

1. Position Code EQALTE

State of Michigan
Civil Service Commission
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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 Environmental Quality
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Classification of Position Environmental Quality Analyst-E	10. Division Air Quality
5. Working Title of Position (What the agency titles the position) EQA 9- P11	11. Section Field Operations
6. Name and Classification of Direct Supervisor Joyce Zhu, Environmental Manager 14	12. Unit Warren District Office
7. Name and Classification of Next Higher Level Supervisor Brad Myott, Environmental Manager 15	13. Work Location (City and Address)/Hours of Work 27700 Donald Ct., Warren, MI 48092 80 hours/pay period
14. General Summary of Function/Purpose of Position This position reviews Renewable Operating Permit (ROP) applications and develops ROPs with some supervision. This Environmental Quality Analyst (EQA) conducts inspections of air pollution sources and determines their compliance with applicable state and federal air pollution requirements. Duties require interaction with other districts, divisions, local and state agencies, industry representatives and the public.	

**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 **% of Time 25**

Conduct administrative and technical review of Title V ROP applications for major sources of air pollution. Based on the review of these applications, prepare draft ROP permits and conduct duties associated with the public participation process.

Individual tasks related to the duty.

- Determine administrative and technical completeness of Title V permit applications. Develop permits.
- Review and calculate the emissions of all regulated air pollutants emitted by Title V sources.
- Determine the applicable federal and state regulations.
- Establish compliance schedules.
- Evaluate compliance monitoring plans. Review semi-annual compliance reports and notifications.
- Coordinate with enforcement staff, the regulated community, other agency staff, the public, U.S. Environmental Protection Agency (EPA), and affected states.
- Participate in the public participation process for each permit, including public noticing, public hearings, and public comment periods.
- Evaluate and respond to all issues raised in the public review process and resolve conflicts.
- Process renewals of any assigned RO permits.

Duty 2

General Summary of Duty 2 **% of Time 40**

Conduct on-site inspections of industrial and commercial sources of air pollution and associated air pollution control systems to determine compliance with air pollution rules, regulations and permits.

Individual tasks related to the duty.

- Hold pre- and post-inspection interviews with sources.
- Conduct visual inspections of sources to determine compliance status with applicable regulations and permits.
- Collect data, samples, photographs, and other information or evidence as needed.
- Send Violation Notices to facilities in non-compliance.
- Work with source to resolve violations.
- Initiate escalated enforcement action if violations are unresolved.
- Document all activities in written reports.

Duty 3

General Summary of Duty 3 % of Time 10

Investigate and seek to resolve air pollution complaints.

Individual tasks related to the duty.

- Receive and investigate citizen complaints of air pollution.
- Conduct investigations of potential sources as in Duty 2. Identify and verify complaint through interviews, photographs, sample collection, air sampling, and odor evaluation.
- Initiate compliance efforts with responsible sources.
- Document all activities.

Duty 4

General Summary of Duty 4 % of Time 20

Maintain and enhance expertise and knowledge of air quality rules and regulations as well as technology for controlling air pollution.

Individual tasks related to the duty.

- Attend training sessions and conferences, review and study professional and technical literature, and evaluate new control technologies.
- Provide technical assistance in the development of new rules for controlling air pollution or emission inventory systems.
- Complete other duties and projects assigned by the District Supervisor, including conducting special studies of air pollution sources or control systems, and develop solutions to chronic problems.

Duty 5

General Summary of Duty 5 % of Time 5

Complete special assignments, projects, and other duties as assigned by the District Office Supervisor, Field Operations Supervisor, Assistant Division Director or Division Director.

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.

Decisions regarding the administrative and technical completeness of permit applications, determining the adequacy of compliance programs for resolution of violations, type of inspections conducted, and method to resolve complaints. These decisions impact industry; federal, state, and local units of government; and the public.

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

Decisions on permits or inspections that are complex, controversial, and/or precedent setting; or decisions that are not within established Department regulations, policies, and procedures.

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 setting; during field inspections a wide variety of hazards may be encountered, such as climbing, working in high places, exposure to hazardous industrial environments, exposure to air pollutants or other environmental contaminants, some of which may be toxic in nature, and exposure to a variety of weather conditions.

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

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A			

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

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

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?

The essential duties of this position are to determine the compliance status of assigned industrial and commercial sources of air pollution, and to obtain compliance of facilities that are found to be violating applicable air pollution regulations. In addition, major sources of air pollution require an ROP, and the assigned staff member must develop the ROP, track compliance, and modify the ROP as requested.

To be successful in this position, the following competencies have been identified as essential: Adaptability, Continuous Learning, Customer Focus, Communication, and Planning and Organizing Work.

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

No Changes.

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

The District Office is responsible for compliance and enforcement of state and federal air regulations and reviewing Title V applications under the Renewable Operating Permit program in a 12-county area. This position is responsible for conducting permit reviews and on-site inspections for industrial and commercial sources of air pollution to achieve and maintain compliance with applicable air pollution regulations.

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

EDUCATION:

Bachelor of Science degree in the physical, chemical, engineering, or related field.

EXPERIENCE:

9 level: No specific type or amount is required.

10 level: One year of professional experience equivalent to an Environmental Quality Analyst 9.

P11 level: Two years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to represent the Division in a professional manner in all permit reviews, inspections, contact with the public, negotiations, enforcement actions, and other assigned duties. Clear and concise written and verbal communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license preferred.

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