

Position Code 1. EQALTEC82R

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Department of Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Environmental Quality Analyst-E 9-P11	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Coastal Waters Analyst	Field Operations Support Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Ronda Wuycheck, Environmental Manager 14	Coastal Management Program Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Amy Lounds, State Administrative Manager 15	525 W. Allegan Street, Lansing, MI 48933/ 8:00 a.m. to 5:00 p.m., Monday through Friday

14. General Summary of Function/Purpose of Position

This position contributes to the implementation of the Water Resources Division's (WRD) Coastal Management Program (CMP) by serving as the point of contact for the Coastal Waters (CW) focus area. As the CW point of contact, this position is responsible for assessing needs; identifying priorities; managing coastal grants unique to the CW; and forming and maintaining partnerships with local, state, and regional coastal stewardship initiatives. This position is responsible for compiling the federal semiannual Performance Progress Report and annual Performance Measures Report. This position serves as the CMP point of contact on inter- and intra-agency teams relevant to protecting CW including issues related to Section 6217, Coastal Nonpoint Pollution Control Program, of the Coastal Zone Act Reauthorization Amendments of 1990 (CZA) on a local, statewide, and regional basis. This position also contributes to reports, assessments, strategies, and other requirements associated with the federal Coastal Zone Management (CZM) grant award. Duties require interaction with other Department of Environment, Great Lakes, and Energy (EGLE) divisions, local and state agencies, and the general public.

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 of Duty 1 **% of Time 30**

Serve as the CW point of contact for the CMP.

Individual tasks related to the duty.

- Serve as the CW point of contact on inter- and intra-agency teams relevant to CW matters; in particular, working with coastal partners for planning and installing nature-based solutions that benefit ecosystem services for managing storm water and flooding in coastal areas.
- Serve as the CMP point of contact on inter- and intra-agency teams relevant to protecting CW including issues related to Section 6217 of the CZA on a local, statewide, and regional basis.
- Utilize knowledge of local, state, and federal policies to recommend strategies for linking regulatory and stewardship efforts to preserve, protect, and restore Michigan's coastal resources.
- Provide technical assistance to local, state, and federal coastal partners specific to the CMP's CW polices and efforts through site visits, conference calls, presentations, technical documents, technical trainings, and webinars.

Duty 2

General Summary of Duty 2 **% of Time 25**

Serve as the CW point of contact for coastal grants administration and management.

Individual tasks related to the duty.

- Ensure that the CMP complies with state and federal requirements pertaining to coastal grant administration and project management.
- Provide excellent customer service to respective coastal partners.
- Review, evaluate, and rank CW grant applications. Recommend grants for selection as part of the annual process.
- Serve as the CW point of contact for coastal grants.
- Conduct quality assurance of coastal grant actions.

Duty 3

General Summary of Duty 3 **% of Time 20**

Assist with the CMP's federal grant requirements from the National Oceanic and Atmospheric Administration (NOAA).

Individual tasks related to the duty.

- Compile the semiannual Performance Progress Report and annual Performance Measures Report.
- Assist with the preparation of periodic progress reports, assessments, and strategies.
- Participate in program evaluations including NOAA's program evaluation under Section 312, Review of Performance, of the Coastal Zone Management Act of 1972, as amended.
- Compile and maintain project records necessary and sufficient for reporting requirements under the federal grant award.
- Assist with the preparation of other documents required by the federal grant award.

Duty 4

General Summary of Duty 4 **% of Time 15**

Conduct education and outreach activities for the CMP.

Individual tasks related to the duty.

- Present at conferences, seminars, and meetings as a representative of the CMP.
- Contribute to Web-based and print publications for the CMP.

Duty 5

General Summary of Duty 5

% of Time 10

Complete special assignments, projects, and other duties as assigned by WRD management.

Individual tasks related to the duty.

- Complete other duties and projects as assigned.

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

Independently make decisions concerning management of coastal grants that are in accordance with the respective grant agreements and WRD and EGLE policies and procedures.

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

Decisions that affect the federal CZM grant award, policy, or budgetary issues within the WRD or that are likely to be publicly high-profile or controversial.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Performing the duties of this position during fieldwork may require long hours of driving, climbing dunes and rocky slopes, walking along sandy or cobble shorelines, and reviewing areas with dilapidated structures and rubble in occasional inclement weather. In the office, the job consists primarily of working at a desk, use of a computer, copier, fax machine, and telephone.

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. (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. This position's responsibilities 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. |

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?

Serve as the CW point of contact for the CMP and coastal grants administration and management, assist with the CMP's federal grants from NOAA, and conduct education and outreach activities.

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

This position is refocused on the federal NOAA CW goals of managing storm water and coastal flooding through nature-based solutions vs water quality controls. Minor changes were made to reflect structural changes due to this position being housed in the former Office of the Great Lakes when it was last reviewed. This position no longer performs tasks involving the Michigan Clean Marina Program.

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

The central focus of the CMP Unit is to improve the administration of existing state shoreline statutes of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (such as statutes regarding shorelands protection and management, submerged lands, sand dune protection and management, and wetlands); provide substantial technical and financial assistance to local partners for creative coastal projects; and improve governmental coordination to reduce time delays, duplication, and conflicts in coastal management decision-making. This position serves as the CW point of contact for the CMP and coastal grants administration and management, participates in coordinating state coastal activities, and assists with the CMP's federal grant requirements from NOAA.

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 the biological sciences, engineering, 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, engineering, environmental health, environmental science, forest management, geology, ecology, meteorology, microbiology, physics, remote sensing, resource development, resource management, toxicology, or zoology.

EXPERIENCE:

No specific type or amount is required for the 9 level. One year of professional experience equivalent to an Environmental Quality Analyst 9 is required for the 10 level. Two years of professional experience equivalent to an Environmental Quality Analyst including one year equivalent to an Environmental Quality Analyst 10 is required for P11 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent writing and verbal communication skills.
- Knowledge and understanding of Michigan's shoreline management environmental statutes; coastal processes; and federal, state, and local government functions.
- Strong ability to function within a team environment.
- Must be able to independently organize, prioritize, and implement multiple tasks within given timeframes.
- Possess Microsoft software skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license in the State of Michigan is preferred.

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.