amount related to public inquiries or ROW permit applications.
- Provide permit requirements and interpretation of procedural instructions, laws, and other federal and state requirements related to construction permits.

Duty 2

General Summary:

Percentage: 35

Assist with obtaining EGLE environmental permits for the Grand Region for construction or maintenance projects impacting inland lakes and streams, wetlands, and floodplains. Projects may not be let without possession of the appropriate environmental permits.

Individual tasks related to the duty:

- Participate in the initial scoping phase and all subsequent project meetings.
- Submit complete application package to appropriate local, state, and/or federal resource agencies for permits.
- Monitor permit progress through entire review process.
- Obtain and submit any requested supplemental information as requested by resource agencies.
- Negotiate basic requested changes from permitting agencies (e.g. EGLE, MDNR, US Army Corps of Engineers, U.S. Coast Guard, local municipalities, etc.). This may include additional on-site meetings.
- Check issued permits for accuracy and obtain changes if necessary
- Obtain any required permit revisions for project changes and any necessary time extensions.
- Negotiate and obtain any required after-the-fact permit applications.
- Serve as liaison between Grand Region staff and the resource agencies for the resolution and negotiation of all permit application questions, controversies, or denials involving resource impacts.
- Maintain extensive contact with MDOT Regions, Divisions, and Bureaus to ensure applications are filed and permits are received on time.
- Organize and maintain records of permits applied for, received, modified, and extended.
- Track Grand Region's construction program processes by attending meetings, using available databases, and keeping records from early development stages.
- Assist with detailed field reviews of projects with the potential for impact to regulated resources to delineate wetland boundaries and type, identify locations of regulated streams, lakes and other regulated culverts.
- Utilize global positioning systems (GPS) and ArcGIS to map resources and provide data to project managers and designers.
- Compare proposed design plans or scope of work with identified resources and determine need for permits, opportunities for avoidance and minimization.
- Coordinate environmental permit expectations/needs with region and central staff in planning, designing, constructing and maintaining phases of the project.
- Collaborate with region and central staff during Categorical Exclusion, Environmental Assessment, and Environmental Impact Statement phases to determine necessary actions for design, construction, maintenance, and operations with respect to environmental stewardship, best

management practices, and opportunities for avoidance and minimization.

Duty 3

General Summary:

Percentage: 25

Support the RSSs with interpreting contract language, laws, regulations, field inspections, record keeping, and preparing reports and correspondence for various contracts to ensure compliance.

Individual tasks related to the duty:

- Assist with inspection and implementation of maintenance contracts. This entails ensuring herbicide contract related work is done per the contract specifications/legal requirements, assisting with tree planting layouts or inspection of contract plantings to ensure contract compliance, witnessing tree/plant watering, inspecting planting bed work to ensure contract compliance, verifying tree removals are done within the required tree removal window, and assisting with the approval process for removals requested outside of the removal window, etc.
- Assist with the roadside mowing plan. Participate in making annual updates and ensuring Region compliance by working with maintenance coordinators and permit agents to ensure environmental changes are captured.
- Perform annual tracking of the roadside spraying operations such as guardrail, roadside, and invasive species planned applications. Evaluate in the field herbicide applications for effectiveness.
- Assist the Region Forestry Crew with the tracking of sensitive areas, organic farms, and other no spray areas by making GIS maps of these areas.
- Assist with rest area water sampling compliance by acting as a backup to the RRS for rest area accessibility issues reported by the contractor (i.e., coordinating with MDOT staff to get a contractor into a closed rest area, coordinating with EGLE or the local health department when issues arise related to the water supply at a rest area or roadside park) and a backup for reporting positive results to the local health departments within the 24-hour requirement.
- Meet with contractors (i.e., landscape contractors, herbicide applicants, environmental consultants) and observe their work to ensure contract compliance. This entails meeting with landscape related companies at project start and/or completion to explain work scope/non-compliance issues, completing follow-up inspections for rest area or roadside spraying operations within the timeframe needed to determine success, verifying landscape deliveries to our rest areas, and assisting with inspections of contract invasive species treatments. This also entails record keeping and the preparation of reports/correspondence related to work.
- Assist RRS with maintenance and construction project inspection to ensure compliance with our SESC procedures, including checking for proper documentation.
- Assist with hazardous materials labeling, storage, inspections, and training.
- Provide Pollution Incident Prevention Plan (PIPP) updates at maintenance facilities.
- Coordinate with environmental representatives at the maintenance facilities for compliance issues.
- Attend training related to invasive species, hazardous materials handling/disposal, and herbicide use to stay informed on current regulations and requirements.
- Monitor construction sites for threatened, endangered, and invasive species that are known to exist within the project limits.
- Map new invasive species in GIS.
- Participate in the Grand Region integrated pest management program.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Participate in the Region Maintenance Audits and Spring inspections.
- Participate in special Region projects as assigned.
- Assist with site inspections for excess parcel reviews.
- Assist with the inspection of roadside spills after site restoration has been completed to ensure adequate cleanup Submit completion inspection following site inspection.
- Participate in various Region ArcGIS online collector projects (i.e., tracking invasive species, animal carcass collection, etc.).
- Assist RSSs with the oversight and arrangement of training in the National Pollution Discharge Elimination Systems (NPDES) and SESC.
- Assist RSSs train construction and maintenance staff to help them recognize activities that require permits.
- Serve on statewide and regional committees.
- Participate in the Grand Region Maintenance Facility Environmental Training Program.
- Participate in the Grand Region Maintenance Facility Environmental Audit and Compliance program.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Whether EGLE/USACE/EPA permits are necessary; whether an area is regulated by wetland/floodplain/inland lakes and streams state or federal statutes; determination of the jurisdictional boundaries of the agencies; determine how significant impacts to resources can be avoided within acceptable operational and safety standards; and whether the project as proposed is likely to require that permits be obtained. If these determinations are incorrect, permits from the resource agencies will not be obtained and contract letting for the subject project will be delayed until these issues are resolved.

