

Position Code 1. EQALTEC76R

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-E 9-P11	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Environmental Quality Analyst	Permits Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Matthew Staron, Engineer Manager Licensed 14	Municipal Permits Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Christine Alexander, State Administrative Manager 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

The primary function of this job is to serve as an entry level environmental quality analyst in developing wastewater discharge permits for facilities that discharge to the surface waters of the state. These permits authorize and regulate the discharges as required by federal and state law. This position also maintains information and documents on the Web site for the section, and is responsible for assisting the unit supervisor. To fulfill these duties, the employee must acquire knowledge and understanding of applicable federal and state laws, rules, standards, procedures, and policies.

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. However, the entry level analyst is expected to submit high quality, approvable work products to the unit supervisor, including draft NPDES permits including water quality-based effluent limits or federal categorical guidance limitations. These decisions impact the limitations or requirements included in permits. Persons affected include municipalities and industries discharging wastewater, and the general public who is affected by water 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.

This position requires travel for field visits at permitted facilities, public meetings and hearings, occasional presentations, and conferences with other state and federal governmental officials. Normal ability to drive and travel, and to walk on uneven ground is required. Must have the physical ability to handle ordinary business tools, i.e. telephones, computers, large files, etc.

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 process and prepare for issuance NPDES discharge permits, including permits that require public hearings and contested case hearings, and 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?

To process applications for surface water discharge permits and prepare recommendations for issuance or denial. When recommending a permit for issuance, the proposed permit must contain all conditions needed to protect the receiving waters and comply with federal and state laws.

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 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:

This position requires knowledge and understanding of water pollution control activities related to the permit program and the ability to exercise independent judgment carrying out assigned tasks. This position requires strong communication skills, including the ability to maintain positive working relationships with coworkers and the public.

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.