

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Department of Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Environmental Quality Analyst Specialist 13	Water Resources Division
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Groundwater Discharge Specialist	Emerging Pollutants Section
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Stephanie Kammer, State Administrative Manager 15	
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Christine Alexander, State Division Administrator 17	525 W. Allegan Street; Lansing, MI 48933 8:00 a.m.-5:00 p.m., Monday-Friday

**14. General Summary of Function/Purpose of Position**

This position serves as the Statewide PFAS Groundwater Discharge Specialist in the Water Resources Division's (WRD) Emerging Pollutants Section. This position is responsible for statewide coordination and implementation of compliance strategies for emerging pollutants, particularly per- and polyfluoroalkyls substances (PFAS), within the Groundwater Program. Specifically, this position is responsible for the most complex site investigations associated with emerging pollutants which have a higher potential to impact the environment and require greater coordination on multimedia issues with a variety of internal and external partners. This position is responsible for compliance and enforcement activities, data analysis, review, and development of environmental reports, providing technical expertise, and developing and conducting sampling and source investigations related to emerging pollutants. In addition, this position is responsible for developing and reviewing applicable WRD Groundwater Program policies, procedures, guidance documents, and compliance strategies related to emerging pollutants. This position provides training to other section and WRD staff on PFAS compliance strategies within the Groundwater Program. This position is responsible for management and oversight of internal and pass-through grants/contracts, which includes oversight of state contractors, establishing priorities, coordinating project activities, conducting sampling, and resolving issues as they arise. As the Statewide Groundwater Discharge Specialist for the Emerging Pollutants Section, this position is also responsible for development and implementation of environmental investigations of legacy contamination sites related to WRD permitted activities in coordination with other EGLE divisions and serves as the liaison to the Michigan PFAS Action Response Team (MPART) and its agencies for the WRD Groundwater Program.

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 65**

Statewide Groundwater Discharge Program Specialist for the WRD Emerging Pollutants Section

This position serves as the Statewide PFAS Environmental Quality Analysis Specialist in the Emerging Pollutants Section responsible for statewide coordination and implementation of applicable regulations and compliance strategies for emerging pollutants, particularly PFAS, within the Groundwater Discharge Program. This position is responsible for conducting and managing complex site investigations throughout the state associated with regulated groundwater discharge sites, including active permitted sites as well as legacy contamination sites, at sites with the highest potential to impact the environment and vulnerable receptors. This position also serves to coordinate on emerging pollutant activities with WRD staff, other divisions, MPART and its agencies for the WRD groundwater program.