17. Describe the types of decisions that require the supervisor's review.

Problem situations that are outside the range of normal operating procedures/permit agency requests. Decisions that affect the cost, scope or schedule of a project.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position requires extensive use of a computer and the ability to remain in a stationary position for extended periods of time. Ability to traverse all types of terrain while working in the field and move/transport items weighing up to 30 pounds. Position also requires ability to travel to project locations and meetings, often over long distances. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position participates in various Region environmental programs in both development and operations. This position works closely with the Region Resource Specialists (RSS's) by participating in right-of-way (ROW) permit compliance inspections, the ROW permit application process, document ROW encroachments, attending project meetings and interpretation of maps/plan sheets, geographic information system (GIS) mapping projects, soil erosion and sedimentation control (SESC)/turf inspections, the Regions herbicide program, inspection of the storage/labeling of hazardous materials, trainings, and other environmentally related projects.

This position conducts site compliance inspections and participates in compiling data, maintaining records, and preparing technical reports. In addition, this position is responsible for assisting in data collection/Transportation Service Center (TSC) coordination for the Region's soil sample projects. This position also is responsible for assisting in obtaining for the Michigan Department of Transportation (MDOT), inland lakes and streams, wetland, and floodplain permits for the Grand Region, from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Michigan Department of Agriculture & Rural Development (MDARD), Michigan Department of Natural Resources (MDNR), US Forest Service (USFS) U.S. Army Corps of Engineers (USACE), U.S. Environmental Protection Agency (EPA), and the U.S. Coast Guard (USCG) for the engineers of design, maintenance, and construction. Construction projects may not be let without having the appropriate environmental permits. This position works directly with the TSCs, Regions, Lansing project managers, and EGLE from the scoping phase of a project through construction. This person assists the Grand Region on compliance with current laws, rules and regulations concerning environmental permits.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The Development Section is responsible for the development of all new projects in the region. This includes all pre-construction activities from needs assessment, project identification, project scoping, surveys, design, real estate acquisition, and general project and program monitoring and coordination. This position provides support to evaluate, mitigate, and abate environmental impacts of department projects. It ensures that mitigation commitments made in the approved environmental clearance are implemented during design and construction. This position also reviews and evaluates road and bridge design plans and recommends items to correct detrimental situations or provide preventive measures required to avoid sensitive areas and reduce unavoidable impacts to regulated resources. The position also obtains and enforces wetland, lake, stream, and floodplain permits for MDOT projects within the Grand Region. The position will assist with Operational Roadside Vegetation Management Program, Herbicide Application Program, Region Contamination and Hazardous Materials Program, SESC Program, and Construction ROW Permitting Program.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

EXPERIENCE:

Resource Program Analyst 9

No specific amount or type is required.

Resource Program Analyst 10

One year of professional experience in evaluating, planning and developing human services programs equivalent to a Resource Program Analyst in state service.

Resource Program Analyst P11

Two years of professional experience in evaluating, planning and developing human services programs equivalent to a Resource Program Analyst in state service, including one year equivalent to Resource Program Analyst 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Land and water resources
- Natural resource conservation needs and objectives
- Principles of ecology
- Methods of compiling and organizing data
- Methods of environmental research
- Federal and state laws related to environmental protection

Ability to:

- Communicate effectively
- Work as a team member.
- Make presentations in front of groups
- Interact with staff, agency officials, and the general public
- Work independently to complete assignments
- Maintain records
- Analyze and evaluation data
- Prepare reports and correspondence
- Maintain favorable public relations

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

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

JENNIFER HADDON

5/16/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date