

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

POSITION DESCRIPTION

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

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency |
| | Environment, Great Lakes, and Energy |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| | |
| 4. Civil Service Position Code Description | 10. Division |
| Environmental Quality Alt-A | Remediation and Redevelopment |
| 5. Working Title (What the agency calls the position) | 11. Section |
| Environmental Quality Analyst 12 - Brownfield Redevelopment Coordinator | Brownfield Assessment and Redevelopment |
| 6. Name and Position Code Description of Direct Supervisor | 12. Unit |
| Ryan Londrigan, Environmental Manager 14 | Brownfield Redevelopment |
| 7. Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Carrie Geyer, State Administrative Manager 15 | Cadillac District Office, Cadillac, MI Mon - Fri, 80 hours per pay period |

14. General Summary of Function/Purpose of Position

This position functions as a Recognized Resource for the Cadillac District Office, serving as the Brownfield Redevelopment Coordinator responsible to serve as a technical resource on brownfield related issues to communities and other stakeholders involved in brownfield redevelopment projects for assigned projects. Serve as a division point of contact for brownfield related issues.

The person in this position will meet with landowners, attorneys, and communities to discuss complex redevelopment activities and project alternatives; present resource management issues; and will attempt to resolve conflict by recommending alternative options.

The person in this position will conduct and attend both private and public hearings and meetings to discuss contaminants and environmental quality issues associated with brownfield redevelopment projects. They will identify properties of environmental contamination; facilitate discussions on environmental actions needed to safely redevelop a property, and provide comprehensive information regarding EGLE brownfield incentives and assistance.

The person in this position will also manage brownfield grant, loan, and Act 381 projects; compile and maintain a portfolio of completed brownfield projects; and gather and assimilate technical project information for the preparation of reports assessing the economic, social, and environmental impacts of the redevelopment strategy utilized for brownfield projects.

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 of Duty 1 % of Time 45

Function as a Recognized Resource for the Cadillac District Office, serving as a technical resource to communities and other stakeholders involved in brownfield redevelopment projects, per assigned projects.

Individual tasks related to the duty.

1. Serve as a technical resource on complex brownfield related issues, which include advising communities, developers, and other interested parties on the following:
 - Requirements of Parts 201 and 213 of NREPA and how they relate to redevelopment and reuse.
 - Requirements of Act 381 and Parts 195 and 196 of NREPA and how these resources can be used to address environmental conditions at a site.
 - Risk management and cleanup criteria and how they relate to redevelopment and reuse.
 - Methods of remediation and how they relate to redevelopment and reuse.
2. Serve as the RRD point of contact with assigned communities to help quickly facilitate answers to questions regarding RRD related issues.
3. Attend community brownfield redevelopment authority and other relevant community meetings to serve as a technical resource on brownfield related activities. This will require:
 - Extensive knowledge of ongoing cleanup/response activities taking place within the community, the status of the projects, and the technical approach being utilized often on complex projects.
 - Ability to address questions and concerns regarding environmental contamination on brownfield or potential brownfield sites.
 - Participation in both daytime and evening meetings and the need to adjust work schedule.
4. Meet with landowners, attorneys, and communities to discuss complex redevelopment activities and project alternatives; present resource management issues; and attempts to resolve conflict by recommending alternative options.
5. Conduct and attend both private and public hearings and meetings to discuss contaminants and environmental quality issues associated with brownfield redevelopment projects.
6. Provide information and endeavor to educate the public with respect to environmental contamination issues.
7. Analyze needs and direct inquiries to appropriate EGLE staff to help facilitate redevelopment related issues. This requires an advanced understanding of roles and responsibilities within both RRD and EGLE as a whole.
8. Provide technical assistance to citizens, local governments, state agencies, and other brownfield stakeholders regarding regulatory issues associated with the brownfield redevelopment program.
9. Provide guidance to communities regarding all aspects of the Act 381 brownfield redevelopment Tax Incremental Financial (TIF) program including creation of brownfield redevelopment authorities, identification of potential brownfield sites, development of brownfield plans and work plans, identification of eligible activities, statute interpretation, etc.
10. Conduct community visits within assigned area to identify and address environmental/brownfield related issues, gather data, and understand community needs.
11. Provide efficient and knowledgeable service to communities and develop positive relationships that reflect well on EGLE with local units of government and partners.
12. Set priorities and manage workload to meet performance objectives and to achieve overall objectives of the brownfield redevelopment program and EGLE.

