

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

Position Code

1.

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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> Environmental Quality Alt-A	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Senior Environmental Quality Analyst	<b>11. Section</b> Field Operations Section – Lakes Michigan and Superior
<b>6. Name and Position Code Description of Direct Supervisor</b> KIRK, AUDRIE J; ENVIRONMENTAL MANAGER-3	<b>12. Unit</b> Grand Rapids District Office - Water Resources Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> ALEXANDER, KYLE D; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 350 Ottawa Ave. NW Unit 10, Grand Rapids, MI 49503/ 7:30 a.m.-4:00 p.m., Monday-Friday

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

This position serves as the recognized resource for the Water Resources Division's (WRD) Water Resources Program administering regulatory actions for Barry County in the Grand Rapids District. This includes administration of land and water use programs and statutes within the assigned county, including Part 31, Water Resources Protection; Part 301, Inland Lakes and Streams; and Part 303, Wetlands Protection; of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA).

**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:**

**Percentage: 50**

Serve as the recognized resource for the Water Resources Program in Barry County for administration of Parts 31, 301, and 303 of the NREPA. Perform program functions including review and processing of permit applications, compliance issues, and related duties under identified administered statutes.

**Individual tasks related to the duty:**

- Review complex and controversial regulatory projects. Complex projects include those with United States Environmental Protection Agency (USEPA) oversight and jurisdiction (red files), high profile projects such as marinas, lake creations, coal ash clean up sites, Section 319 grant project sites, large utility corridor projects, stream restorations, wetland creations and restorations, Great Lakes shoreline protection, and projects that result in media and legislative inquiries.
- Prepare permits, countersignature permits, modification letters, and denials on controversial and complex files that may have USEPA oversight.
- Make recommendations for the proper use of the land/water resources, including approval, modification, or denial of applications for permit.
- Communicate, meet, and correspond with permit applicants, property owners, contractors, consultants, attorneys, local government officials, legislators, the press, and the general public regarding statutory criteria, permit issuance criteria, wetland mitigation requirements, and to provide technical assistance.
- Compile, analyze, and evaluate available information (e.g., wetlands maps, aerial photographs, soil maps, and fisheries reports) as part of a complete file review process to support program decisions and conclusions.
- Communicate with Tribal, federal, and state agencies when necessary to enhance the scope of project reviews and ensure a high degree of inter- and intragovernmental coordination.
- Identify protected natural resources and evaluate the impact of the activity on the protected resource, public trust, and riparian interest.
- Coordinate and evaluate information obtained from other agencies and sources including public comments received.
- Prepare project review reports, environmental assessments, and decision documents as appropriate consistent with permitting criteria established by statute, administrative rules, and division guidelines.
- Provide technical and administrative training to new staff including statute reviews, permit application analysis and processing, field inspections, complaint evaluations, and proper customer service.
- Coordinate and lead public hearings as a public hearings officer.
- Apply technical expertise to review and comment on wetland, lake, and stream mitigation plans.
- Review annual wetland mitigation monitoring reports from past permitted projects and conduct field investigations to verify reports as accurate, and provide specialized comments for corrective measures.
- Document actions and decisions in MiWaters.
- Meet with permit applicants to review statutory criteria and offer suggestions to modify projects to comply with statutory requirements.
- Provide input on WRD general permit/minor project criteria.
- Defend environmental assessments, findings, and permit decisions in meetings with permit applicants, professional consultants, administrative hearings, and court proceedings.
- Complete file reviews within statutory, division, and/or district established time frames.

**Duty 2**

**General Summary:**

**Percentage: 20**

Perform field inspections and schedule site meetings in a manner that maximizes time and resource efficiency. Provide project-specific technical expertise to the regulated community based on site-specific scientific determinations on wetlands, streams, and lake resources.

**Individual tasks related to the duty:**

- Routinely collect project site information, including on-site measurements to document regulated resources and areas of impact to support regulatory determinations.
- Sustain and grow knowledge of wetland identification techniques, aquatic lake and stream systems, along with general and advanced construction techniques to be applied in and around water resources.
- Serve as a source of information regarding stream and lake morphology, as well as critical dune characteristics.
- Collect biological/ecological observations associated with regulatory issues including the presence of state and federally listed threatened and endangered species and the presence of critical habitat features.
- Delineate wetland areas and/or confirm wetland delineations conducted by consultants for permit application review, complaint investigations, and wetland assessments consistent with the United States Army Corps of Engineers' 1987 Wetland Delineation Manual by applying professional knowledge of plants, soils, and hydrology.
- Document field determinations using project review reports, wetland data forms, site sketches, photographs, and physical samples.
- Meet on-site with permit applicants, contractors, landowners, and professional consultants to document and review site findings and assessments.
- Maintain field equipment.
- Coordinate joint-jurisdiction field inspections with other regulatory agencies to improve consistency, efficiency, and customer service.

