

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: EQALTAH74R

Civil Service Class and Level: Environmental Quality Alt-A

Working Title (What the agency calls the position): Senior Environmental Quality Analyst

Name and Position Code Description of Direct Supervisor: RENDON, KRISTINE R; ENVIRONMENTAL MANAGER-3

Department/Agency: ENVIRON, GREAT LAKES & ENERGY

Bureau (Institution, Board, or Commission):

Division:

Section: Permits Section

Unit: Groundwater Permits Unit

Work Location (City and Address)/Hours of Work: 525 W ALLEGAN ST; LANSING, MI 48933 / 8:00 a.m.-5:00 p.m., Monday-Friday

General Summary of Function/Purpose of Position: The Water Resources Division (WRD), Permits Section, Groundwater Discharge Permits Unit, administers the Groundwater Discharge Permits Program regulating dischargers of wastewater to the groundwaters of the State of Michigan. This position is responsible for reviewing, writing, and recommending issuance or denial of groundwater discharge permits for industrial, municipal, and commercial facilities that involve a complex/multifaceted review. This position leads work group meetings with internal and external stakeholders and gives presentations to outside environmental groups, potential permit applicants, WRD management, and the Department of Environment, Great Lakes, and Energy's (EGLE) Executive Office. This position trains and mentors new permit writers in the Permits Section, which includes development of their training plan. This position also develops guidance documents and infographics for local government officials and representatives, permit applicants, and company consultants to improve their understanding of permit regulations and environmental and human health impacts related to groundwater discharges.

Assigned duties and tasks for each duty.

Duty 1: Review, write, and recommend issuance/denial of complex groundwater wastewater discharge permits for industrial, municipal, and commercial facilities received by the WRD's Permits Section. Complex wastewater discharge permits involve a multifaceted review that includes the following factors: higher impact on the environment, requires greater coordination and consultation with a variety of internal and external stakeholders, subject to additional regulations with multiple technical reviews that have greater interaction, and are potentially controversial with the public or permittee, applying Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); Part 22, Groundwater Quality (Part 22 Rules); and the pertinent sections of Part 21, Wastewater Discharge Permits (Part 21 Rules).

- Review, write, and recommend issuance or denial of groundwater discharge permits for complex facilities discharging multiple pollutants that are subject to multiple technical reviews that have greater interaction and are potentially controversial with the public or permittee.
- Review and evaluate complex groundwater wastewater discharge permit applications received from industrial, municipal, and commercial facilities such as processing plants, industrial facilities and multiple wastewater treatment plants.
- Coordinate and consult with WRD field staff, soil scientists, hydrogeologists, engineers, and compliance and enforcement staff to address questions, comments, and concerns relative to the permit application.
- Review and interpret state permitting regulations based on different technical reviews to determine when new limits are established.
- Negotiate permit requirements and conditions with the permit applicant, their representatives, and other stakeholders such as environmental groups, to ensure the permit is protective of groundwater quality.
- Analyze existing effluent and/or groundwater monitoring data to assure pollutant concentrations in the effluent are not injurious to the groundwater.
- Coordinate with the Groundwater Permits Unit Geologist Specialist to determine if concentrations exceed effluent limits; groundwater monitoring limits; Groundwater Quality Standards; Part 201, Environmental Remediation, of the NREPA.
- Research and review facility history and compliance in determining permit monitoring requirements and special conditions for the draft permit.
- Clearly document the technical, regulatory, and policy followed on each groundwater discharge permit application through the basis of decision.
- Develop fact sheets, as appropriate, to support permitting decisions for applicants placed on public notice that are published in accordance with the Part 21 Rules.
- Review and provide responses to comments received during public comment periods.
- Resolve permitting issues between the regulated community and the general public.
- Prepare permits and supporting documents for contested case hearings.
- Serve as an expert witness when a permit is contested.
- Interact and communicate with the media, governmental officials, local citizens, permittees, environmental groups, and other stakeholders relative to complex groundwater wastewater discharge permits.
- Ensure all the appropriate information related to permit development, schedules of compliance, and limit sets is uploaded to the MiEnviro Portal.

Duty 2: Public Meetings and Outreach.

- Serve as a panel member representing the department at public meetings to address public concerns and comments relative to controversial permit applications submitted for processing plants, industrial facilities, and any other elaborate facilities having negative impacts on groundwater quality.
- Answer questions about a specific permit application review and/or groundwater discharge requirements during public meetings.
- Lead and facilitate work group meetings with external stakeholders to develop permit requirements and conditions.
- Participate in WRD work group meetings.
- Prepare presentations, guidance documents, and infographics for outside environmental groups, potential permit applicants, WRD management, as well as EGLE's Executive Office.
- Develop and conduct training, including webinars, for local government officials and representatives, permit applicants, and company consultants regarding changes to the MiEnviro Portal and permit application submission process/best practices.
- Develop and conduct training, including webinars.

Duty 3: Perform other duties as assigned.

- Train and mentor new permit writers in the section.
- Develop training plans for new permit writers, which involves procedure development, guidance, and other resource document development.
- Conduct information searches, review reports, and summarize the results for staff in the section.
- Lead special assignments such as water treatment additive coordination. Develop changes to standardized permit language.
- Contribute to the development of permitting concepts for new initiatives such as general permits and emerging topics in groundwater.
- Track permit processing actions.
- Provide reviews on permits developed by others in the unit and section.
- Develop Permits Section procedures as needed.

Types of decisions made independently and whom or what those decisions affect: At the senior level, the analyst is expected to evaluate assigned permit applications with the objective of recommending issuance or denial of a permit. This position is responsible for determining the applicable regulatory requirements based on thorough knowledge and technical expertise. The senior level analyst identifies deficient information and when the information constitutes a complete permit application. This position ensures the permits contain the limits as required in the Part 22 Rules and are protective of the groundwater, drinking water, and/or surface water and comply with state laws. The decisions of this position impact the effluent limitations or requirements included in permits. Persons affected include commercial entities, municipalities, and industries discharging wastewater, and the general public who is affected by water quality.

Types of decisions that require the supervisor's review: Supervisor is consulted when decisions are likely to set precedents for future work or affect section or division policy.

Physical effort used to perform this job and environmental conditions of this position: The majority of the work for this position is conducted in an office. However, travel is required for field visits at permitted facilities, public meetings and hearings, occasional presentations, and conferences with other state and federal government officials. Normal ability to drive and travel, and to walk on uneven ground is required. Must have the physical ability to handle ordinary business tools, i.e., telephones, computers, large files, etc.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: To process and prepare for issuance of complex groundwater discharge permits, including permits that may involve public hearings and/or contested case hearings, and provide support to WRD staff in discussing and defending permitting decisions.

The function of the position's work area and how it fits into that function: The function of the Groundwater Permits Unit is to process applications for groundwater discharge permits that includes reviewing, writing, and recommending issuance or denial of groundwater discharge permits for industrial, municipal, and commercial facilities received by the WRD that involve a complex and multifaceted review. When recommending a permit for issuance, the proposed permit must contain all conditions needed to protect the groundwater, drinking water, and/or surface water and comply with state laws.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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

EXPERIENCE:

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Three years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

This position requires a senior level of knowledge and understanding of the Groundwater Discharge Permits Program, and applicable state laws, rules, standards, policies, procedures, and wastewater treatment technologies. This position requires the ability to exercise independent judgment in carrying out assigned tasks. This position also requires strong written and verbal communication skills, including the ability to maintain positive working relationships with coworkers and the public. Keep abreast of the latest technology and information on various wastewater treatment processes.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is preferred.