Duty 2

General Summary of Duty 2 % of Time 30

Senior brownfield coordinator for assigned complex sites to coordinate, manage, and administer brownfield grant, loan, and Act 381 brownfield Tax Incremental Financing (TIF) projects.

Individual tasks related to the duty.

1. Coordinate:

- Provide guidance to communities to identify projects eligible for brownfield funding and applicability of various funding sources.
- Provide assistance to grant and loan recipients on use of funds, program policies, and procedures.
- Respond to inquiries from communities seeking funding related to the redevelopment of complex brownfield sites.
- Work with communities on the environmental status of properties, assist in identifying redevelopment projects that may qualify for brownfield incentives, and recommend applicable incentives to pursue.

2. Manage:

- Manage complex site-specific redevelopment projects that typically involve politically sensitive issues and require the ability to achieve consensus across a broad cross-section of stakeholders including liable parties, attorneys, legislators, developers, federal and local governments, and other state departments.
- Evaluate work plans, reimbursement requests, and project status reports for compliance with brownfield program eligibility.
- Address complex site-specific issues that may include remedial actions, liability, property transfer, or other issues requiring negotiations with liable parties, attorneys, legislators, developers, and others outside EGLE.
- Track project scope, budget, and schedule to assure project is meeting requirements of the contract and work plans.
- Ensure project activities are consistent with act 381, part 196, part 201, part 213 and associated rules, policies, and guidance documents.
- Gather and assimilate technical project information for the preparation of reports assessing the economic, social, and environmental impacts of the redevelopment strategy utilized for brownfield projects.

3. Administer:

- Review applications for grant and loan funding, prepare materials and make recommendations to the unit supervisor on funding and other issues. Draft contractual documents for projects and obtain appropriate signatures.
- Enter project data into brownfield database and update as needed to ensure the database reflects accurate and current information.
- Review quarterly reports to track the progress of work plans, budgets, timelines, and products to ensure consistency with the contract and approved work plans.
- Track contract requirements and review requests for contract amendments. When appropriate, prepare amendments within adequate timeframes and make recommendation to amend the contract to the unit supervisor.
- Maintain project records for audit. Coordinate project close-outs with communities, consultants, district, administrative, and audit staff.

Duty 3

General Summary of Duty 3

% of Time 15

Perform outreach to communities and other stakeholders involved in brownfield redevelopment projects, Create and continue to update a portfolio of brownfield sites, both developed and vacant. Actively market properties in the portfolio that have not yet been developed. Gather data for return on investment analysis and other measures of program success.

Individual tasks related to the duty.

1. Actively market properties in the portfolio that have not been developed, by educating communities on environmental status of site and potential reuse of the property.
2. Promote redevelopment of properties in the portfolio that have not been developed, by providing technical assistance to communities, including: educating communities on environmental condition of property, explaining various technical approaches that could be utilized to address contamination on property, and discussing potential reuse of the property based on contaminants present and site conditions.
3. In a format determined by the unit supervisor, prepare a site summary for all sites where remediation was undertaken and resulted in the redevelopment of the property. Properties will include those funded with EGLE brownfield incentives, as well as state funded cleanup sites and superfund sites.
4. Save and organize site summaries electronically in a format determined by the unit supervisor.
5. Gather appropriate data and photos related to the redevelopment outcomes of the redeveloped property and surrounding area to assist in gauging program success and to perform return on investment analysis.
6. Participate in various regional initiatives.
7. Develop and maintain partnerships with various state agencies to help facilitate collaborative efforts.
8. Participate in presentations, panel discussions, and other relevant means of outreach at conferences, workshops, and community meetings.

