

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) N/A
4. Civil Service Position Code Description Geologist-E	10. Division Oil, Gas and Minerals Division
5. Working Title (What the agency calls the position) Geologist 9-P11	11. Section Permitting and Technical Services
6. Name and Position Code Description of Direct Supervisor CAREY, KEVIN P; ENVIRONMENTAL MANAGER-3	12. Unit Permits & Bonding
7. Name and Position Code Description of Second Level Supervisor SNOW, MARK J; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 525 W ALLEGAN ST; LANSING, MI 48915 / Mon-Fri 8:00am - 5:00 pm
14. General Summary of Function/Purpose of Position The processing of applications and issuance of permits to drill oil and gas wells pursuant to Part 615, Supervisor of Wells, of the Natural Resources and Environmental Protection Act (NREPA), 1994 Act 451, as amended. Proper review of applications ensures protection of environmental values and prevents waste and damage to, or destruction of, surface and underground resources, neighboring properties, and public wellbeing.	

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: 60

Review and processing of applications to drill oil and gas wells pursuant to Part 615 of NREPA.

Individual tasks related to the duty:

- Determines if proposed activity meets statutory and program requirements; assists to develop, negotiate and finalize issuance or denial of permits in accordance with Part 615 and as set forth in Part 13 of NREPA.
- Ensures proposed activity does not conflict with or infringe upon other existing wells, established drilling units or unitized areas, and complies with applicable well spacing orders.
- Compiles and reconciles recommendations from District field staff and the Hydrogen Sulfide specialist, or other Oil, Gas, and Minerals Division (OGMD) parties, to determine if additional information may be required from the applicant. Notifies applicant and District field staff if there are any deficiencies or revisions needed.
- As part of application processing, completes reviews of applications for voluntarily pooled spacing unit exceptions pursuant to Rule 303 of Part 615, or Uniform Spacing Plans (USPs), per Supervisor of Wells Order (A) 14-9-94.
- Updates electronic maps by posting proposed drilling units in geographical information systems (GIS) format.
- Upon collective OGMD determination of when application is complete and accurate, drafts permit and compiles what specific permit conditions are needed. Proceeds to issue or deny permits on behalf of the Supervisor of Wells, after review for accuracy.

Duty 2

General Summary:

Percentage: 15

Support of Unit staff in other unit functions

Individual tasks related to the duty:

- Process Applications for Change of Well Status that have been approved by District staff.
- Create API numbers for change of well status and lost holes.
- When requested by Permittee, notifies Bond Specialist of request to terminate permits which have not been drilled within the effective term of the permit.
- When directed by supervisor, completes special projects to develop data, research issues, or proposes procedural or policy changes.

Duty 3

General Summary:

Percentage: 10

Assist with Electronic Forms (e-Forms) submittal system and database implementation for permitting and unit specific data.

Individual tasks related to the duty:

- Assist in the implementation and administration of the OGMD Electronic Forms (e-Forms) submittal system, and general electronic data submittals from Permittees and/or applicants.
- Assist with administration of the Risk Based Data Management System (RBDMS), testing revisions, updates, and repairs; and storing, managing, and retrieving data.
- Provide technical assistance with geographical information system (GIS) mapping maintenance and formatting of Unit maps or ancillary documents for staff use and electronic distribution.

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

Public response and information requests.

Individual tasks related to the duty:

- In response to inquiries from industry, public, this Department, other State agencies and universities, conducts searches of files, maps, database, historical records, spacing orders and instructions, to locate data and respond to requests for information regarding oil and gas operations.
- Writes letters of response or responds by telephone or email.
- Responds to Freedom of Information Act (FOIA) requests when directed by supervisor.

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

Professional Development

Individual tasks related to the duty:

- Reviews current industry news and technical journals, books, and manuals to keep current with developing issues and technologies.
- Attend in-service and specialized training sessions.
- Assist other geologists in the office and the field.
- Develops and maintains an understanding of other Units, Divisions, and Departments functions and interactions with this Unit's program areas.
- Develops and maintains understanding of new computer applications for database and mapping functions.