**Individual tasks related to the duty.**

- Serve as the lead coordinator for oversight and implementation of compliance strategies for emerging pollutants, particularly PFAS, at sites with Groundwater Discharge permits and ensure statewide consistency within the program.
- Track and facilitate Groundwater Program changes in response to emerging pollutants.
- Serve as the liaison to MPART and its agencies for the WRD Groundwater Program.
- Serve as the MPART Site Lead for assigned facilities designated as MPART sites, coordinate project team meetings, and ensure communication protocols are followed.
- Establish overall objectives and priorities for complex site investigations and evaluation of wastewater discharges to the groundwaters of the state related to emerging pollutants.
- Manage and direct complex site investigations and required remedial actions, to ensure compliance with applicable regulations and the protection of public health and the environment.
- Coordinate, conduct, and participate in public meetings and/or hearings on complex and controversial sites as they arise. This may include, local environmental and advisory meetings, townhalls, and other public meetings as necessary.
- Serve as an active member on the WRD Groundwater Compliance Committee, the EGLE Groundwater Team, the WRD Emergency Response Committee, the MPART Soil Workgroup, the MPART Land Application Workgroup and Legacy Site Subcommittee, the MPART Groundwater Workgroup, the MPART Wastewater Workgroup. Involvement may include updating on implementation of WRD strategies as well as drafting of policies and other guidance documents developed by the workgroup or committee.
- Serve as the liaison for the WRD on the Remediation and Redevelopment Division Incremental Sampling Technical and Program Support (TAPS) Team.
- Provide oversight of WRD investigations associated with emerging pollutants, including multimedia sites.
- Coordinate and consult with a variety of internal and external partners, including but not limited to, the United States Environmental Protection Agency (USEPA), the Michigan Department of Agriculture and Rural Development (MDARD), the Michigan Department of Health and Human Services (MDHHS), the Michigan Department of Natural Resources (MDNR), MPART, other state governments, local health departments, municipalities, wastewater treatment plant operators, and various associations and environmental organizations.
- Work with state and local partners to develop and implement Public Health Action Plans, provide technical review of residential well logs to select residential wells for sampling, develop conceptual site models, and coordinate and conduct residential well sampling as needed.
- Presents WRD's Groundwater Discharge PFAS Strategy, PFAS data, and investigation findings at state and national conferences.
- Evaluate submittals from facilities with discharges of emerging pollutants to determine compliance with applicable statutes and policies. Submittals may include environmental reports, monitoring data, corrective action plans, proposed treatment technologies, and operation and maintenance plans.
- Evaluate monitoring results and coordinate additional compliance and enforcement activities.
- Provide technical assistance to facilities required to characterize, control, and/or eliminate emerging pollutants from their discharges to waters of the state.
- Conduct compliance inspections at both permitted and nonpermitted sites as needed in response to emerging pollutants.

- Carry out compliance and enforcement activities at sites, including complex or controversial sites or sites in escalated enforcement. Resolve compliance problems using various approaches. Personal contact, regular correspondence, violation notices, district compliance agreements, or enforcement referrals may be utilized as the situation dictates.
- Develop and implement sampling quality assurance project plans, including coordinating sampling activities, setting, and reviewing work assignments for professional staff on the project team, and ensuring appropriate procedures and techniques are followed.

## Duty 2

### **General Summary of Duty 2**

### **% of Time 20**

Develop, update, and coordinate Groundwater Program policies, procedures, guidance documents and compliance strategies related to emerging pollutants; develop and implement training programs; and serve as the PFAS technical expert for the Groundwater Program.

### **Individual tasks related to the duty.**

- Serve as the key technical resource and specialist for WRD permitting, compliance, and enforcement staff on emerging pollutants within the Groundwater Program.
- Develop, review, and update division-wide policies, procedures, and guidance documents, including the WRD Part 201 Policy, in coordination with WRD management, for addressing emerging pollutants at sites within the Groundwater Program in accordance with relevant state laws, including the Part 22, Groundwater Quality, administrative rules promulgated pursuant to Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and Part 201, Environmental Remediation, of the NREPA.
- Develop compliance strategies for addressing emerging pollutants, particularly PFAS, within the Groundwater Program, which includes the Compliance Strategy for Addressing PFAS in Public and Private Municipal Groundwater Discharges, as well as enforcement and permitting strategies in coordination with the WRD Enforcement Section and WRD Permits Section, to ensure that the laws and regulations pertaining to regulated discharges of emerging pollutants are effectively and consistently applied.
- Develop and implement training programs for other Emerging Pollutants Section and WRD staff in Groundwater Program policies, procedures, and compliance strategies related to emerging pollutants.
- Serve as the Emerging Pollutants Section field sampling work plan design lead and support field sampling activities to ensure representative environmental samples are collected during investigations, including design of a comprehensive soil sampling work plan for PFAS in coordination with MPART and MDARD to be used on agricultural fields throughout the state.
- Provide technical expertise, establish priorities, and resolve technical issues during the development and implementation of field sampling efforts (surface water, groundwater, soil, wastewater).
- In a timely manner, develop summaries, action plans, and briefing reports for priority sites as needed and requested by EGLE management and MPART.
- Provide data management related to emerging pollutants, including providing quality assurance and quality control oversight of the data collected or received.
- Generate professional summaries and graphic depictions of data collected for both internal and external use to efficiently communicate pertinent information. This may include GIS maps, charts, tables, graphs, and spreadsheets.
- Maintain and update information provided on the MPART and EGLE web sites related to emerging pollutants.
- In conjunction with EGLE staff and other state agencies, develop and maintain PFAS watershed summaries, story maps, and timelines.
- Provide public education and outreach, including development of frequently asked questions; compliance assistance documents; and presentations at technical workshops, state and national conferences, and public meetings.

