

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.

2.Employee's Name (Last, First, M.I.)	8.Department/Agency
	Department of Environment, Great Lakes, and Energy
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
4.Civil Service Position Code Description	10.Division
Environmental Quality Analyst-E 9-P11	Water Resources Division
5.Working Title (What the agency calls the position)	11.Section
Enforcement Analyst	Field Operations Support Section
6.Name and Position Code Description of Direct Supervisor	12.Unit
Susan Doty, Environmental Manager 14	Water Quality Enforcement Unit
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Vacant, State Administrative Manager 15	525 W. Allegan St., Lansing, MI 48933/ Monday-Friday, 8:00 a.m.-5:00 p.m.
14. General Summary of Function/Purpose of Position	
<p>This position manages cases in the Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), Water Enforcement Unit. This position coordinates escalated enforcement actions assigned by the supervisor that are referred by district and program supervisors in the WRD. These cases generally involve violations of Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and other state and federal water pollution control statutes and rules relevant to the implementation of the WRD's programs. The enforcement analyst will manage cases from initial case development through final settlement that may include administrative and/or civil actions that may lead to litigation.</p>	

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 60

Manage escalated enforcement actions from beginning through resolution for violations of National Pollutant Discharge Elimination System (NPDES) permits, administrative and judicial orders, and other state and federal water pollution control statutes and rules. Review and evaluate the specific facts of each case assigned and, under the direction of the supervisor or senior enforcement specialist, determine what laws and rules are violated and a strategy for resolving the violations and returning the facility to compliance with state law and any applicable permits. This position will interpret and apply the laws and specific facts to each administrative and judicial enforcement case assigned.

Individual tasks related to the duty.

- Ensure that appropriate evidence and facts are established to initiate a formal escalated enforcement action.
- Evaluate the factual circumstances of each case to determine violations of law and the proper remedy for settling each case and returning a facility to compliance in a reasonable timeframe.
- Use technical expertise and knowledge to develop a compliance plan for a facility that will result in a timely return to compliance.
- Develop and recommend enforcement case strategies to the supervisor for each assigned case and track any costs incurred.
- Draft letters, consent orders, and other formal legal documents and obtain Department of Attorney General (DAG) approval of the documents, as appropriate.
- Calculate appropriate penalties based on state and federal policies and guidelines, computer modeling, and interpretation of financial statements.
- Conduct negotiations with responsible parties.
- Notify other WRD staff and/or management of any interdivisional or sensitive issues regarding the case.
- Assist staff from the DAG in settlement discussions with opposing counsel and propose settlement options to management for approval.

Duty 2

General Summary of Duty 2

% of Time 20

Serve as an enforcement contact for an assigned district office. Conduct frequent discussions with staff in the district office and visit the office for on-site case development, site visits, and training.

Individual tasks related to the duty.

- This position will be assigned a district office to serve as the enforcement contact between the district office and WRD's Lansing central office.
- As this position becomes familiar with the applicable laws, rules, policies, and procedures, he or she will provide expert advice to the assigned district office.
- This position will visit the assigned district office not less than once per year to conduct site visits, attend training, and confer with district staff to discuss potential enforcement cases.

Duty 3

General Summary of Duty 3

% of Time 10

Assists in the development and implementation of necessary procedures to carry out WRD enforcement policies and enforcement actions.

Individual tasks related to the duty.

- Assist other staff and supervisor in the development and implementation of necessary procedures to carry out WRD enforcement policies on permit revocations, contested case hearings, administrative actions, civil litigation, and procedures involving other enforcement activities.
- Provide review and comment on procedures and policy initiatives at the division level.
- Participate in training with WRD and other EGLE staff, or other state agencies or groups, as requested.

Duty 4

General Summary of Duty 4

% of Time 10

Other responsibilities as assigned by the supervisor.

Individual tasks related to the duty.

- Various.

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

Some decisions are made independently on basic interpretation of laws, rules, and policies. Examples include initiation of potential case discussions, case development recommendations, case initiation recommendations, enforcement strategies, and acceptability of a settlement. This position also requires multitasking and seeking unique and innovative approaches to problem solving.

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

When a decision will be precedent setting and/or controversial or may have a significant impact on the WRD's programs. Formal referrals to the DAG for litigation. Decisions regarding referrals for criminal enforcement or to the U.S. Environmental Protection Agency for federal action. All final settlements and any proposed changes to procedures or guidelines.

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 position spends considerable time sitting, typing, and using a computer. May have to transport large and heavy files occasionally. May be exposed to potentially hazardous conditions at commercial/industrial sites. Occasional driving in all weather conditions and the possibility of overnight 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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

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?

Serve as an enforcement case manager overseeing settlement of escalated enforcement actions. This position will lead a team of technical and program staff from various units and district offices in each enforcement case with the goal of achieving a settlement of violations of law and eliminating illegal or improper actions that does or may result in environmental pollution.

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

New position

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

The Water Enforcement Unit is responsible for conducting all escalated enforcement actions by the WRD for violations of surface water resource and groundwater protection laws, surface water and groundwater permits, and administrative and judicial orders. The position handles enforcement cases and certain types of multimedia cases referred to the unit by other WRD sections, district offices, or the EGLE for escalated enforcement, as well as program development and implementation. Support is furnished in the form of expert advice on enforcement issues, and coordination of select enforcement actions with the U.S. Environmental Protection Agency and other state departments, including drafting, negotiating, and executing enforcement settlement documents and collecting penalties.

25. 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, environmental studies and sustainability, 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 combination of the following: biology, botany, chemistry, crop and soil science, ecology, engineering, environmental health, environmental science, environmental studies and sustainability, forest management, geology, meteorology, physical geography, physics, remote sensing, resource development, resource management, toxicology, or zoology.

Prefer: Master of Science in one of the identified categories or related field is highly desirable.

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.

Prefer: Working knowledge of environmental laws, plus experience in interpreting the provisions of these types of law with emphasis in regulatory application is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Outstanding writing and verbal communication skills is required. Experience in drafting technical or legal documents and in conducting settlement negotiations is desirable. Superior analytical skills and the ability to effectively manage difficult people and situations. This position must be comfortable in handling adversarial situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license in the state of Michigan 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.