

State of Michigan
Civil Service Commission

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

Position Code

1. STDDADM1

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.

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|---|--|
| 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) |
| 4. Civil Service Position Code Description State Administrative Manager-1 | 10. Division Oil, Gas, and Minerals |
| 5. Working Title (What the agency calls the position) GROUNDWATER AND GEOLOGICAL SERVICES SECTION MANAGER | 11. Section Groundwater and Geological Services |
| 6. Name and Position Code Description of Direct Supervisor WYGANT, ADAM W; SENIOR POLICY EXECUTIVE | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor KEATLEY, AARON B; SENIOR CHIEF DEPUTY DIRECTOR | 13. Work Location (City and Address)/Hours of Work Constitution Hall, 525 W. Allegan St., Lansing, MI 48933 / Monday-Friday 8:00 AM-5:00 P.M. |

14. General Summary of Function/Purpose of Position

Reporting to the State Geologist/Director of the Oil, Gas, and Minerals Division (OGMD), position manages the implementation of the groundwater and geological services for the Department of Environment, Great Lakes and Energy (EGLE), including the Water Withdrawal Unit and the Groundwater Data Unit. Oversees section with supervisory, professional, technical, and administrative staff, with functions of registering large quantity water withdrawals, collecting and managing annual water use data, evaluating and processing withdrawal permits, managing the groundwater monitoring network and coordinating with the National Groundwater Monitoring Network (NGWMN), managing the EGLE groundwater data management system (GWDMS), and other groundwater initiatives of EGLE. The position is also responsible for coordination of grants to the Michigan Geological Survey (MGS) for funding that flows through EGLE to MGS. Coordinates activities indirectly through a first line supervisor and directly through staff (geologist and geology specialist). Represents the OGMD and EGLE at groundwater related committees, councils, and organizations. Serves as a member of OGMD management team, directs strategic planning, and advises OGMD Director/State Geologist and EGLE Executive Division. The Groundwater and Geological Services section provides groundwater data services, model reviews and modelling, and other groundwater related services to EGLE's several divisions and permitting programs.

This position is designated as security-sensitive and therefore requires a Criminal History Background Check

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: 30

Supervise activities in the Groundwater and Geological Services Section.

Individual tasks related to the duty:

- Schedule work assignments, setting priorities, and directing the work of staff.
- Interview, hire, and promote staff.
- Ensure appropriate labor relations and personnel policies and procedures are maintained. Take corrective and disciplinary action as appropriate.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques. Develop performance objectives and provide performance reviews for supervisory, professional, and administrative staff.
- Review training needs of the Section. Identify staff development and training needs and ensure that training is obtained.
- Oversee completion and coordinate work tasks.
- Review and approve time and attendance.
- Provide or obtain consultation and advice to supervisory and program specialists regarding complex technical issues and sensitive personnel management issues.
- Manage physical facilities, supplies, and equipment needs of the Section.

Duty 2

General Summary:

Percentage: 30

Manage and coordinate the functions of the Groundwater and Geological Services Section. Establish priorities, manage budgets, develop program plans, and manage equipment and personnel needs.

Individual tasks related to the duty:

- Prepare and monitor section and unit budgets, work plans, and procedures.
- Ensure effective coordination of groundwater data unit with other EGLE divisions and public availability of groundwater data.
- Monitor public and industry issues and concerns related to groundwater to identify potential OGMD/EGLE priorities.
- Review and authorize highly complex or controversial water withdrawal permit decisions.
- Assure that all Section activities and work products conform to State of Michigan and EGLE standards and legal requirements.
- Coordinate groundwater and other related activities with the Michigan Geological Survey (MGS), including funding that flows through EGLE to MGS.

Duty 3

General Summary:

Percentage: 10

Participate as member of the OGMD management team, and EGLE Division and Executive teams as requested to ensure coordination of groundwater data, modeling, or other geological related services.

Individual tasks related to the duty:

- Research and discuss issues with other OGMD and EGLE managers.
- Provide policy, procedural, technical, and legal input to other OGMD managers, OGMD Director/State Geologist, and EGLE leadership related to groundwater.
- Participate in preparation, monitoring, and evaluation of OGMD strategic planning, budget, and policies.
- Present and support section staffing and budget needs.
- Coordinate operations of Groundwater and Geological Services Section with Administration Section.
- Represent OGMD upper management on work groups and committees as assigned.
- Leads OGMD if party in contested matters or other enforcement actions related to groundwater withdrawals, modelling, or data.
- Assist OGMD Director/State Geologist in matters such as legislation analysis, audits, and required annual reporting related to groundwater or geological services.

