# 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.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENVIRON, GREAT LAKES &amp; ENERGY</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
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<tbody>
<tr>
<td>Geologist-E</td>
<td>Oil, Gas, and Minerals</td>
</tr>
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<table>
<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
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<tbody>
<tr>
<td>Geologist 9-P11</td>
<td>Field Operations</td>
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</tbody>
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<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>BITEMAN, SUSANNE E; ENVIRONMENTAL MANAGER-3</td>
<td>Cadillac/Gaylord District</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>HENDERSON, RICKY A; STATE ADMINISTRATIVE MANAGER-1</td>
<td>TBD / 40 hours/week, Monday - Friday</td>
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<thead>
<tr>
<th>14. General Summary of Function/Purpose of Position</th>
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<tbody>
<tr>
<td>Utilizing established policies, procedures, rules, laws, and regulations, administer oil, gas, and mineral well activities in an assigned geographical area, which involves regulation and enforcement of Parts 201, 615, 616, and 625 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Including but not limited to regulation of oil and gas exploration and production, underground injection for oilfield waste disposal and enhanced recovery in assigned area; protection and cleanup/remediation of surface water, ground water, and soils contaminated or impacted from oil and/or gas operations. Handle and resolve complaints, compliance, and controversial issues related to the Parts above. Assist in the implementation of division programs, work on special assignments, and maintain open lines of communication, ensuring information relating to division programs is shared through division reporting systems.</td>
</tr>
</tbody>
</table>


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.

<table>
<thead>
<tr>
<th>Duty</th>
<th>General Summary</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inspect and monitor oil, gas, and mineral wells; drilling, completion, rework, production, secondary recovery, plugging, site restoration, and transfer of ownership requests. Complete other special assignments as assigned.</td>
<td>50</td>
</tr>
<tr>
<td>2</td>
<td>Review and draft recommendations on proposed drilling locations and projects, utilizing established rules, regulations, policies, and procedures, to include associated access routes, pipeline routes, production facilities, soil erosion and sedimentation plans, casing and sealing programs, sour gas potential, public safety and environmental influence on oil, gas, and mineral wells.</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Assist in ensuring environmental cleanups comply with regulations and department policies. Collect technical, geological, and hydrogeologic information to ensure conformity. Prepare reports, review reports, and draft recommendations to supervisor regarding the progress of cleanups.</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Review plugging instructions, plugging records, applications to change well status, and rework records. Assist in preparing compliance communications, Violation Notices, and drafting district level consent agreements.</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>
Respond to complaints from the general public, oil and gas industry, and other governmental agencies regarding noise, odors, and spills associated with the oil and gas and mineral wells industries. Assist in the response to emergency situations as they arise, i.e., well control, spills, and hydrogen sulfide (H2S).

Individual tasks related to the duty:
• Visit affected areas to determine if complaint or emergency is valid and make company contact to ensure problem is remedied if a problem exists.
• Contact complainant and inform them of findings in person or by phone if not home or on site.
• Work with operators to help catalog and remedy sour gas problems.
• Meet with complainants or make phone contact to determine type and urgency of complaint.
• Take appropriate action, i.e., phone contact or field visit.

Duty 6
General Summary: Percentage: 5
Provide information and assistance to the public, industry personnel, other governmental agencies and interest groups, and testimony at hearings, depositions, or in court.
Individual tasks related to the duty:
• Attend and/or address public and private meetings with senior staff or supervisor present; provide records and information, if requested.
• Assist in mediating disputes between interested parties.
• Provide general information on leasing and spacing.
• Provide testimony at hearings, depositions, and in court.
• Advise real estate people of production or non-production on land parcels

Duty 7
General Summary: Percentage: 5
Update and improve professional skills.
Individual tasks related to the duty:
• Daily use of computer to improve proficiency in using Oil, Gas, and Minerals Division programs such as RBDMS, Content Manager (CM), GeoWebFace and Windows applications such as Excel and Word.
• Attend training sessions such as hazardous materials, hydrogen sulfide, oilfield safety, expert witness, management seminars, spill response, soil erosion and sedimentation.
• Work with experts in the energy industry to improve knowledge in all aspects of oil and gas operations.

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

• Decisions using standard protocol and guidance.
• The environment, natural resources of the state, mineral owners, and taxpayers are all affected by these decisions.

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

The supervisor’s review is needed when there is no direct guidance available and when decisions could set precedent or are controversial.

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 strenuous activity during on-site inspections due to rugged and remote topography and adverse weather conditions, such as snow and mud. Driving day or night regardless of weather conditions and in isolated areas. Maneuvering around operating equipment, open motors, engines, and drilling equipment. Frequently near flammable materials, toxic gasses, contaminated soil and water, high-pressure lines and vessels, and also excessive noise and 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 Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Assign work.
N Approve work.
N Review work.
N Provide guidance on work methods.
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 is responsible for all aspects of oil, gas, and mineral well regulations in an assigned geographical area, utilizing senior staff and management along with established policies, procedures, and guidelines. These duties include:

1. Assist in the response to emergencies related to H2S gas, well control problems, and spills.
2. Respond to and assist in resolving complaints.
3. Review permit applications for completeness and propose recommendation to supervisor.
4. Work with senior staff and management to ensure adherence to OGMD compliance and enforcement policies and procedures.
5. Review and propose recommendations to the district supervisor on secondary containment plans prior to and after construction including the review of the hydrogeologic report and groundwater sample data.
6. Assist in the review and monitoring of cleanup activities including those related to TeNORM.
7. Conduct on-site inspections of drilling, production, testing, rework, plugging, and completing activities in assigned area.
8. Propose all recommendations to the District Supervisor regarding decisions that do not have direct guidance available.

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 Cadillac District is responsible for the implementation of state laws and rules related to oil and gas; mineral well; orphan well; and Part 201 activities. All these programs must provide for the protection of the public health and safety and the natural and mineral resources. This position is responsible for the implementation of these programs in a geographical area within the Cadillac District.

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:

Geologist 9
No specific type or amount is required.

Geologist 10
One year of professional experience in carrying out geological activities to protect, develop and maintain natural resources equivalent to a Geologist 9.

Geologist P11
Two years of professional experience in carrying out geological activities to protect, develop and maintain natural resources equivalent to a Geologist, including one year equivalent to a Geologist 10.

Alternate Education and Experience

Geologist 9 - 12
Possession of a bachelor's degree in environmental geoscience, earth science, or environmental science with 15 semester (23 quarter term) credits in the following core geology classes: physical geology, sedimentology/stratigraphy, mineralogy/petrology, structural geology and field instruction; additionally, the candidate must have 21 semester (32 quarter term) credits in elective geology coursework; and two courses each in calculus, chemistry and physics. This may be substituted for the educational requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:
Prefer a candidate with some knowledge of geologic principles, oil and gas exploration, development and production; environmental cleanups; and mineral well activities. The ability to apply policies, procedures, rules, regulations, and guidelines in order to evaluate environmental conditions and make recommendations related to permitting, drilling, completing, testing, producing, plugging, and restoring oil and gas or mineral wells. The ability to work with others, work independently as knowledge and experience is gained, organize and set priorities, and exercise good judgement.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid Michigan Driver’s License, current H2S certification and current Hazardous Waste Operations Training. (Training provided, if necessary)

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.

None

_I certify that the entries on these pages are accurate and complete._

RYAN STARKWEATHER
Appointing Authority
4/14/2022

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