

State of Michigan  
Civil Service Commission

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

Position Code

1. GNOFASTE

## 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> General Office Assistant-E	<b>10. Division</b> Remediation and Redevelopment
<b>5. Working Title (What the agency calls the position)</b> General Office Assistant	<b>11. Section</b> Compliance and Enforcement Section
<b>6. Name and Position Code Description of Direct Supervisor</b> ROCKAFELLOW, DANIEL L; ENVIRONMENTAL MANAGER-3	<b>12. Unit</b> Enforcement Support Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> YORDANICH, DANNY; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Allegan Street, Lansing, MI / 80 hours per pay period, Monday thru Friday

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

As a member of the Enforcement Support Unit (ESU) this position is responsible for logging, tracking, and processing Freedom of Information Act (FOIA) requests for the Compliance and Enforcement (C&E) Section. This position will also maintain the financial assurance mechanism (FAM) documents both electronically and hard copy with updates to the existing FAM database. This position will also perform office support functions including organizing, filing, scanning documents, uploading documents to Content Manager, and retrieving documents; entering information into various enforcement databases.

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: 70**

Review and process FOIA requests received by the C&E Section within statutorily prescribed timeframes. The Section receives hundreds of FOIAs each month and the person in this position will utilize judgement in performing FOIA related job duties.

**Individual tasks related to the duty:**

- Solely responsible for reviewing FOIA requests and determining if the C&E Section has file information responsive to the request. This process involves searching multiple databases (RIDE, ERNIE, Content Manager) containing information on sites of environmental contamination, searching the C&E site file master list, and the Record Center database. The person would be responsible for retrieving applicable files from the file room and/or Record Center if records exist.
- Provide an estimate of records available and an estimate of staff time to process the FOIA request.
- Review and redact documents prior to providing them in response to a FOIA request.
- Re-file documents in correct file location and/or return files to the Record Center.
- Interpret and apply the FOIA statute, FOIA policy, and redaction guidance.
- Attend meetings and trainings related to FOIA.

**Duty 2**

**General Summary:**

**Percentage: 20**

Maintain and update financial assurance mechanism (FAM) database and records.

**Individual tasks related to the duty:**

- Update FAM database when updated statements are received
- Ensure hard copy FAM documents are current and organized
- Remove expired FAMs from the database and files
- Ensure FAM documents are entered and organized in Content Manager
- Enter missing data as needed.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Perform other duties as assigned by the Unit supervisor.

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

- Decisions related to processing and/or responding to FOIA requests. Failure to be responsive within the statutorily mandated deadlines may subject the Department to sanctions by the court.
- Decisions related to applying redaction guidance and redacting documents in response to FOIA requests.
- Decisions related to general office duties as assigned.

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

Activities or decisions that relate to interpretation of statute, C&E Section, Division, or Department policies should be reviewed with the supervisor. In addition, any obstacles that would prevent timely responses to the FOIA requests should also be discussed with the supervisor.

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.

Frequent sitting for data entry and file review; frequent standing and walking; occasional bending, kneeling, reaching, lifting, and carrying of records and files.

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):

Complete and sign service ratings.

Assign work.

N Provide formal written counseling.  
N Approve leave requests.  
N Approve time and attendance.  
N Orally reprimand.

N Approve work.  
N Review work.  
N Provide guidance on work methods.  
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?

The essential duties of this position are to review, process, track, and respond to FOIA requests daily and by the established deadline. There are many steps that must be completed for each FOIA request and the person in this position needs to be familiar with each step of the process. In addition, this position is responsible for routine updates to the FAM database and storing financial documents both electronically and hard copy.

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

New establishment

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

The division focuses on the management of risks and property redevelopment at sites of environmental contamination. The C&E Section consists of the Enforcement Unit and the ESU. The C&E Section coordinates and implements the RRD's compliance and enforcement activities in conjunction with the Field Operations and Superfund Sections of RRD, the Department of Attorney General, other divisions and Department staff, and the regulated community. This position provides support, primarily by the daily review and processing of FOIA requests for the C&E Section.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**General Office Assistant 5**

No specific type or amount of experience is required.

**General Office Assistant 6**

One year of administrative support experience.

**General Office Assistant E7**

Two years of administrative support experience, including one year equivalent to the intermediate level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Proficient in the use of common business software such as Microsoft Office, Excel, Access, and Outlook.

Ability to organize files and have attention to detail.

Ability to select and compile data for correspondence and reports.

Ability to follow, apply, interpret, and explain policy and procedures, instructions and/or guidelines.

Ability to determine work priorities to meet established deadlines.

Ability to make decisions and take appropriate actions.

Ability to select and gather records in response to FOIA requests.

Ability to effectively communicate.

Ability to manage multiple deadlines and to work in a team environment.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

**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

1/31/2023

\_\_\_\_\_  
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