Duty 4

General Summary:

Percentage: 20

Serve as an EGLE and OGMD representative with other divisions of EGLE, other state and federal agencies, local government officials, legislators, administrative hearings, courts, and non-governmental organizations.

Individual tasks related to the duty:

- Represent EGLE or OGMD at formal or informal meetings and hearings.
- Serve as associate member, committee member, or OGMD/EGLE representative for groundwater related organizations, councils, or committees as appropriate.
- Provide information or testimony at public hearings and court proceedings as necessary.
- Represent EGLE or OGMD on interdivisional and interagency work groups and committees as assigned.
- Ensure participation and coordination of the Water Use Advisory Council (WUAC) is established under Part 328 of the Natural Resources and Environmental Protection Act (NREPA)
- Manage and ensure effective administration of Water Withdrawal Legislation (Part 327 of the NREPA), Groundwater Dispute Legislation (Part 317 of the NREPA), and water use reporting.

Duty 5

General Summary:

Percentage: 10

Manage and ensure the Groundwater Data Unit effectively manages statewide groundwater related data and makes data available to EGLE divisions, other state agencies, research institutions and the public.

Individual tasks related to the duty:

- Develop and maintain EGLE Groundwater Data Management System (GWDMS), participating in the development, ownership, and maintenance of the system.
- Ensure Groundwater Data Unit coordination of data input from EGLE divisions and any integrations with other systems is consistent with information technology standards of the State of Michigan, data is properly classified, and that data is documented for source and quality.
- Other special projects and duties as assigned.

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

Provide technical and policy direction to unit supervisors and staff. Review and approve work products of Section staff; set section and unit priorities; approve work plans. In the absence of the OGMD Director/State Geologist, may be called upon to represent the Division on groundwater matters, issue orders or take emergency action to suspend operations. These decisions affect all OGMD staff, other governmental agencies, operators, property owners, and interest groups.

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

Changes in OGMD or EGLE policy; creating or abolishing positions or filling vacant positions; changes in organizational structure.

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.

Sitting at desk or in meeting or hearing room – 85%. Driving or riding in a passenger vehicle – 10%. Walking at regulated sites where physical hazards (including steep terrain, tripping or falling hazards, falling objects, and moving machinery) may be present, in all types of weather conditions – 4%. Flying in passenger aircraft – 1%.

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.

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|-------------------------------|-------------|--------------------|
| | ENVIRONMENTAL MANAGER-3 14 | | |

Additional Subordinates

Will also supervise a Geologist (WILL BE ESTABLISHED - PARIS 134790) and a Geology Specialist 13 (WILL BE ESTABLISHED).

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

This position manages groundwater related data, water withdrawal, modelling, and other geological related activities of the Groundwater and Geological Services Section of the Department. Coordinates geologic and groundwater matters with the Michigan Geological Survey.

The following competencies are critical for this position: Communication, Customer Focus, Decision Making, Delegating Responsibility, developing a Successful Team, Planning and Organizing, and Technical/Professional Knowledge and Skills.

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 OGMD and its Director who serves the capacity of State Geologist is responsible for providing for the conservation and efficient production of natural resources while preventing damage to the environment, natural resources, and public health and safety. This position manages the groundwater data system and water withdrawal assessment/permitting, including modelling and technical evaluations of groundwater models for OGMD and EGLE. Position also represents and advises OGMD and EGLE on groundwater science and data related matters. Coordinates geologic and groundwater matters with the Michigan Geological Survey.

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 any major.

Preferred: Possession of a bachelor's degree in or advanced degree in geology, earth science, or geological engineering.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

Preferred: Seven years or professional experience in an engineering or scientific field carrying out geological and/or environmental activities to provide for development of natural resources and protection of the environment and public health, including three years equivalent to the advanced (12) level, two years equivalent to a 13 level specialist or manager, or one year equivalent to a 14 level specialist or manager. Managerial and/or supervisor experience, and experience in regulation of oil and gas and/or mineral exploration and production, are desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to instruct, direct, train, and evaluate employees; manage budget; and conduct strategic planning.
Ability to interpret complex technical and legal documents.
Ability to communicate effectively, both verbally and in writing, with managers, employees, industry representatives, other governmental personnel, and the public.
Knowledge of basic geologic and groundwater principles and the geology of Michigan in particular.
Knowledge of groundwater hydrogeology, Michigan aquifer systems, well construction, and data systems is necessary.
Knowledge of natural resources and environmental statutes and rules, administrative procedures, and enforcement procedures.
Ability to use computers and standard software.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License

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 6/14/2024

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