

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Environmental Quality Analyst E	Remediation and Redevelopment
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Environmental Quality Analyst 9-P11 Brownfield Redevelopment Coordinator	Brownfield Assessment and Redevelopment
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Ryan Londrigan, Environmental Manager 14	Brownfield Redevelopment
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Carrie Geyer, State Administrative Manager 15	Cadillac District Office, Cadillac, MI Mon - Fri, 40 hours per week

**14. General Summary of Function/Purpose of Position**

The main function of this position is to coordinate the funding for cleanup actions that lead to redevelopment at known or suspected sites of environmental contamination through the review and management of grants and loans to local units of government and Act 381 tax increment financing. Grants and loans are processed in accordance with Parts 196 and 201 of the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, as amended, and the related administrative rules.

This position serves as a brownfield coordinator for investigation and remediation projects. This position provides guidance to communities, environmental consultants, developers, attorneys, and others involved in brownfield redevelopment projects. This program is a significant resource provided by the Department of Environment, Great Lakes, and Energy (EGLE) to Michigan communities, providing technical and financial assistance improving the economic viability of contaminated properties through job creation, private investment, and tax revenue, re-using existing infrastructure, curbing urban sprawl, and increasing the vitality of the local communities.

**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      50%**

Coordinate brownfield funding in assigned communities.

**Individual tasks related to the duty.**

- Provide guidance to communities to identify eligible brownfield projects and applicability of various funding sources.
- Review applications for funding, prepare materials and make recommendations to the Unit Supervisor on funding and other issues. Draft contractual documents for projects and obtain appropriate signatures.
- Review and approve quarterly reports, work plans, reimbursement requests, and Notice of Change requests; review amendments and recommend approvals as appropriate to Program Manager.
- Provide assistance to brownfield funding recipients on use of funds, program policies, and procedures. Evaluate work plans, reimbursement requests, and project status reports for compliance with grant, loan, and Act 381 TIF funding eligibility.
- Help resolve site-specific issues that may include liability, property transfer, or other issues requiring negotiations with liable parties, attorneys, developers and others outside EGLE.
- Review quarterly reports to track the progress of work plans, budgets, timelines, and products to ensure consistency with the contract and approved work plans.
- Help find solutions to various redevelopment issues.
- Maintain project records for audit. Coordinate project close-outs with communities, consultants, and district, administrative, and audit staff.
- Provide efficient and knowledgeable service to communities and develop positive relationships that reflect well on EGLE with local units of government and partners.
- Enter project data into Brownfield Database and update as needed to ensure the database reflects accurate and current information.

**Duty 2**

**General Summary of Duty 2                      % of Time 25%**

Serve as a resource for communities and others seeking information on brownfield and waterfront redevelopment funding.

**Individual tasks related to the duty.**

- Respond to inquiries from communities seeking funding for environmental response activities and other costs related to the redevelopment of brownfield and waterfront sites.
- Provide information and EGLE contacts for local units of government.
- Attend meetings and correspond through telephone, written and electronic means.

**Duty 3**

**General Summary of Duty 3                      % of Time 15%**

Participate in Division-wide Technical and Program Support (TAPS) Teams, District Peer Reviews (DPR), and other technical meetings and project review teams to develop and maintain proficiency on complex technical issues that impact brownfield redevelopment.

**Individual tasks related to the duty.**

- Serve on a TAPS team that evaluates remedial strategies utilized in brownfield redevelopment projects, such as vapor intrusion, due care, institutional controls, or incremental sampling. As a member of team, participate in project reviews to determine appropriate and adequacy of proposed remedies, sampling strategies, and other relevant technical evaluations.
- Attend and participate in Project specific District Peer Reviews and other technical meetings, in which decisions and evaluations are made regarding technical information associated with a project. Decisions include the determination of the adequacy and appropriateness of proposed remedies, adequacy of data, and other relevant technical issues.

**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.**

- 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.
- Activities may include participating in workshops or other educational/outreach activities, developing reports, and drafting press releases.

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

- 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.
- 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.
- Resolve site-specific issues. Affects 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):

Complete and sign service ratings.

Provide formal written counseling.

Approve leave requests.

Approve time and attendance.

Orally reprimand.

Assign work.

Approve work.

Review work.

Provide guidance on work methods.

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 reviewing grant/loan applications and making recommendations for funding; managing grant and loan projects; serving as a liaison between EGLE and local units of government, state agencies, brownfield authorities, private developers, and other parties on brownfield and waterfront redevelopment issues; conducting site inspections; drafting reports; use of computer equipment and software (including databases, spreadsheets, word processing, mapping, and presentations); attending meetings; 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.

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 9

No specific type or amount is required.

Environmental Quality Analyst 10

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

**Environmental Quality Analyst P11**

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

**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 licenses 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.**