- Attend conferences, trainings, and internal and external meetings to advance WRD's strategies in addressing emerging pollutants of concern.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Manage and oversee internal and pass-through grants/contracts related to emerging pollutants.

**Individual tasks related to the duty.**

- Evaluate eligible facilities for pass through grants related to emerging pollutants and select facilities to award based on applicable criteria, in coordination with Emerging Pollutants Section staff.
- Establish project objectives and priorities, manage and track progress of tasks, and coordinate activities.
- Manage contract/grant schedules and deadlines, and ensure all requirements are met, including annual report submittals.
- Facilitate project team meetings, manage project team roles and assignments, and provide project status updates to WRD management.
- Coordinate, provide oversight, and support field sampling activities by professional state contractors and resolve issues as they arise.
- Manage contract/grant financials, including review of contractor invoices and financial status reports for reimbursement and ensure projects are in compliance with the grant/contract.
- Provide hydrogeologic, geomorphology, and geochemical technical support for project design.
- Develop and implement sampling quality assurance project plans.
- Prepare reports, professional summaries, and presentations on project findings.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Miscellaneous activities. The tasks of this duty will vary depending on WRD goals and public concerns.

**Individual tasks related to the duty.**

- Perform other duties as assigned by the supervisor, such as special projects, committee assignments, etc.
- Respond to citizen complaints and pollution incidents and recommend appropriate courses of action to local responders. Responses are made on a 24-hour availability basis.
- Sample, investigate, and document significant water quality-related incidents for possible enforcement action. Investigations may include determining the source of the pollution, extent of the issue, and identification of responsible parties.
- Provide backup support for other division programs and activities.
- Maintain files in accordance with MPART procedures.
- Maintain files and databases in a timely manner per the WRD's Strategic Plan.
- Follow EGLE and WRD policies regarding office protocol (maintaining calendars, submitting timesheets, submitting travel reimbursements, filing procedures, phone calls/greetings, e-mail, etc.).

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

This position requires that independent decisions be made regarding the adequacy of response to emerging pollutants as implemented by municipalities and industries. These reviews must be completed using best professional judgment to determine the adequacy of technical environmental reports, facility operation and maintenance, corrective action plans, and legal documents. Decisions in the field during pollution emergencies are also made independently and based upon best professional judgment. Coworkers, governmental officials, wastewater treatment facility staff, industry, developers, other agencies, the environment, and the public are all affected by these decisions to varying degrees.

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

The supervisor is consulted as required by WRD procedures and when a decision has the potential to be highly controversial, generate a significant amount of public interest, set a division policy, or involve escalated enforcement activities. The supervisor is also consulted when issues arise that may affect the workload of other staff.

**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.**

While performing compliance inspections or emergency response: travel to the site; walking through municipal and industrial facilities' storage, processing, and operations areas; working in close proximity to heavy equipment; and navigating uneven terrain, wet or slippery surfaces, thick vegetation, or steep slopes. During these inspections or responses, occasionally exposed to physical and mechanical hazards, chemicals, wastewater, contaminated storm water or soil, airborne contaminants, and fumes from chemical storage areas, processes, and operations. Weather conditions may be wet, snowy, cold, hot, or humid.

