

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 Environmental Quality Analyst-E 9-P11	10. Division Water Resources Division
5. Working Title (What the agency calls the position) Environmental Quality Analyst	11. Section Permits Section
6. Name and Position Code Description of Direct Supervisor Kristine Rendon, Environmental Manager 14	12. Unit Groundwater Permits Unit
7. Name and Position Code Description of Second Level Supervisor Andrea Munoz-Hernandez, State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work 525 West Allegan Street, Lansing, MI 48933/ Monday-Friday, 8:00 a.m.-5:00 p.m.

14. General Summary of Function/Purpose of Position

This position is an entry level position responsible for conducting administrative reviews of groundwater discharge permit applications and coordinating technical reviews related to groundwater discharge permits required by Section 3112 of Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA).

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

This is an entry level position and all work is reviewed by the unit supervisor until the analyst demonstrates proficiency. Once initial training has been completed, decisions may be made independently on reviewing applications, initiating and maintaining communication with technical reviewers and concerned parties, drafting permits, maintaining record systems, and carrying out special projects when requested.

Decisions affect the applicant, property owners near the discharge location, drinking water supply wells, future uses of the groundwater, surface water bodies, and occasionally air quality.

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

The unit supervisor reviews all work products of an entry level analyst until the analyst demonstrates proficiency.

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.

No special physical effort is needed to perform the job. There can be exposure to dust, fumes, and noise at industrial settings. There can be exposure to contaminated groundwater, soils, and wastewater, as well as heat and cold exposure, when walking around a discharge location during site inspections.

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?

The primary responsibility is to prepare groundwater permits, including permits that may require public hearings and contested case proceedings. Communication, timely decision-making, and recordkeeping are essential. Decisions are made on appropriateness of the treatment systems and the ability of these systems to be in compliance with the Part 22 Rules. Provide support to division staff in discussing and defending permitting decisions.

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

No change.

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

The Groundwater Permits Unit is responsible for reviewing applications from municipal, industrial, and commercial facilities and developing discharge authorizations required by Part 31 of the NREPA, for direct or indirect discharges to the ground or groundwater. The employee in this position primarily coordinates permit application reviews and develops appropriate limitations and conditions in groundwater discharge permits to protect the groundwater based on review of the application and site conditions.

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 health, environmental science, environmental studies and sustainability, forest management, geology, ecology, meteorology, microbiology, 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:

Knowledge of the state environmental protection laws and regulations. Strong verbal and written communication skills and strong public relations ability. Knowledge of computer operations (Word, PowerPoint, Excel, and other data management systems).

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.