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| CS-214  Rev 11/2013 |  | Position Code   1. EQALTE |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| 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. | | | | |
| 2.Employee’s Name (Last, First, M.I.) | | | 8. Department/Agency | |
| VACANT | | | ENVIRONMENT, GREAT LAKES & ENERGY | |
| 3.Employee Identification Number | | | 9. Bureau (Institution, Board, or Commission) | |
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| 4.Civil Service Position Code Description | | | 10. Division | |
| Environmental Quality Alt-E | | | Remediation and Redevelopment | |
| 5.Working Title (What the agency calls the position) | | | 11. Section | |
| Environmental Quality Analyst 9-P11 | | | Field Operations | |
| 6.Name and Position Code Description of Direct Supervisor | | | 12. Unit | |
| Cheryl Wilson, Environmental Manager-14 (working out of class) | | | Warren District Office | |
| 7.Name and Position Code Description of Second Level Supervisor | | | 13. Work Location (City and Address)/Hours of Work | |
| Mary Miller, Environmental Manager-15 | | | 27700 Donald Court, Warren, MI  80 Hours per pay period | |
| 14. General Summary of Function/Purpose of Position | | | | |
| Under the direction of a supervisor, the Environmental Quality Analyst (EQA) in this position will manage, audit, coordinate, oversee, and conduct the identification, investigation, and remediation at sites of environmental contamination in accordance with Part 201 and Part 213 of the Natural Resources and Environmental Protection Act (NREPA), PA 451, 1994, and other applicable state and federal statutes and regulations. The EQA acts as project manager, as assigned, for state funded sites under Part 201 and 213 of the NREPA. The EQA 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. This function is accomplished in accordance with statutory authority and the policies and procedures of the Remediation and Redevelopment Division (RRD) at sites of environmental contamination within the Warren district and as otherwise assigned. | | | | |
| 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**  65%  Initially, under close supervision and guidance of a supervisor and senior level staff, progressing to a greater degree of independent decision making, act as project manager, as assigned, for sites of environmental contamination under Part 201 and 213 of the NREPA, and other applicable state and federal statutes and regulations. | | | | |
| **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. * Use 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. * Ensure project activities are consistent with Part 201 and 213 and associated policies, and guidance documents. * Maintain project documentation, technical documentation, activity reports, and financial records in accordance with EGLE policies. * 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. * Maintain customer friendly attitude and professionalism when working with internal and external customers. | | | | |
| Duty 2 **General Summary of Duty 2 % of Time**  15%  Initially, under close supervision and guidance of a supervisor and senior level staff, progressing to a greater degree of independent decision making, compel progress at sites that are out of compliance with Part 201 and/or Part 213 using compliance outreach and assistance, enforcement tools, and state funding. | | | | |
| **Individual tasks related to the duty.**   * Maintain a list of non-compliant sites and prioritize site for further actions. * Work with the District Enforcement Coordinator (DEC) to identify liable parties and assist with liability determinations. * Work with the supervisor to identify sites for future state funding and take actions to secure funds. * Work with DEC to negotiate site access with liable parties or current owner/operator to secure access for state funded work. * Maintain technical documentation, activity reports, and financial records to support cost recovery actions. | | | | |
| Duty 3 **General Summary of Duty 3 % of Time**  10%  Initially, under close supervision and guidance of a supervisor and senior level staff, progressing to a greater degree of independent decision making, using available guidance documents and supervisor/peer assistance, evaluate environmental reports for assigned sites and/or geographic area(s), pursuant to Part 201 and 213, and other applicable state and federal statutes and regulations. Make decisions on the adequacy of the response activities/corrective actions for progress towards no further actions or site closure, compliance with due care, and other applicable sections of Part 201 and Part 213. | | | | |
| **Individual tasks related to the duty.**   * As necessary, coordinate with other District and Division staff for additional review. This may include senior geologists, DECs, toxicologists, Technical Assistance and Support Teams, etc. * Prepare information for presentation of Final Assessment Reports, Corrective Action Plans, Closure Reports, Response Activity Plans, and No Further Action Plans at District Peer Reviews to maintain consistency with Division policy/guidance. * Track closed sites for compliance with land use-based closure agreements, as needed.   Duty 4  **General Summary of Duty % of Time** 10%  Maintain databases and tracking spreadsheets (including RIDE database) for assigned site. Provide periodic updates to supervisor on activity. Perform administrative functions as necessary.  **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  Workplan approval for state funded sites  Developing recommendations associated with reviewing submittals  Site investigation and sample collection  Prioritization of sites  Initiating 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 is 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. Employee must 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | | |
| NAME | CLASS TITLE | NAME | | CLASS TITLE |
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| 20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):  **Complete and sign service ratings. Assign work.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. Train employees in the work.** | | | | |

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| 21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?  Yes. |
| 22. What are the essential functions of this position?  To perform tasks necessary to carry out program and project management responsibilities for sites of environmental contamination in an assigned geographical area for the Warren District Office. |
| 23. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  Position is currently vacant. |
| 24. What is the function of the work area and how does this position fit into that function?  The RRD Warren District is responsible for the investigation and cleanup of sites of environmental contamination in Macomb, Oakland, and St. Clair Counties. This includes overseeing work by private parties or utilizing legislatively appropriated funds to ensure adequate protection of public health, safety, and welfare, and the environment. This position is vital to the process and application of RRD’s mission and goals. |
| 25. What are the minimum education and experience qualifications needed to perform the essential functions of this position? |
| EDUCATION:  BS or BA in Biological, Physical, or Environmental Sciences, more specifically:  Biology, Chemistry, Earth Science, Environmental Engineering, Environmental Health, Environmental Science, Environmental Studies, Geology, Geophysics, Microbiology |
| EXPERIENCE:  EQA 9 is entry level. EQA 10 requires one year experience equivalent to the EQA 9 level. EQA 11 requires one year experience equivalent to the EQA 10 level. |
| KNOWLEDGE, SKILLS, AND ABILITIES:   * Knowledge of groundwater movement, biology, 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:  Valid State driver's license. |
| *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.**