**Duty 3**

**General Summary:****Percentage: 15****Public Assistance/Customer Service/Outreach for the Water Resources Program****Individual tasks related to the duty:**

- Conduct public education and outreach activities directed towards the regulated community for best practices for design and regulatory requirements.
- Utilize expertise to assist applicants with the integration of storm water design into projects as a tool to reduce resource impact and enhance water quality.
- Coordinate early and often with WRD staff on projects involving 319 grant funding to facilitate permissible project designs and review grant funded projects in coordination with other required review timeframes.
- Provide resources on natural shoreline design techniques on inland lakes and streams to the public and applicants.
- Assist property owners in determining if there is a presence of wetlands on the property as well as providing a jurisdictional determination when requested.
- Answer questions from the public via telephone, letter, or e-mail regarding regulations, the permitting process, and general questions on land and water resources to include statutes, rules, and guidelines of Parts 31, 301, and 303 of the NREPA.
- Provide assistance to external users on the use of MiWaters for submitting permit applications or complaints.
- Meet with property owners, consultants, attorneys, and local government officials to discuss permit requirements on potential development sites.
- Participate in multiagency/stakeholder meetings and discussions related to resource impacts in Barry County.
- Create fact sheets, presentations, and other educational materials regarding regulatory requirements and natural resource values.
- Prepare written communications to address concerns and questions of the public, elected officials, and others regarding site evaluations.
- Communicate with diverse entities to explain regulated activities, statutory exemptions, and permitting processes that apply specifically to proposed projects.

**Duty 4****General Summary:****Percentage: 10****Conduct compliance and enforcement actions within Barry County for Parts 31, 301, and 303 of the NREPA.****Individual tasks related to the duty:**

- Conduct field investigations and in-office reviews in accordance with division priorities to determine whether reported complaints are violations of statute. Document investigations following rules of evidence, scientific procedures, and division guidelines.
- Utilize advanced technology (e.g., Trimble GPS, ArcMap) to document unauthorized impact areas and prepare maps for compliance communications.
- In cases of violations or noncompliance, prepare notices of violation, restoration orders, and noncompliance letters consistent with the department enforcement procedures and the division's enforcement manual.
- Prepare complaint files for supervisor's review and referral to the Department of Natural Resources' Law Enforcement Division and the Department of Attorney General.
- Receive complaints via telephone, e-mail, mail, or personal observation regarding potential violations of statute.
- Conduct site inspections of permitted projects to determine compliance with permit conditions.
- Meet with property owners and their representatives to review complaints and requirements to bring sites into compliance.
- Provide lay person and/or expert testimony in court proceedings on complaint investigations.
- Assess, evaluate, address, and resolve compliance issues through voluntary compliance.
- Refer violations for escalated enforcement in an orderly and timely fashion whenever necessary.

**Duty 5****General Summary:****Percentage: 5****Miscellaneous Activities****Individual tasks related to the duty:**

- Serve on the Michigan Mussel Workgroup.
- Participate on the WRD's Mussel Team.
- Serve as the district expert for wetlands, including taking site data (soil, hydrology, plants, etc.) and coordinating on the review of major projects, including those outside the assigned geographic area and that involve significant resource impacts and programmatic challenges.
- Coordinate with partner agencies and other Department of Environment, Great Lakes, and Energy (EGLE) divisions as applicable on issues such as sediment testing, projects that may impact historical artifacts, fisheries concerns, as well as threatened and endangered species reviews.
- Attend and participate in training to enhance professional and technical skills.
- Represent EGLE as a resource to provide guidance to other governmental agencies, watershed groups, and lake associations.
- Meet with local government officials to educate them regarding division programs.
- Give presentations about division programs to environmental groups, school groups, and local government groups.
- Attend administrative meetings.
- Other duties as assigned.

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

Position requires considerable independence in making decisions on applications and violations. These decisions often

directly affect how a property owner can use his/her property. Position may determine whether EGLE will seek prosecution for a violation of relevant statutes. Additionally, the position requires making decisions on permit applications and violations, and may include those that involve consideration under multiple statutes, vague statutory definitions, commercial/economic interests, the interests of other governmental agencies, and multidepartment and/or multiagency coordination.

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

Matters of significant public concern or potential controversy, and situations not well defined by statute, rules, or guidelines would be discussed with the supervisor.

Matters reviewed for department consistency in permitting or denial decisions or matters that may set a precedent in future decisions.

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

Physical Activities: Standing, sitting, walking, climbing, wading, stooping, digging, kneeling, jumping, and carrying are all done routinely during field investigations. Many field investigations are on undeveloped property.

Conditions/Hazards: Wet, cold, heat, noise, dust, poisonous vegetation, insects, wildlife, wading in water, and working in traffic areas and on/near unstable dune slopes are all encountered when working in the field.

**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.**

**Additional Subordinates**

**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 recognized resource administering Parts 31, 301, and 303 of the NREPA. Authorize regulated activities and conduct enforcement actions on unauthorized activities under those regulations. Perform all these essential functions for Barry County in the Grand Rapids District.

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

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

The Grand Rapids District Office - Water Resources Unit is responsible for the administration of regulatory statutes for the protection, conservation, and sustainable use and development of lakes, streams, wetlands, floodplains, and Great Lakes shoreline in the Grand Rapids District Office. Review and process applications for construction projects, and administer compliance actions affecting riparian owners, local units of government, and federal agencies. This position is the recognized resource responsible for administering the Water Resources Programs in Barry County within the Grand Rapids District.

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

**EXPERIENCE:**

**Environmental Quality Analyst 12**

Three years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The ability to communicate effectively, interpret directives, and perform well under pressure with litigation and controversial issues. The ability to identify plants and animals and characterize soils. Knowledge of biological sciences to evaluate the impact of projects on regulated natural resources.

The employee in this position demonstrates knowledge, skills, and abilities exceeding those required by the position.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Valid Michigan driver's license is preferred.

**NOTE:** Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

None

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

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

*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

\_\_\_\_\_

Date