

Position Code 1.

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 Department Analyst-E 9-P11	10. Division Air Quality Division
5. Working Title (What the agency calls the position) MiEnviro Portal Data Analyst	11. Section NA
6. Name and Position Code Description of Direct Supervisor Dave Morgan, Environmental Manager 14	12. Unit Data Applications and Technology Support Unit
7. Name and Position Code Description of Second Level Supervisor Christopher Ethridge, State Division Administrator 17	13. Work Location (City and Address)/Hours of Work 525 W. Allegan, Lansing Michigan 40 hours per week

14. General Summary of Function/Purpose of Position

This position provides quality assurance/quality control support for the Air Quality Division's (AQD) MiEnviro Portal database. The position analyses required data elements within MiEnviro to meet state and federal program needs including permitting, compliance/enforcement and emissions program areas. This position is responsible for ensuring the accuracy, consistency, and integrity of database records. Tasks include reviewing data for errors and inconsistencies, making corrections where appropriate and escalating issues to the system vendor or other parties within AQD for resolution. Position also maintains documentation of corrections, tracks issue resolution and contributes to process improvements. The position also reviews, analyzes, and verifies the accuracy of required data elements reported to U.S.EPA's compliance and enforcement data system.

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 60**

The position analyses required data elements within MiEnviro to meet state and federal program needs including permitting, compliance/enforcement and emissions program areas. This position is responsible for ensuring the accuracy, consistency, and integrity of database records.

Individual tasks related to the duty.

- Review database records for accuracy, completeness, and consistency.
- Ensure that data complies with established AQD policies, standards and system configuration.
- Advise AQD subject matter experts and other AQD staff on steps to maintain accurate data in MiEnviro.
- Identify and resolve missing, duplicate, or incorrect data entries to comply with programmatic requirements.
- Evaluate and conduct various data cleanup projects to assure updated and accurate system information.
- Generate reports and utilize analytical tools to identify patterns, trends, anomalies and possible erroneous data collected within MiEnviro.
- Submit, coordinate and track data fixes with the system vendor.
- Develop solutions and acceptance criteria for data fixes.
- Ensure appropriate audit trails are generated for data fixes.
- Assist in the development and implementation of improved validation rules and quality control measures.
- Recommend process improvements to reduce recurring data errors.

Duty 2

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

The position reviews, analyzes, and verifies the accuracy of required data elements reported to U.S.EPA's compliance and enforcement data system, ICIS-Air.

Individual tasks related to the duty.

- Review air compliance and enforcement data sent from MiEnviro to U.S.EPA's ICIS-Air data system for accuracy, completeness, and consistency.
- Conduct analysis on compliance and enforcement data using various electronic tools as part of quality control activities, reconcile differences between state and federal information systems, and make appropriate corrections for any deficiencies, where appropriate.
- Address data error notifications received from industry and the general public for compliance and enforcement data represented on the U.S.EPA public website Environmental Compliance History Online (ECHO). Evaluate and correct (if necessary) any data errors, provide follow-up to complainants and U.S.EPA.
- Conduct quality control of the accuracy of air compliance and enforcement information as part of the U.S. EPA State Data Verification process and U.S.EPA Compliance Monitoring Strategy review. Support the U.S.EPA State Review Framework program by resolving data discrepancies.
- Review technical requirements and data mapping elements that will be used for reporting air compliance and enforcement information to the ICIS-Air system.
- Ensure that all air compliance and enforcement data elements are properly transferred electronically from MiEnviro to U.S.EPA's ICIS-Air system.
- Coordinate with the system vendor to ensure that data is compiled and transferred in a timely and accurate manner.

Duty 3

General Summary of Duty 3 **% of Time 10**

Provide general support for MiEnviro Portal use by internal and external users.

Individual tasks related to the duty.

- Assist with troubleshooting user-reported issues, documenting findings and resolving or escalating as appropriate
- Assist system users with access, navigation and functionality.
- Assist in monitoring the centralized mailbox for issues reported by internal and external users.
- Assist with testing of issues and bugs reported through the centralized mailbox.
- Test and verify functionality during system release and patch testing.

Duty 4

General Summary of Duty 4

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Other duties as assigned based on program and AQD needs.

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

Independent decision making is required for the review and acceptance of data elements and overall system functionality. These decisions affect the integrity and quality of information and data used by AQD staff across the State of Michigan, AQD management, the federal government, and the public.

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

Controversial decisions; decisions outside of normal process and procedure; requests for services beyond the scope of this position; decisions that involve a significant change in policy, affect a large number of staff, have a major impact on the budget, and/or have the potential to set precedence; approval of data sharing when the queries contain highly sensitive information or for sharing outside the division; review and approval of new standard operating procedures and guidelines relating to data sharing and report standards; utilizing or acquiring nonstandard software or other data analysis tools.

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.

The work of this position is performed 100% in a general office setting or a remote work environment operating a computer and sitting for long periods of time.

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 include the following (check as many as apply):

Complete and sign service ratings.

Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

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 provides quality assurance/quality control support for the Air Quality Division's (AQD) MiEnviro Portal database. The position analyses required data elements within MiEnviro to meet state and federal program needs including permitting, compliance/enforcement and emissions program areas. This position is responsible for ensuring the accuracy, consistency, and integrity of database records. Tasks include reviewing data for errors and inconsistencies, making corrections where appropriate and escalating issues to the system vendor or other parties within AQD for resolution. Position also maintains documentation of corrections, tracks issue resolution and contributes to process improvements. The position also reviews and analyzes required data elements reported to U.S.EPA's compliance and enforcement data system.

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

This is a new position.

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

The Data Applications and Technology Support Unit has the primary responsibilities of ensuring the integrity of data being captured by MiEnviro Portal for AQD and training staff in the effective utilization of the database. This position assists the staff using MiEnviro and bridges the gap between program implementation, application configuration, query and report development, and form and template creation for AQD program areas. This position serves the function of providing MiEnviro operational support for several key AQD program areas. This position is necessary to meet AQD program goals and to maintain a high level of accurate and reliable information.

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.

EXPERIENCE:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess an understanding of policies, procedures, and statutory regulations related to AQD programs, security practices, audit trails, document management, and environmental protection. Must have a working understanding of MiEnviro functions related to compliance and enforcement, application and permit processing, site explorer, document management, document template development, and form development.

- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Good analytical and research skills.
- Ability to evaluate, identify and correct inconsistencies in data elements
- Ability to organize, analyze, evaluate, and present information effectively.
- Able to communicate and work well with internal and external customers.
- Ability to troubleshoot technical issues including software and hardware issues.
- Excellent verbal and written communication skills.
- Adaptability
- Experience using Microsoft SharePoint and Office 365, especially Microsoft Excel
- Ability to develop and recommend alternative ideas and strategies to meet the goals and objectives of the program and the department.
- Ability to function effectively in a fast-paced work environment.
- Excellent organizational skills and the ability to prioritize work.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.