

<p>1. Position Code EQALTA</p>

State of Michigan
Department of Civil Service
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909

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POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<p>2. Employee's Name (Last, First, M.I.) Vacant</p>	<p>8. Department/Agency Environment, Great Lakes and Energy</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission)</p>
<p>4. Civil Service Classification of Position Environmental Quality Alt-A</p>	<p>10. Division Remediation & Redevelopment</p>
<p>5. Working Title of Position (What the agency titles the position) Environmental Quality Analyst 12</p>	<p>11. Section Field Operations</p>
<p>6. Name and Classification of Direct Supervisor Beth Vens, Assistant District Supervisor, EQM 13</p>	<p>12. Unit Warren District Office</p>
<p>7. Name and Classification of Next Higher-Level Supervisor Paul Owens, District Supervisor, EQM 14</p>	<p>13. Work Location (City and Address)/Hours of Work 27700 Donald Court, Warren, MI 80 HOURS PAY PERIOD</p>

14. General Summary of Function/Purpose of Position

The Environmental Quality Analyst 12 (EQA) in this position is responsible for oversight of complex, controversial, and politically sensitive sites of environmental contamination under Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act 1994 PA 451 as amended (NREPA) as assigned, and Part 201, Environmental Remediation, of the NREPA. The EQA acts as a project manager and oversees all phases of environmental investigations and remediation. In addition, the EQA is responsible for management of compliance with environmental laws; uses accumulated work experience and independent professional analysis to evaluate site conditions, degree of contamination, and prioritization of site responses; and provides direct supervision of on-site cleanup activities, including sampling and cleanup verification.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1: 55% of Time

Project Manager for technically complex state funded sites and liable party funded sites under Part 201 and Part 231. This includes review and approval of all phases of work plans and reports. Duties also include responsibility for establishing reporting requirements and deadlines, sample collection, contractor oversight, and data interpretation.

Individual tasks related to the duty.

Evaluate site investigation work plans, investigative reports, remediation proposals, and remediation reports submitted by Potentially Liable Parties (PLPs), verify PLP work through confirmatory sample collection, and negotiate appropriate cleanup levels and remedial technologies with PLPs.

Review Baseline Environmental Assessments (BEA), Documentation of Due Care Compliance (DDCC), No Further Action Requests (NFAs), Response Activity Plans (RAPs), Certificate of Completion requests (COC), Final Assessment Reports (FARs) and Closure Reports for sites as assigned pursuant to Parts 201 and 213.

Prepare review packages for presentation of technical submittals to the District Peer Review (DPR) and Technical Assistance Programs Support (TAPS) teams, as needed.

Ensure project activities are consistent with Part 201 and Part 213, and associated rules, policies, and guidance documents.

Oversee work at state funded sites to ascertain that it is technically correct and performed according to the contract.

Negotiate, approve and track budgets, work plans, quality assurance project plans, safety plans, review/approve invoices, etc.

Maintain technical documentation, activity reports, and financial records to support cost recovery actions.

Develop scope of work for state funded sites and work with contractors to develop objectives for funded sites.

Identify sites for potential funded actions including for expanded statewide triage assessment and corrective action.

Coordinate updates of project status and documentation to support funding requests to the RRD management at Action Plan meetings.

Provide technical support for various emergency response agencies and district Incident Managers for incidents/complaints (i.e. PEAS).

Maintain customer friendly attitude and professionalism when working with the internal and external customers.

Duty 2

General Summary of Duty 2: 10% of Time

Maintain administrative record for site files

Individual tasks related to the duty.

Update and maintain RIDE database and VI tracking database and other related and pertinent site status and tracking spreadsheets as needed and/or assigned.

Ensure records (site reports, correspondence, emails, site photos, etc.) are kept in the site file.

Duty 3

General Summary of Duty 3: 10 % of Time

Conduct effective public outreach and answer inquiries regarding cleanup requirements, Part 201, Part 213, and project status.

Individual tasks related to the duty.

Work with local units of government, citizen interest groups, and the media in a clear and effective manner.
Provide information and endeavor to educate the public with respect to environmental contamination issues.
Answer public inquiries.
Obtain site access agreements and permits in order to conduct field activities.
Hold public meetings, as necessary, according to Part 201 and Part 213.

Duty 4

General Summary of Duty 4: 10 % of Time

Maintain and implement an individual development plan

Individual tasks related to the duty.

Attend and/or participate in on-going technical training events
Identify other non-technical training based on competency assessment and as needed
Stay up to date on technical policies and resource materials

Duty 5

General Summary of Duty 5: 10% of Time

In consultation with supervisor and DECCs, refer and prepare cases for enforcement

Individual tasks related to the duty.

Conduct preliminary negotiations with the PLPs and advise DECCs on cases with further negotiations.
Conduct sampling or investigation of soil and/or groundwater at sites to support compliance and enforcement actions.
Maintain technical documentation, activity reports, and financial records to support cost recovery actions.
Work with DECCs to insure coordination of project activities.
Track site activities for compliance with departmental agreements as necessary.
Maintain an up-to-date understanding of applicable regulations.

Duty 6

General Summary of Duty 6: 5% of Time

Other duties as assigned by supervisor

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

- Invoice and work plan approval at state funded sites
- Site investigation, sample collection and data interpretation
- Document reviews and approval recommendations
- Day to day project management decisions relating to implementation of approved workplans and changes in scope of work based on site specific conditions.
- Provide technical support to various emergency response agencies (i.e. PEAS).
- Determine whether to audit and Part 213 submittal
- Initiate enforcement referrals
- Nomination of facilities for state funding or investigation, interim response, and remedial actions

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

- Review and approval of escalated enforcement referrals
- Final determination of submittals under Part 201 and 213

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

General office activities, including sitting, standing, walking, approximately 65 percent of time. Field work, including inspecting sites of environmental contamination, collection of soil and groundwater samples, and discussing sites with property owners, consultants, or other stakeholders approximately 35 percent of the time. May be exposed to hazardous substances so knowledge of risks and proper worker Health & safety standards is necessary.

This job involves working at various contaminated sites. Occasional work in wet weather or extreme heat or cold. Field activities may involve walking long distances carrying sampling equipment, supplies and samples. Employee must have a valid drivers license and be able to drive a vehicle and work independently.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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. My responsibility 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. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

TO BE COMPLETED BY DIRECT SUPERVISOR

22. **Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**

Yes

23. **What are the essential duties of this position?**

This position primarily serves as a Project Manager, responsible for independently managing complex and controversial contaminated sites in an assigned geographical area for the Warren District Office, RRD. This position also provides technical assistance to district staff and the regulated community.

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

The position is being changed to serve as a Project Manager with the elimination of duties associated with the district enforcement coordinator.

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

The district work area consists of a four-county area in and around metropolitan Detroit. The function of the work area is implementation of the division's assigned responsibilities to address sites of environmental contamination in a discrete geographic location within the state. This position is vital to the process and application of this division's mission and goals.

26. **In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

EDUCATION:

Bachelor's Degree in physical or Biological Science, Resource Management, Engineering, or another related field.

EXPERIENCE:

One-year professional experience as an Environmental Quality Analyst 11, or equivalent experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of state and federal environmental regulatory procedures. The ability to analyze and evaluate complex scientific and legal documents, organize and write technical reports. The ability to communicate effectively with others and offer compliance assistance as the primary effort. Other key competencies required for this position include adaptability; customer focus; communication; decision making; contributing to team success; planning and organizing work; problem solving skills; and consistently high work standards.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan driver’s license.
Successful completion of 40-hour HAZWOPER Training and ongoing 8-hour updates.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority’s Signature

Date