**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.      |

**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?**

This position serves as the Statewide Groundwater Discharge Specialist in the Water Resources Division's (WRD) Emerging Pollutants Section and is responsible for statewide coordination and implementation of compliance strategies for emerging pollutants, particularly PFAS, within the Groundwater Program. This position conducts and manages the most complex geologic/hydrogeologic site investigations, including legacy contamination sites, throughout the state and assures that the laws and regulations pertaining to regulated discharges are effectively and consistently applied in order to protect public health and prevent unlawful pollution to the groundwaters and surface waters of the state. This position is also responsible for permitting, compliance, and enforcement activities; data analysis; review and development of environmental reports; providing technical expertise; and developing and implementing sampling and source investigations, relating to emerging pollutants. Further, this position is responsible for reviewing and developing applicable WRD Groundwater Program policies, procedures, guidance documents, and compliance strategies, and training other Emerging Pollutants Section and WRD staff on Groundwater Program policies and procedures related to emerging pollutants. This position is responsible for management and oversight of internal grant/contract projects, including oversight of state contractors, establishing priorities, coordinating activities, and resolving issues as they arise. This position also serves as the liaison to MPART and its agencies for the WRD Groundwater Program.

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

This position has grown to be the Statewide Groundwater Specialist for the Emerging Pollutants Section and is responsible for statewide coordination and implementation of compliance strategies for emerging pollutants, particularly PFAS, within the Groundwater Program. This includes the development, review, and updating of applicable WRD Groundwater Program policies, procedures, guidance documents, and compliance strategies, related to emerging pollutants; and training other Emerging Pollutants Section and WRD staff on Groundwater Program policies and procedures related to emerging pollutants. This position conducts and manages the most complex site investigations associated with emerging pollutants throughout the state. This position also now serves as the liaison to MPART and multiple workgroups and its agencies for the WRD Groundwater Program. Assist in the development and help conduct emergent contaminate studies by the professional state contractor to help further understand the behavior of PFAS in different types of treatment systems and also understanding the fate and transport of PFAS in groundwater. These studies will assist the Statewide Groundwater Specialist to develop policies, procedures, guidance documents, and compliance strategies related to emerging pollutants.



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

The function of the WRD's Emerging Pollutants Section is to be a technical resource in the development and implementation of WRD programs and policies to address emerging pollutants at various levels from individual sites to statewide issues in a comprehensive and strategic manner; ensure the protection of public health; and to preserve and enhance the waters of the State of Michigan. This position assists in this function by serving as the lead coordinator for compliance strategies for emerging pollutants, particularly PFAS, within the Groundwater Program and conducting complex geologic/hydrogeologic site investigations for the Groundwater Program; providing compliance and enforcement oversight related to emerging pollutants; managing internal grant/contract projects; and developing and updating applicable WRD Groundwater Program procedures, guidance documents, and compliance strategies, related to emerging pollutants.

**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 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, engineering, environmental health, environmental science, environmental studies and sustainability, forest management, geology, ecology, meteorology, microbiology, physics, remote sensing, resource development, resource management, toxicology, or zoology.

**EXPERIENCE:**

Four years of professional experience equivalent to a Environmental Quality Analyst, including two years equivalent to a Environmental Quality Analyst P11 or one year equivalent to a Environmental Quality Analyst 12

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Outstanding written and verbal communication skills. Thorough understanding of all relevant state and federal laws and programs, which includes the Part 22, Groundwater Quality, administrative rules promulgated pursuant to Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and Part 201, Environmental Remediation, of the NREPA. Experience in conducting complex geologic/hydrogeologic site investigations and technical knowledge of sampling design and technique, environmental pollution sources, industrial and municipal discharges, emerging pollutants, geology, hydrogeology, and environmental fate and transport.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Michigan driver's license 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**

<b>TO BE FILLED OUT BY APPOINTING AUTHORITY</b>	
Indicate any exceptions or additions to statements of the employee(s) or supervisors.	
<i>I certify that the entries on these pages are accurate and complete.</i>	
_____	_____
<b>Appointing Authority Signature</b>	<b>Date</b>
<b>TO BE FILLED OUT BY EMPLOYEE</b>	
<i>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.</i>	
_____	_____
<b>Employee's Signature</b>	<b>Date</b>

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