

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

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 Classification of Position Environmental Quality Analyst 12	10. Division Finance
5. Working Title of Position (What the agency titles the position) Senior Project Manager	11. Section Water Infrastructure Financing
6. Name and Classification of Direct Supervisor Izabel Hartman, Environmental Manager 14	12. Unit Program Management – East Unit
7. Name and Classification of Next Higher Level Supervisor Kelly Green, State Division Administrator 17	13. Work Location (City and Address)/Hours of Work District Office - TBD Monday – Friday, 40 hours per week

14. General Summary of Function/Purpose of Position

Serve as a senior project manager responsible for performing the more advanced, complex, controversial, and politically sensitive assignments involving the administration of low-interest loans for large municipal entities with complicated drinking water and waste-water systems. Assignments involve the review and funding of municipal wastewater collection/treatment and drinking water treatment/distribution construction projects and non-point source pollution prevention projects under the Clean Water State Revolving Fund (CWSRF), Strategic Water Quality Initiatives Fund (SWQIF), and Drinking Water State Revolving Fund (DWSRF) loan programs, Stormwater, Asset Management, and Wastewater (SAW) grant and loan programs, and new state or federal loan or grant programs as applicable, including those through the American Rescue Plan Act. Assignments involve the administration of projects requiring substantial financial investments encompassing multiple loans and necessitating effective planning and scheduling skills, a broad understanding of technologies, and well-developed communication skills.

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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 40

Serve as a senior project manager responsible for performing the more advanced, complex, controversial, and politically sensitive assignments involving the administration of low-interest loans for large municipal entities with complicated drinking water and waste-water systems. Ensure projects comply with planning requirements of the Natural Resource and Environmental Protection Act, as well as numerous state, federal and local laws, rules and regulations, particularly those that are expected to or will become controversial by virtue of having probable or perceived impacts upon the environment, adjacent land owner interest, other governmental entities, public trust and social/economic values. Also, ensure that project planning documents address the intended water quality/drinking water improvements, discuss an appropriate range of alternatives and cost effectiveness, do not result in unacceptable adverse environmental impacts, discuss appropriate mitigation, are consistent with sound planning principles, and comply with planning requirements in the State Environmental Review Process for the CWSRF, SWQIF, DWSRF, and SAW programs. During public involvement, ensure that the Department is presented in a professional, customer service oriented light while remaining sensitive to the high visibility that its involvement will entail. Prepare environmental assessments for those projects which are consistent with program requirements or fully document those issues preventing preparation of assessments.

Individual tasks related to the duty:

- Coordinate reviews by applicable state and federal agencies as necessary, including the preparation and distribution of fact sheets to ascertain where crosscutting authority exists and to ensure that all project impacts are addressed.
- Review and evaluate project plans and other project documents, including bases of design, planning surveys, inflow and infiltration (I/I) analyses, permits, plan sheets, and any other documents germane to ascertaining cost effectiveness and environmental benefits and detriments of proposed projects, including both primary and secondary impacts. Review complex alternatives analyses and documentation of system deficiencies in conjunction with agency engineering staff. Review public participation procedures and outcomes. Prepare review comments and conduct meetings as necessary to resolve deficiencies.
- Interpret environmental program requirements and proposed project adherence for complex issues such as partitioning of environmental reviews such that future options are not foreclosed, controversial potential environmental impacts, and unusual alternatives analysis issues, with the awareness that any of these controversial projects could be contested in court. Prepare written documents or correspondence addressing complex or controversial issues.
- Prepare environmental assessments for public review and comment, addressing proposed project benefits, impacts, costs, and alternatives. Address public comments regarding projects and their impacts.
- Document project deficiencies that prevent preparation of a “finding of no significant impact” and agency funding. Deficiencies may include such things as extreme growth that could result in the loss of prime agricultural land or a direct construction impact on significant wetlands.
- Maintain a basic understanding of wastewater and drinking water systems (capacities and flows, treatment processes, construction techniques) through close communication with agency engineers and community engineering consultants.
- Monitor projects during construction through occasional site visits, phone calls to community loan recipients, and monthly reports provided by the construction engineers.

Duty 2

General Summary of Duty 2

% of Time 25

Provide reviews/approvals of required project submittals, including but not limited to applications, procurement actions, contracts, contract addenda, construction change orders, Alternative Justifiable Expenditure (AJE) documentation, disbursement requests, and other project related documentation, for the purposes of ensuring adherence to program requirements for assigned projects, which would include the more complex projects. Maintain contact with loan recipients and their consulting engineers.

Individual tasks related to the duty:

- Review and approve loan applications for compliance with programmatic requirements, ensuring timeliness, accuracy and completeness of project and cost documentation.
- Review and approve loan budgets for consistency with eligibility requirements, adequate justification for need, cost estimates, and supporting documentation such as invoices, contracts, quotations, and proposals.
- Review and approve AJE documentation to ensure the proper assignment of costs where there is a physical overlap between eligible and ineligible project components (i.e. sewer separation projects).
- Review and approve applicant procurement activities, including engineering agreements, construction bidding documents, and addenda for compliance with program requirements, eligibility under program rules and procedures, and conformance with the scope of work contained in the project plan.
- Review and approve change orders for adherence to program requirements including eligibility for funding, appropriate levels of cost documentation, and rationale for changes.
- Review and approve requests for disbursements and payment documentation to ensure that tasks performed are consistent with approved planning, design, and construction activities.
- Attend construction progress meetings, maintain progress notes/schedules, or otherwise maintain contact with project engineers/owners to ascertain project progress or other cost/delay/performance issues during construction. Monitor (by receiving meeting minutes, project schedules, and project pay estimates and/or by attending preconstruction and progress meetings) construction progress and implications of budget overruns and/or contract completion issues on the loan funding.
- Maintain complete and accurate database records and files for assigned projects.
- Conduct detailed project cost reconciliation at project completion to ensure that invoices support the costs requested.

