

State of Michigan  
Civil Service Commission

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. EQALTE

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<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 Division
<b>5. Working Title (What the agency calls the position)</b> Environmental Quality Analyst 9-P11	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> BREE BENNETT; ENVIRONMENTAL MANAGER-2 13	<b>12. Unit</b> Kalamazoo District Office
<b>7. Name and Position Code Description of Second Level Supervisor</b> DAVID HARN; ENVIRONMENTAL MANAGER-3 14	<b>13. Work Location (City and Address)/Hours of Work</b> 7953 Adobe Road, Kalamazoo, MI 49009 / 8:00-5:00 M-F

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

Under the direction of a Unit Supervisor, manage investigation and remediation activities at sites of environmental contamination in accordance with Part 201 and Part 213 of Michigan's Natural Resources and Environmental Protection Act (NREPA), PA 451, 1994. The position also oversees site investigation and response activities conducted by contractors, consultants, project managers and liable parties. With supervision and peer guidance, evaluate site conditions and degree of contamination, prioritize site responses, and assist in evaluation and selection of remedial actions for contaminated sites, consistent with all the requirements of Part 201 and Part 213. Direct oversight of on-site cleanup activities, 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: 40**

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 and liable party (LP) 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, etc.; oversee work to assure that it is technically correct and performed according to the contract, review invoices.
- Ensure project activities are consistent with Part 201, Part 213 and associated rules, policies, and guidance documents.
- Maintain technical documentation, activity reports, and financial records to support cost recovery actions.
- Provide information and endeavor to educate the public with respect to environmental contamination issues for specific assigned geographic areas.
- Maintain customer friendly attitude and professionalism when working with internal and external customers.

**Duty 2**

**General Summary:**

**Percentage: 10**

Oversee field activities for specific geographic areas. Respond to complaints from citizens and other governmental agencies regarding pollution incidents.

**Individual tasks related to the duty:**

- Conduct audits of field investigation activities, such as drilling, soil borings, well installation, aquifer profiling, geophysical surveys, and environmental sampling to ensure proper characterization of site conditions.
  - Provide on-site consultation for contractors.
  - Prepare activity reports documenting all field activities conducted and observed.
  - Respond to complaint and incidents within assigned geographical areas.

**Duty 3****General Summary:****Percentage: 30**

Utilizing compliance outreach/assistance, enforcement tools and state funding; induce progress at sites that are out of compliance with Part 201 or Part 213.

**Individual tasks related to the duty:**

- Maintain a list of non-compliant sites and prioritize sites for future action.
- Work in conjunction with District Enforcement Coordinator (DEC) in identifying liable parties and assist with liability determinations.
- Provide compliance assistance and conduct preliminary negotiations with liable parties, attorneys, and consultants. Advise DEC and Unit Supervisor on cases with further negotiations and if necessary, refer cases for enforcement actions.
- Negotiate site access with LP(s) or current owner/operator. Work with Unit Supervisor to identify sites for future state funding and take actions to secure funds.
- Maintain technical documentation, activity reports, and financial records to support cost recovery actions.

**Duty 4****General Summary:****Percentage: 10**

Utilizing available guidance documents and supervisor/peer assistance, review remedial documentation for projects to determine completeness of cleanup activities.

**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, toxicologists, or DEC's.
- Prepare information and present Final Assessment Reports (FARs), Corrective Action plans (CAPs), and Remedial Actions Plans (RAPs), etc., to the District Peer Review team to ensure consistency with Division policy/guidance.
- Track closed sites for compliance with land use based closure agreements, as needed.

**Duty 5****General Summary:****Percentage: 10**

Maintain databases for assigned sites and tasks. Provide periodic updates to Unit Supervisor on activity as requested

**Individual tasks related to the duty:**

- Log reports received for assigned geographic areas into database.
- Update databases with site/project status.
- Generate project reports.

**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 review and approval

Document review and approval

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.

Finalization of closure documents when major policy issues are involved or significant rule interpretations are needed.

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.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | 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 primarily as a project manager for contaminated sites in an assigned geographical area for the Kalamazoo District Office. This position also provides technical assistance to district staff and the regulated community.

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

New position

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

The District work area consists of an eight county area in and around Kalamazoo. The function of the work area is implementation of the division's assigned responsibilities to address sites of environmental contamination in a discrete geographic location within the state. 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:**

Valid State driver's license preferred, HAZWOPER 40 Hour Safety Training with updated Refreshers.

*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.***

LAUREN FELDPAUSCH 12/6/2021

\_\_\_\_\_ \_\_\_\_\_

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