Duty 4

General Summary of Duty 4 % of Time 10

Participate in Brownfield Redevelopment Program Unit meetings, special assignments, and projects as assigned by the Unit Supervisor.

Individual tasks related to the duty.

1. Regularly track and provide summary of activities performed that are eligible under the United States Environmental Protection Agency (USEPA) for federal Superfund Section 128(a) brownfield grant funding.
2. Special projects may include working with partner agencies such as the Michigan Economic Development Corporation, the Department of Transportation, the USEPA, and local units of government.
3. Activities may include participating in workshops or other educational/outreach activities, developing reports, and drafting press releases.
4. Respond to legislative requests for information; develop briefing memos, talking points, etc. for the Director and/or Division Director; and respond to media requests for project information.

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

- Provide technical assistance to citizens, local governments, state agencies, and other brownfield stakeholders regarding regulatory issues associated with the brownfield redevelopment program. These decisions affect the implementation of response actions and the redevelopment of properties.
- Suggest resolutions for issues that may impede the redevelopment of a property including, specific environmental challenges, liability concerns, and various other project-specific issues. These affect the implementation of response action and the redevelopment of properties. If liability issues are not resolvable, projects may not proceed.
- Determine eligibility of potential projects, eligible activities, and expenses. Approve status reports and reimbursement requests for payment. These decisions affect the implementation and success of redevelopment projects, including developers, local governments, potential job creation, and private investment.
- Evaluate the application of program policies and procedures to specific projects. These affect the implementation of redevelopment projects.
- Provide the day-to-day oversight for the management of grant/loan projects to maximize the success of redevelopments. These affect the implementation of redevelopment projects.

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

Unusual situations for which no policy or procedure has been developed. Suggested new policies and procedures. Highly sensitive or controversial projects. Decisions that will require the time and expertise of other unit staff or department staff.

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

Occasional site visits where contaminated soil, air, or ground water may be present. The site visits may involve exposure to heat, cold, or wet conditions. Most of the work is in an office environment with either long hours at a computer terminal or at off-site meetings with grantees, developers, local units of government, consultants and brownfield redevelopment authorities. Offsite meetings will require driving a vehicle or plane travel.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
| | | | |

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?

The essential duties of this position include meeting with representatives of local units of government and developers to provide assistance, develop partnerships, and discuss potential projects for grant and loan funding; serving as a liaison between EGLE and local units of government, state agencies, brownfield authorities, private developers, and other parties on brownfield redevelopment issues; reviewing and making recommendations for funding or eligibility grant/loan applications and Act 381 work plans; managing grant and loan projects; conducting site inspections; drafting reports; gathering site data; using computer equipment and software (including databases, spreadsheets, word processing, mapping, and presentations); attending meetings, sometimes during the evening hours; communicating via telephone and e-mail; and making presentations.

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

This is a new position, The tasks are consistent with existing Environmental Quality Analyst 12 positions that are responsible for similar duties in the work area. The position functions as a recognized resource for the Cadillac District Office.

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

- The function of this work area is to encourage appropriate redevelopment of contaminated properties by providing outreach and technical support to communities to help address environmental cleanups that lead to new economic development, resulting in new private investment and private-sector jobs.
- This position provides technical information and assistance to communities, local units of government, developers, consultants, and other state and federal agencies involved in potential redevelopment projects on contaminated sites.
- This position serves to approve and manage grants, loans, and the use of state tax increment financing;

- provides assistance to district project managers; and input to assist in programmatic improvements.
- This position gathers follow up technical data on completed projects to assist in the analysis of program effectiveness.

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 12

Three years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to appropriately manage conflict.
- Ability to use Microsoft software products (Word, Access, Excel, PowerPoint, and Outlook).
- Organizational skills and knowledge of project management.
- Knowledge of the state laws and rules related to brownfield grants and loans, and tax increment financing.

CERTIFICATES, LICENSES, REGISTRATIONS:

40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certificate and annual 8-hour updates preferred.

Possession of a valid driver's license preferred.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.