Duty 3

General Summary of Duty 3

% of Time 10

Facilitate progress through the CWSRF, SWQIF, DWSRF, and SAW programs for participating local units of government and water suppliers. This management will involve numerous day-to-day activities, focusing on projects of a complex, controversial and/or politically sensitive nature while performing project management tasks with a minimal degree of supervisory involvement. Coordinate loan activities with other agencies including other divisions of the department, other state agencies including the Municipal Finance Authority, the U.S. Environmental Protection Agency, and numerous local and county level governmental entities.

Individual tasks related to the duty.

- Respond to initial program inquiries from community officials and engineers. Provide program information by conducting program presentations and preplanning conferences.
- Provide guidance to communities on program requirements. Coordinate reviews of project submittals. Lead/attend meetings where program/project issues are discussed to ensure compliance with statutory and regulatory requirements.
- Negotiate project schedules through coordination with Drinking Water and Environmental Health Division and Water Resources Division district engineers, communities and their consultants, and other state/federal agencies to facilitate program submittals that are necessary for the issuance of loans.
- Interact with communities and other agencies regarding multijurisdictional issues. Coordinate reviews as needed and prepare/distribute fact sheets to other state/federal agencies as needed.

Duty 4

General Summary of Duty 4

% of Time 25

Serve on special project/program teams such as in the development of policies and procedures for new or continuing program areas. Perform community outreach and education by presenting program information to municipalities, consultants, and other interested parties.

Individual tasks related to the duty.

- Attend meetings and perform team functions to formulate recommendations, draft committee reports, or otherwise achieve goals.
- Serve as a subject matter expert to unit staff regarding particular areas of expertise.
- Identify areas where program/procedural clarifications/revisions are necessary to maintain quality control.
- Assist with the development and implementation of policy & procedural modifications for continuing program areas.
- Assist with the development and implementation of policy & procedures for new program areas.
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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.

The senior project manager makes all day-to-day decisions to the successful funding and completion of the most complex, controversial, and politically sensitive loan projects. Decisions involve the interpretation and application of program rules, policies, and procedures related to the adequacy of project submittals such as planning documents and loan applications, the impact of proposed projects upon local residents and the environment, and the eligibility of project budget items for CWSRF, SWQIF, DWSRF, and SAW reimbursement. These decisions affect county and local government officials in the state's largest metropolitan areas, their consultants and contractors, the customers served by CWSRF, SWQIF, DWSRF, and SAW funded projects, and the residents of communities in which project construction occurs.

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

Supervisor input will be necessary when project requirements/rules/guidance/policies are not clear cut and assistance with guidance/intent is needed or when project management decisions are likely to involve significant political or technical implications.

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.

Occasional travel to communities, sometimes involving overnight stays (5%). Attendance at meetings or training functions may be outside of normal work hours (5%) Occasional inspection of construction site activities (5%). The vast majority of time is spent in an office environment (85%).

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 employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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?**

To serve as a project manager for selected communities/projects in the CWSRF, SWQIF, DWSRF, and SAW programs. Project assignments encompass very complex systems with significant political considerations and extremely high financial and technical ramifications. The individual must have the ability to assimilate and analyze large amounts of program information in the course of making sound project management decisions; good written and verbal communication skills, and good interpersonal skills.

To be successful in this position, the following competencies have been identified as essential:

Building Strategic Working Relationships — consistently uses skills and knowledge to effectively work with others

Decision Making — identifies issues and problems, gathers and analyzes information, to make informed decisions

Initiating Action — proactively takes action to accomplish tasks

Planning and Organizing Work — prioritizes, schedules, performs multiple tasks in a timely manner

Work Standards — setting high standards of performance, assuming responsibility and accountability for successfully completing assignments/tasks

Communication — clearly conveying and receiving information

Technical/Professional Knowledge

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

Revisions reflect reorganization updates.

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

The Unit has six professional staffers who serve as project managers to assist communities in all aspects of the CWSRF, DWSRF, SWQIF, and SAW grant and loan programs. The most complex/controversial projects are assigned to Level 12 Analysts who have demonstrated the capability to best handle them with a high degree of independence. In addition, special projects often arise that necessitate assignment to more experienced/qualified staff, typically Level 12 Analysts.

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

EDUCATION:

Possession of a bachelor’s degree with a major in the physical or biological sciences, resource development or management, engineering, or a related field.

EXPERIENCE:

Environmental Quality Analyst 12

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

KNOWLEDGE, SKILLS, AND ABILITIES:

A thorough knowledge of CWSRF/SWQIF/DWSRF laws/rules, wastewater collection/treatment and drinking water processes and technologies, related Department programs, and the project planning process are necessary.

Well-developed organizational skills, excellent written and verbal communicative skills, the ability to assimilate large amounts of program information in the course of making sound project management decisions, and good interpersonal skills are necessary.

Maintain specialized knowledge on topics such as non-point source, inflow and infiltration (I/I), AJE, green project infrastructure, on-site systems, or other program topic as assigned.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan Driver’s License

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

