

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

<b>Position Code</b> 1. EQALTEC97R
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<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> ENVIRONMENTAL QUALITY ALT-E	<b>10. Division</b> Remediation and Redevelopment
<b>5. Working Title (What the agency calls the position)</b> Environmental Quality Analyst 9-P11	<b>11. Section</b> Field Operations
<b>6. Name and Position Code Description of Direct Supervisor</b> VENS, BETH; ENVIRONMENTAL MANAGER-2	<b>12. Unit</b> Warren District Office
<b>7. Name and Position Code Description of Second Level Supervisor</b> OWENS, PAUL J; ENVIRONMENTAL MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b> 27700 Donald Court, Warren, MI / 80 hours per pay period
<b>14. General Summary of Function/Purpose of Position</b>  Under the direction of a Unit Supervisor, manage state funded investigation and corrective action activities at sites of environmental contamination in accordance with Part 213 and Part 201 of the Natural Resources and Environmental Protection Act (NREPA), PA 451, 1994. The position also reviews reports submitted by private parties and oversees site investigation and response activities conducted by private parties and their contractors, consultants, project managers consistent with all the requirements of Part 201 and Part 213. Direct oversight of on-site cleanup activities at private and state-funded sites, including sampling and cleanup verification.	

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: 65**

Initially, under close supervision and guidance of supervisor and senior level staff, progressing to a greater degree of independent decision making, act as project manager, as assigned, for state funded sites under Part 201 and Part 213 of the NREPA.

**Individual tasks related to the duty:**

- Evaluate various environmental reports submitted by private parties and their environmental consultants, pursuant to Part 201 and 213. Make decisions on the adequacy of the work performed by the private parties and negotiate appropriate cleanup levels and technologies.
- Utilize the available state contracting mechanisms to conduct investigation and remedial activities at state funded projects; negotiate and approve budgets, work plans, quality assurance project plans, safety plans, and other similar plans; oversee work to assure that it is technically correct and performed according to the contract, review and approve invoices.
- Respond to complaints from citizens and other governmental agencies regarding pollution incidents.
- Ensure project activities are consistent with Part 201 and Part 213 and associated policies, and guidance documents.
- Maintain technical documentation, activity reports, and financial records to support potential cost recovery actions.
- Provide information and endeavor to educate the public with respect to environmental contamination issues for specific assigned sites and/or geographic areas.
- Conduct field work to investigate corrective action activities, such as soil excavation, drilling, soil borings, well installation, aquifer profiling, geophysical surveys, other environmental sampling to ensure state-funded work performed is in accordance with contract objectives.
- Provide information and endeavor to educate the public with respect to environmental contamination issues for assigned state funded sites.
- Maintain customer friendly attitude and professionalism when working with internal and external customers.

**Duty 2**

**General Summary:**

**Percentage: 25**

Utilizing available guidance documents and supervisor/peer assistance, evaluate various environmental reports submitted by private parties and their environmental consultants for assigned sites and/or geographic area(s), pursuant to Part 213 and 201. Make decisions on the adequacy of the work performed by the private parties and negotiate appropriate cleanup levels and technologies.

**Individual tasks related to the duty:**

- As necessary, coordinate with other district and division staff for additional review. Additional reviews may include review by senior geologists, DEC's, toxicologists, Technical Assistance and Support Teams, etc.
- Prepare information for presentation of Final Assessment Reports (FARs), Corrective Action plans (CAPs), Closure Reports, Response Activity Plans, and No Further Action plans at District Peer Review (DPR) to maintain consistency with Division policy/guidance.
- Track closed sites for compliance with land use-based closure agreements, as needed.

**Duty 3**

**General Summary:**

**Percentage: 10**

Maintain databases and tracking spreadsheets (including RIDE database) for assigned site. Provide periodic updates to Unit Supervisor on activity.

**Individual tasks related to the duty:**

- Regularly update database with site/project status for state funded sites.
- Regularly update database regarding status of private party lead sites.

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

Initially, most project management decision making should be with close guidance of supervisor and senior staff. As incumbent gains experience, a greater degree of independent decision making is expected.

Invoice approval

Work plan approvals for state funded projects

Developing recommendations associated with reviewing submittals/reports

Site investigation and sample collection

Initiate enforcement referrals

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

Nomination of facilities for state funding of investigations, interim response, and remedial/corrective actions.

Review and approval of escalated enforcement referrals.

Approval/denial of submittals.

**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 job involves working at various contaminated sites. Occasional work in wet weather or extreme heat or cold. Field work may involve walking long distances carrying sampling equipment, supplies, and samples. It is preferred that the employee have a valid driver's license and be able to drive a vehicle and work alone.

**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 serves as a project manager for contaminated sites in an assigned geographical area for the Southeast Michigan District Office. This position also provides technical assistance to the regulated community.

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

The PD is being updated to reflect current duties/responsibilities. Duties 1 and 2 of the previous PD have been combined, percentages have changed, and database has been updated, but overall, essential duties have remained the same.

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

This position is for Wayne County and the function of the work area is implementation of the division's assigned responsibilities to address sites of environmental contamination within Wayne County. This position is vital to the process and application of this division's mission and goals.

**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 the biological sciences, engineering, physical sciences, resource development, or resource management.

OR

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following: biochemistry, biology, botany, chemistry, crop and soil science, engineering, environmental health, environmental science, forest management, geology, ecology, meteorology, microbiology, physics, remote sensing, resource development, resource management, toxicology, or zoology.

**EXPERIENCE:**

**Environmental Quality Analyst 9**

No specific type or amount is required.

**Environmental Quality Analyst 10**

One year of professional experience equivalent to an Environmental Quality Analyst 9.

**Environmental Quality Analyst P11**

Two years of professional experience equivalent to an Environmental Quality Analyst including one year equivalent to an Environmental Quality Analyst 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of groundwater movement, chemistry, mathematics, and geology.
- Ability to write clear and concise letters and reports.
- Ability to effectively communicate verbally with the regulated community and general public.
- Basic computer skills
- Ability to adequately prioritize workload and meet deadlines.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

A valid driver's license is preferred.

*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.***
