

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. EQALTA

## 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-A	<b>10. Division</b> Remediation and Redevelopment Division
<b>5. Working Title (What the agency calls the position)</b> District Enforcement Coordinator	<b>11. Section</b> Field Operations Section
<b>6. Name and Position Code Description of Direct Supervisor</b> MUNOZ-HERNANDEZ, ANDREA; ENVIRONMENTAL MANAGER-3	<b>12. Unit</b> Jackson District Office
<b>7. Name and Position Code Description of Second Level Supervisor</b> MILLER, MARY T; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 301 E. Louis Glick Hwy, Jackson, MI / 80 hours per pay period

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

This position serves as the recognized resource and district enforcement coordinator for the Jackson District Office. The position provides a broad range of support and assistance to the district's implementation of the Remediation and Redevelopment Division's (RRD) compliance and enforcement activities. Functions of this position include: application of EGLE and RRD compliance and enforcement policies and procedures. Assisting in the interpretation of statutes and rules, preparation and review of a broad range of technical and legal documents and correspondence, identification and evaluation of potentially liable parties, coordinating and supporting the development and pursuit of a broad range of administrative, civil, and criminal compliance and enforcement responses, representing RRD in negotiations with parties subject to compliance and enforcement actions, and providing support to the RRD Compliance and Enforcement Section. As these responsibilities allow, this position may also independently manage and oversee investigation and remediation activities as assigned for Part 213 or Part 201 sites. Case assignments and position responsibilities will be established through the District Supervisor.

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: 75**

Function as the recognized resource for the Jackson District Office by coordinating and supporting all District activities relative to the RRD's compliance and enforcement activities.

**Individual tasks related to the duty:**

In conjunction with District, RRD Compliance and Enforcement Section, RRD management, and Department of the Attorney General personnel:

- Serve as Jackson district liaison to the RRD Compliance and Enforcement Section.
- Serve as technical resource on complex compliance and enforcement related issues.
- Provide guidance to District staff on all matters pertaining to the Department's or Division's enforcement policies and procedures,
- Serve as a resource for district staff, including Field Managers, on various enforcement strategies at sites where the liable party or parties are out of compliance. These enforcement strategies could consist of complex escalated tools such as Administrative Orders by Consent, Unilateral Orders, use of liens, etc. Enforcement strategies also should be comprised of various cost recovery mechanisms if state resources are used to take response actions.
- Assume leadership role in the district by determining training needs for enforcement related topics and takes the lead in providing training to district staff.
- Work with the district field managers and C&E Section to develop priorities for taking compliance and enforcement actions. Priorities would be developed based on factors such as overall risk to human health and the environment, egregiousness of compliance issue, resources of liable party, etc.
- Review and develop compliance and enforcement documents and correspondence, including land and resource use restrictions, institutional controls, financial assurance instruments, notices of approved environmental remediation, and enforceable agreements.
- Represent the district in negotiations related to the compliance and enforcement actions.
- Assist in the investigation of sites of environmental contamination to determine the nature of non-compliance.
- Identify, evaluate, and notify liable parties.
- Evaluate enforcement strategies, and select and oversee implementation of the most appropriate enforcement strategies.
- Coordinate liability consults and formal liability determinations.
- Prepare documents and correspondence as necessary in the support of the selected enforcement actions.
- Conduct property title searches.
- Review municipal records to identify past property uses and to identify liable parties.
- Research liable party hazardous substance usage.
- Coordinate district liability consults.
- Assist in the evaluation of Freedom of Information Act requests to assure that information not subject to disclosure is properly identified and managed.
- Prepare case packages for referral to the Compliance and Enforcement Section when necessary.
- Prepare and/or review district-initiated notice and demand letters for Part 201 and Part 213 cases.
- Assist staff with securing site access.
- Assist Compliance and Enforcement Staff with settlement negotiations in escalated cases.
- Develop and maintain administrative records for escalated enforcement cases.
- Assist with litigation.
- Obtain cost packages from RRD Central Office staff for district lead cost recovery efforts.
- Provide support to district staff in the interpretation of all statutes and rules pertinent to RRD programs.

**Duty 2****Percentage: 10****General Summary:**

Monitor compliance with existing enforceable agreements, orders, and judgments, develop and implement actions to enforce existing agreements, orders, and judgments, review enforceable agreements that must be entered into the ERNIE database.

**Individual tasks related to the duty:**

- Work with Lansing Staff to ensure that deliverables are entered into the ERNIE database in a timely manner.
- Issue notice letters to liable parties when required deliverables have not been received.
- Pursue escalated enforcement when liable parties have not corrected deficiencies.

**Duty 3****General Summary:****Percentage: 5**

Assist in the ongoing planning, and implementation of the RD Compliance and Enforcement program.

**Individual tasks related to the duty:**

- Participate in all District Enforcement Coordinator Meetings.
- Provide input to district, section, and division managers regarding policy and procedure matters that create barriers to the effective implementation of the RD's compliance and enforcement processes.
- Serve on inter- and intra-divisional workgroups related to specific compliance and enforcement topics or initiatives.

**Duty 4****General Summary:****Percentage: 5**

Perform other related work as assigned by district supervisor, including attending meetings, sitting on interview committees, and other special projects where enforcement expertise may be applicable.

**Individual tasks related to the duty:**

- Participate in District and Field Operations Quality Review Team meetings.
- Participate in annual state-funded project action planning efforts.

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

Manage and oversee investigations and remediation activities at sites assigned by the district supervisor, including complex sites.

**Individual tasks related to the duty:**

- Conduct technical reviews of remedial investigations, feasibility studies, hydro geologic studies, and corrective actions performed by Consultants at assigned sites.
- Review various technical reports submitted pursuant to Part 213 or Part 201.
- Oversee field activities conducted by QCs, contractors, owner/operators, etc., on the assigned projects.

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

Establishing enforcement priorities and strategies for assigned cases. Determinations on whether liability determinations are strong enough to send notice letters from the district, review and approval of notice of approved environmental remediation, restrictive covenants, limited land-use agreements, access letters, and other correspondence sent at the district level. These decisions affect project manager workloads, the regulated community and may establish precedent for future enforcement actions.

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

Liability determinations, priorities, policy, enforcement, new programmatic issues, and other decisions that have Division and/or Department wide policy or precedent implications.

**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.**

General office activities, including sitting, standing, walking, approximately 85 percent of time. Field work, including inspecting sites of environmental contamination and the collection of soil and groundwater samples. Must be sufficiently trained to be able to gain entry to sites of environmental contamination as necessary to carry out duties and support district actions.

**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?**

Responsible for assisting staff in preparing escalated enforcement actions where voluntary compliance proves unsuccessful. Oversee compliance and implementation of these actions. Assist in cost recovery of expended state funds.

**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 function of the unit is to oversee and implement environmental response work throughout the Jackson District, including emergency response through PEAS, complaint response and investigation, and site investigation and cleanup at sites of environmental contamination in accordance with statutes and regulations administered by the RRD. This position is assigned to play a key role assisting staff in preparing escalated enforcement actions where voluntary compliance proves unsuccessful. Oversee compliance and implementation of these actions. Assist in cost recovery of expended state funds.

**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:**

Considerable knowledge of state and federal environmental regulatory procedures. The ability to analyze and evaluate complex scientific and legal documents, organize and write technical reports, and communicate effectively with others. Other key competencies required for this position include: adaptability; customer focus; communication; decision making; contributing to team success; planning and organizing work; problem solving skills; and consistently high work standards.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid Michigan driver's license is preferred.

Successful completion of 40 hour HAZWOPER Training and ongoing 8 hour updates.

*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 6/16/2021  
\_\_\_\_\_  
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