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

Issuing non-controversial permits to drill oil, gas wells pursuant to Parts 615. Industry and private citizens are affected by the drilling of these wells. Drilling may affect state natural resource programs, could affect U.S. EPA Underground Injection Control programs or U.S. Bureau of Land Management programs. Responding to requests for information regarding wells drilled or procedures for applying for a permit. Accurate response affects customer actions. Planning, staffing, resource evaluation, and other project decisions related to various OGM assignments. Affects are varied depending on project scope.

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

Determining spacing requirements where rules or orders are unclear or ambiguous.
 Determining whether a permit should be issued where recommendations are conflicting.
 Establishing permit conditions for permits which are controversial.
 Questionable policy areas require input from higher authority before a decision may be made. There may be a need for advice where a range of professional opinion is encountered.

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.

Position tasks primarily performed in office environment at work-surface and computers. Regular sitting in front of a computer terminal and keyboarding to enter and retrieve information. Computer monitor, keyboard and mouse use up to 6 hours per day. Usual intensity is low, consisting of short data entry or GIS utilization plus daily phone calls and e-mails; sometimes intense periods of text and/or data entry over several days while doing project assignments may occur. Occasional standing, stooping, or kneeling to examine paper files. Occasional field visits may be expected, and may involve inclement weather, walking long distances, and being in close proximity to operating equipment, open motors, and drilling equipment with excessive noise / odor levels.

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):

N Complete and sign service ratings.

N 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?

Reading, interpreting, and applying resource and environmental law to technical data in permit applications. Using knowledge and skills in well siting and, drilling operations, and subsurface geological conditions. Applying knowledge and skills of geographical information systems (GIS) to well permitting practices. Developing working relationships with the oil and gas industry, field staff of the OGMD, and other State agencies. Communicating through verbal, telephone, electronic mail, and written means with the public and industry.

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

The duties and responsibilities of this position have changed in the following way: in 2017, the Division migrated from a tabular Access-based database to a Risk Based Data Management System (RBDMS.net), integral with a public-facing Electronic Forms (e-Forms) submittal system. The unit encourages industry to utilize the e-Forms system, while still receiving and processing traditional mailed hard-copy submittals.

Requesting to downgrade this position to align with the "E" level duties/responsibilities. The Permit Reviewer is the E level professional position in the Permits and Bonding Unit. The Reviewer's duties differ from advanced level (titled Permit Coordinator) duties in that the Reviewer is not involved in the processing of highly sensitive, complex, or controversial drill sites, or of Part 625, Mineral Well applications. The Reviewer also does not process and approve requests for Part 615 permit transfers or permit terminations, as the Coordinator may perform.

The 12 level PD involved the previous incumbent having primary responsibility for the review of Part 615 and Part 625 applications within the Saginaw Bay District - covering 12 counties in southern and eastern Michigan. Additionally, he specialized in hydrogeological reviews, especially as relates to large volume water withdrawals, and he served as the Division's Tribal Liaison. This current 9-P11 PD to be posted involves the statewide review of Part 615 permit applications only - no primary responsibility to a specific district or region will be assigned - and with no technical specialization in hydrogeological applications required, and finally not being expected to serve as the Division's Tribal Liaison, as that role has since been reassigned. The posted position is certainly expected to progress to the 12 level, but only based on the candidate's progression and specialization once hired, and based on OGMD needs over time.

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

The function of the work area is to administer well permitting programs under Parts 615, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). This position reviews applications for permits using geological and oil and gas well construction knowledge to determine if the proposed activity meets statutory and program requirements. The position is vital to a coordinated review process which can involve numerous DNR and EGLE agencies, and is time limited by statute under NREPA.

The Permits and Bonding Unit maintains required conformance bonds and well permit and activity records.

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 geology, geological science, hydrogeology, geophysics, or geological, petroleum, or mining engineering.

EXPERIENCE:

