

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	10. Division
Environmental Quality Analyst-A 12	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Voluntary Wetland Restoration Coordinator	Field Operations Support Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Vacant, Environmental Manager-3 14	Wetlands, Lakes, and Streams Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Anne Garwood, State Administrative Manager-1 15	525 West 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 is the recognized resource for the Voluntary Wetland Restoration (VWR) Program within the Water Resources Division's (WRD) Wetlands, Lakes, and Streams Unit (WLSU). This position is responsible for program development, interpretation of policies and procedures, regulatory decision-making, development of training materials and hosting trainings, and design of guidance and outreach materials. This position conducts site inspections and compliance inspections without oversight. This position represents the WRD in interactions with a wide range of restoration practitioners and professionals, including the Michigan Department of Natural Resources (DNR), United States Fish and Wildlife Service (USFWS), and United States Department of Agriculture (USDA), and provides technical and programmatic guidance. This position also serves as the WRD's representative and co-chair of the VWR Subcommittee of the interagency Wetland Working Group, provides technical support to other WRD staff and the public regarding wetland restoration best management practices, and serves as the WLSU MiEnviro expert.

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 50

Serve as the recognized resource and coordinator for the VWR Program.

Individual tasks related to the duty.

- Interpret policies, procedures, and guidance under Part 31, Water Resources Protection; Part 301, Inland Lakes and Streams; Part 303, Wetlands Protection; Part 323, Shorelands Protection and Management; Part 325, Great Lakes Submerged Lands; and Part 353, Sand Dunes Protection and Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), in order to make regulatory decisions in the review of permit applications for the VWR Program.
- Determine if activities are regulated, which statutes apply, and evaluate impacts on the protected resource, public trust, and riparian interest.
- Make final decisions on VWR permit applications, including on large, complex coastal wetland restoration projects. Complex projects involve new or experimental methods or technologies, sensitive cultural resources, interstate or international waters, navigational concerns, multiple state federal or tribal agencies, or may be controversial.
- Provides direction to applicants in the regulatory review process for VWR early coordination meetings and reports, including feasible and prudent alternatives analysis, functions and services evaluation, and technical information needed for administratively complete permit applications.
- Conduct site inspections and confirm identification of wetland boundaries, streams, and lakes for VWR projects.
- Establish and maintain positive working relationships with a wide range of restoration practitioners and professionals; restoration agency partners and stakeholders, including the DNR, USFWS, and USDA; and provide technical and statutory advice and guidance.
- Issue public notices, coordinate and evaluate information from other agencies and sources including public comments received, and serve as the public hearings officer when a hearing is held on VWR applications. Ensure public notices are informative and provide accurate and understandable information on the application and proposed project.
- Document permit review criteria, evaluation of environmental impacts, riparian rights, and public trust. Ensure complete documentation and tracking information is maintained in MiEnviro for all VWR applications, permits, early coordination requests, and complaints.
- Complete project review reports, environmental assessments, and decision documents consistent with permitting criteria established by statute, administrative rules, and division guidelines.
- Apply policies and procedures to write permits, including project-specific conditions and compliance schedules, process permit modifications, and issue application denials, as appropriate.
- Document actions in MiEnviro and complete application reviews within statutory and division time frames.
- Serve as the WRD's representative and co-chair of the VWR Subcommittee of the interagency Wetland Working Group and provide technical expertise and assistance to VWR permit applicants regarding statutory criteria, evaluation of environmental impacts, functions and services, and information necessary to comply with statutory requirements. Provide feedback on project design using General Permit Categories, Minor Project Categories, or Individual Permits, as appropriate.
- Gather and document site information to make regulatory determinations using project review reports, wetland data forms, site sketches, photographs, and physical samples.
- Schedule and conduct field inspections of proposed activity sites or compliance locations without oversight.
- Schedule field work to minimize travel and field time and maintain field equipment.
- Maintain a high level of work product while meeting all deadlines of Part 13, Permits, of the NREPA.
- Review and determine compliance for VWR projects and follow up appropriately.
- Respond to questions or concerns regarding permit decisions, participate in contested case proceedings, and testify in hearings on VWR decisions.
- Track VWR Program metrics, such as number of permits issued, acres of wetland restored and enhanced, and number of early coordination meetings completed.

Duty 2

General Summary of Duty 2

% of Time 30

VWR Program development.

Individual tasks related to the duty.

- Develop procedures, training, and guidance for VWR Program agencies and applicants.
- Develop operational procedures, guidelines, and forms for the VWR Program. This includes forms for VWR permit applications and Early Coordination Requests, as well as documentation of VWR permit data in MiEnviro components and fields. Communication and input from restoration agencies, organizations, and the Wetland Working Group partners is used to inform the needs and goals of these materials.
- Develop new or modify current General Permit Categories or Minor Project Categories for VWR projects.
- Lead program process improvements in response to concerns identified by restoration agencies regarding the permitting process.
- Provide technical expertise and support for the Joint Agency Restoration Committee and attend committee meetings.
- Convene VWR agencies and organizations on a quarterly basis, set agendas, lead discussions, document decisions, and identify action items.
- Develop and maintain internal and external training materials and host trainings for the VWR Program.
- Attend external partner meetings, professional conferences, trainings, and work groups to increase understanding of restoration goals, case studies, funding sources, metrics, and monitoring techniques.
- Give presentations, host workshops, and coordinate tracks at professional meetings and conferences, representing the VWR Program.
- Serve as the Department of Environment, Great Lakes, and Energy's (EGLE) lead on the Michigan Wild Rice Initiative Monitoring and Restoration Subcommittee.
- Actively pursue professional development relating to VWR through participating in trainings and reviewing technical literature relating to wetlands restoration.
- Actively engage and communicate with other state, federal, and tribal resource agencies; other organizations; and educational institutions to maintain expertise on relevant scientific and technical wetland restoration knowledge.
- Evaluate current developments in wetland ecology and related sciences and develop program improvements to promote implementation of best management practices in wetland restoration.
- Develop wetlands protection brochures, fact sheets, example plans, informational webinars, and other educational outreach materials regarding VWR.

Duty 3

General Summary of Duty 3

% of Time 20

Other duties as assigned by supervisor.

Individual tasks related to the duty.

- Serve as the WLSU MiEnviro expert, including participating in MiEnviro expert training sessions, providing training to unit staff on new updates in MiEnviro, and providing assistance when staff has questions.
- Respond to inquiries via phone calls or email from external customers.
- Assist in maintaining wetland, lakes, and streams Web pages through development of new content related to wetland restoration and VWR, updating existing content, and providing photos and engaging graphic information to be included.
- Provide technical support to WRD staff and the general public regarding wetland restoration and wetland ecology, including participating in discussions, answering questions, assisting with field reviews, and providing comments.
- Follow the WRD standard operating procedures regarding office protocol (maintaining calendars, submitting timesheets, submitting travel vouchers, filing procedures, phone calls/greetings, e-mail, etc.).
- Participate in training to enhance professional and administrative skills.
- Perform other duties as assigned by the supervisor, such as special projects, committee assignments, etc.

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

Decisions on General Permit, Minor Project, and Individual Project permit applications; interpretation of policies, procedures, and guidance; and compliance actions. Development of internal and external guidance, training material, identification of program development needs, and promotion of best management practices for wetland restoration at external professional meetings, conferences, and workshops. Providing guidance to VWR partners and agencies through interpretation of policies and procedures in training and workshops and representing EGLE on professional work groups and committees. These decisions affect how property owners can use their property, as well as how wetland restoration agencies prioritize and design projects and seek grant funds. Identification of VWR partners concerns or challenges and prioritizes necessary changes in the VWR Program. VWR organizations and other stakeholders are affected by the training, forms, and guidelines.

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

Changes in policies or procedures, and development of new policies or procedures. Handling of new restoration techniques that have not been addressed previously in policies or procedures; legislative inquiries; or highly controversial issues between state, federal, tribal, or other partner agencies and organizations. When instructions or decisions are not clearly covered by department or division policy, procedure, or precedent. Conflicts in workload demands.

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 office duties involve sitting at a desk and using the telephone and a computer for extended periods of several hours (65%). The field duties involve data collection in rough terrain, wet conditions, and extremes of heat, cold, and humidity (35%). Standing, sitting, walking, climbing, wading, stooping, digging, kneeling, jumping, and carrying are all done routinely during field investigations. Field work may also result in exposure to poison ivy, poison sumac, poison oak, and stinging nettles. Field work may involve long drives (2 or more hours) and long days (10 or more hours).

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>
Additional Subordinates			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N Complete and sign service ratings.

N Assign work.

N Provide formal written counseling.

N Approve work.

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N 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?

Serve as the recognized resource for VWR Program projects, permitting, and program development. Conduct wetland restoration early coordination meetings and process permit applications for VWR projects, defend permit decisions, determine and follow up on compliance, and provide technical and administrative assistance to VWR organizations and property owners. This position leads VWR Program development for the best protection and management of the state's natural resources, including improving the review and processing of VWR permit applications; developing operational procedures, guidelines, and forms; meeting with VWR organizations; serving as the WRD representative and co-chair for the Wetland Working Group of the VWR Subcommittee; serving as EGLE's representative on the Michigan Wild Rice Initiative Monitoring and Restoration Subcommittee; and providing support for the Joint Agency Restoration Committee.

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

No changes.

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

The WLSU provides technical and regulatory support for the WRD's permitting and enforcement staff for Parts 301 and 303 of the NREPA. The WLSU also coordinates with other agencies and organizations to assist in management of lake, stream, and wetland resources at the land/water interface in accordance with the provisions of Parts 301 and 303. This position supports permitting and enforcement functions by coordinating the VWR Program, reviewing VWR permit applications, and providing technical expertise in wetland restoration.

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

EXPERIENCE:

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. The ability to identify plants and animals and characterize soils. Knowledge of biological sciences to evaluate the impact of projects on natural resources. Familiarity with Microsoft Office applications. Possess good oral and written communication, problem-solving, and conflict resolution skills. Ability to work cooperatively with others, be flexible as the workload demands, organize workload, and deal with difficult people. Ability to convey technical information to the lay person.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid 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

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.