

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 Environmental Quality
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
4.Civil Service Position Code Description Departmental Analyst 12	10.Division Water Resources Division
5.Working Title (What the agency calls the position) MiWaters Security Officer & Template Program Analyst	11.Section Field Operations Support Section
6.Name and Position Code Description of Direct Supervisor Sarah Ehinger, Environmental Manager 14	12.Unit Licensing and Technology Support Unit
7.Name and Position Code Description of Second Level Supervisor Amy Lounds, State Administrative Manager 15	13.Work Location (City and Address)/Hours of Work 525 West Allegan Street, Lansing, MI 48933 40 Hours Per Week, Monday-Friday

14. General Summary of Function/Purpose of Position

This position serves as recognized resource for the MiEnviro WRD Security Officer role and Templates. This includes collecting and analyzing WRD MiEnviro access requests using the concept of least privilege, monitoring internal and external account activity for activity inconsistent with DTMB acceptable use policies, and creating or modifying existing templates to leverage coding to pull information from MiEnviro.

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 55

Serve as the recognized resource for the MiEnviro WRD Security Officer role and WRD Template Administrator.

Individual tasks related to the duty.

- Collects, analyzes, and maintains MiEnviro WRD system security data necessary to meet federal and DTMB security standards.
- Establishes, administers and evaluates WRD MiEnviro templates, recommending ADA approaches to comply with policies and procedures, and designs nSpect forms.
- Analyzes on-going MiEnviro WRD Security operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Develops and recommends alternative state division strategies to address and resolve a variety of issues and problems related to MiEnviro security and document template issues.
- Provides consultation to and coordinates WRD MiEnviro Security and Templates with other Divisions using MiEnviro.
- Designs and implements methods for WRD MiEnviro security review and analysis.
- Uses and maintains MiEnviro to record and analyze WRD data on system security and template activities
- Serves as an organizational liaison for centralized, MiEnviro WRD security permissions.
- Work with WRD committee chairs to resolve issues that may occur with the several hundred document templates in MiEnviro.
- Provide guidance to staff on how to use document templates.
- Trouble shoot issues with templates, data sources, field errors, and escalate when necessary to the Database Program Specialist to report to Windsor Solutions for resolution. Monitor JIRA for updates on trouble tickets and follow-up as needed.

Duty 2

General Summary of Duty 2 % of Time 20

Serve as Division expert for nSpect forms.

Individual tasks related to the duty.

- Develop new forms in nSpect for WRD staff to use to collect required data during field inspections. The information collected during the inspection synchronizes to MiEnviro.

Duty 3

General Summary of Duty 3 % of Time 15

Provide assistance to external users of MiWaters.

Individual tasks related to the duty.

- Help resolve issues experienced by external users by monitoring the DEQ-WRD-MiEnviro email account and providing back-up to the Environmental Assistance call center. Assistance includes, but is not limited to: problem solving issues; resetting passwords or security questions; setting up new accounts; and escalate potential system bugs to the MiEnviro Administrators.

Duty 4

General Summary of Duty 4 % of Time 10

Perform miscellaneous activities as assigned by management.

Individual tasks related to the duty.

- Responsible for other projects as assigned by management.

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

Interpreting existing laws, rules, and department policies and procedures. Determinations of completeness of security requests that meet the standard for “standard” permissions levels.

Decisions on the appropriate formats of training materials. Decisions made by this position impact internal and external WRD customers and impact the overall ability to use MiEnviro. Users who are required to have MiEnviro access to perform their work may be unable to do so if security review is not appropriate or timely.

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

Nonroutine questions and/or decisions that fall outside the established process for MiEnviro Security are the responsibility of the Unit Supervisor or other the EGLE Security Officer. Complex evaluations or decisions on priority of work when not all deadlines can be met are under the supervision of the Unit Supervisor. Specific programmatic decisions are the responsibility of Program Specialists of Section Managers.

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.

In general, physical effort is limited to normal office work; e.g., use of computer, telephone, and other office equipment.

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):

Complete and sign service ratings.
 Provide formal written counseling.
 Approve leave requests.
 Approve time and attendance.
 Orally reprimand.

Assign work.
 Approve work.
 Review work.
 Provide guidance on work methods.
 Train employees in the work.

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

Yes.

22. What are the essential functions of this position?

These essential duties of this position include the processing of MiEnviro Access request forms and evaluating and apply the appropriate level of permissions in the system consistent with the concept of least privilege. This includes providing expert guidance on the permissions necessary to perform particular duties. This position also Researches, collects, consolidates, analyzes, and maintains document templates, nspect forms, guidance, work instructions, and other configurable elements of MiEnviro as necessary to meet program and reporting goals for WRD.

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

This is a new position.

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

The Licensing and Technology Support unit is responsible for ensuring that the MiEnviro application functions effectively and efficiently for internal and external customers. When MiEnviro is configured appropriately and optimized for performance and training materials are readily available to internal and external customers, WRD staff can more efficiently complete the services and the public are more likely to comply with environmental regulations. This position's work is as WRD security officer is critical in ensuring that the data in MiEnviro is protected from malicious activity.

25. 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.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experience (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the tools of management, such as methods development, procedural manuals, training materials, operating controls, records and reports, and methods applicable in evaluating programs or services.
- Knowledge of basic computer programming constructs
- Ability to quickly learn and become proficient in a web-based application.
- Ability to maintain favorable public relations.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish MiEnviro procedures, policies, work instructions or guidelines and to relate these to WRD objectives
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls for a web-based application.
- Ability to design forms

CERTIFICATES, LICENSES, REGISTRATIONS:

None required

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.