

Position Code

1. EQALTEA70R

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 Environmental Quality ALT-E	10. Division Water Resources Division
5. Working Title (What the agency calls the position) Environmental Quality Analyst	11. Section Field Operations Section – Water Quality Unit
6. Name and Position Code Description of Direct Supervisor Brian Jankowski, Environmental Manager 14	12. Unit Cadillac District Office – Water Quality Unit
7. Name and Position Code Description of Second Level Supervisor Cheri Meyer, State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work 120 West Chapin Street, Cadillac, Michigan 49601/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position has permitting and compliance oversight that requires independent judgment to assure the laws and regulations pertaining to water pollution control in the State of Michigan and the programs of the Water Resources Division (WRD) are effectively and uniformly applied to industrial and municipal discharges in an assigned geographic area of the state in order to protect public health and prevent pollution of surface waters of the state.

Duty 3

General Summary of Duty 3

% of Time 10

Emergency/Complaint Response

Individual tasks related to the duty.

- Respond to emergency and citizen complaint conditions. Complaints are received directly or through the Pollution Emergency Alerting System. Responding to these complaints often entails gathering information from citizens and governmental or industrial officials, as well as responding to their questions. Inquiries from news media might also be answered. Field investigations of these incidents may be required. The investigations may be during non-work hours.
- Sources of polluting material spills and the extent of environmental damage must be determined. Containment and cleanup must be initiated, if possible. Obtain the services of outside contractors for assistance.
- Coordinate on-scene efforts with appropriate response agencies (other state agencies; federal agencies such as U.S. Environmental Protection Agency and U.S. Coast Guard; and consultants), local fire departments, and other agency personnel, as needed. Collect legal evidence, as necessary for enforcement action.
- Follow-up investigations and activities, such as sampling, report writing, letters, etc., continue until situation is resolved. Serve as a technical resource on actions necessary to minimize and remediate effects of spills to surface waters.
- Division Safety Procedures must be followed in all activities.

Duty 4

General Summary of Duty 4

% of Time 10

Participation on WRD Committees

Individual tasks related to the duty.

- Represent the Cadillac District Office on one or more WRD committees related to job functions, as assigned. Attend committee meetings and participate in discussions and presentations on technical and administrative issues related to these committees. Perform tasks as assigned by such committees subject to the discretion of the District Supervisor.
- Division Safety Procedures must be followed in all activities.

Duty 5

General Summary of Duty 5

% of Time 5

Special Problems/Investigations

Individual tasks related to the duty.

- Conduct special investigations and follow-up actions. Certain special problems related to surface water quality will require separate special investigations involving office and field work. Meetings with industrial and municipal officials, other state agencies or federal personnel, and consultants may be required. Office work could include file and literature searches, and report and letter writing. Field work often includes sampling, drain tracing, and facility inspections.
- Division Safety Procedures must be followed in all activities.

Duty 6

General Summary of Duty 6

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Perform other duties as assigned by the District Supervisor.

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 permit compliance activities implemented by developers, industries, and municipalities. These reviews must be completed using best professional judgment to determine the adequacy of highly technical environmental reports, remediation plans, and legal documents. Decisions in the field during pollution emergencies are also made independently and based upon best professional judgment. Government officials, city and industrial staff, other agencies, 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 District Supervisor is consulted as required by WRD procedures, and/or when a decision has the potential to be highly controversial, generate a significant amount of public interest, or set a WRD precedent.

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.

Emergency response situations require traveling to the affected site and walking in a variety of weather conditions including wet, snowy, cold, hot, and humid. During response, the person in this position may be periodically exposed to contaminated water, soil, and air. While performing emergency response or compliance inspections, the person in this position may be required to walk through facilities' storage, processing, and operations areas. During these responses or inspections, the person in this position is occasionally at risk of exposure to physical and mechanical hazards, wastewater, storm water, airborne contaminants, and fumes from chemical storage areas, processes, and operations. The person in this position must identify and manage risk through situational awareness, hazard assessment, and hazard control. Overnight travel is sometimes required as a part of these duties

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?

To serve as an NPDES and related program staff for the Cadillac District and assure that the laws and regulations pertaining to surface water or groundwater discharges are effectively and uniformly applied in order to protect public health and prevent unlawful pollution to waters of the state. In addition, remain actively involved with statewide program procedures, policy recommendations, technical direction, and providing recommendations to WRD management for future direction of the program.

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

This position is being downgraded for recruitment and training purposes.

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

The function of the work area includes regulating industrial and municipal point source and nonpoint source discharges to assure protection of the public health, and protection, preservation, and enhancement of surface water and groundwater quality within the Cadillac District. This position assures that the industrial and municipal point source discharges are complying with state and federal laws, through technical reviews of required submittals, treatment technologies, and public education through communicating with local governments, citizens, industries, and the news media.

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, 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 9

No specific type or amount is required.

Environmental Quality Analyst 10

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

Environmental Quality Analyst P11

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:

The entry level employee will develop knowledge of environmental pollution sources; industrial and municipal discharges; knowledge of state and federal pollution control laws and regulations; and become skilled in inspection, sampling, and emergency response procedures and techniques. The entry level employee should have the ability to communicate well, both verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan 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.

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.