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.m5:00 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.

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 75

In accordance with the provisions of the Federal Water Pollution Control Act; Part 31, Water Resources Protection, and Part 41, Sewerage Systems, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; and Michigan Executive Order 2009-45, develop National Pollutant Discharge Elimination System (NPDES) permits for discharges to the surface waters of the state.

Individual tasks related to the duty.

- Coordinate appropriate reviews of permit applications with other sections in the division.
- Determine appropriate final effluent limitations, monitoring requirements, and special conditions that will be incorporated into draft permits.
- Prepare draft permits, fact sheets, and public notices.
- Coordinate and participate in public meetings and hearings.
- Respond to comments received during the public comment period.
- Prepare and defend a permit issuance recommendation for the "decision-maker," which includes a proposed permit action, public notice, fact sheet, copies of any significant comment letters and staff responses, summaries of any public meetings or hearings, a proposed permit, and any other relevant documents.
- Understand and interpret permits developed by others in the unit/section.
- Interact and communicate effectively with the media, governmental officials, local citizens, permittees, environmental groups, and other stakeholders.
- Develop a thorough knowledge of applicable federal and state laws, rules, standards, procedures, and policies.
- Utilize excellent communication skills, including participation in divisional work groups and presentations at unit/section/division sponsored meetings.

Duty 2

General Summary of Duty 2 Provide technical assistance to the unit. % of Time 15

Individual tasks related to the duty.

- Keep abreast of the latest technology and information on wastewater treatment processes.
- Provide technical support to the section on presentations, graph development, and report writing.
- Conduct information searches, review reports, and summarize the results for individuals within the section.

Duty 3

General Summary of Duty 3 % of Time 10

Perform other unit or section activities and functions as assigned.

Individual tasks related to the duty.

- Develop changes to standardized permit language.
- Contribute to the development of permitting concepts for new initiatives such as general permits and emerging topics in surface water such as wet weather.
- Track permit processing actions.
- Assist and/or develop section procedures, as needed.

16.	This is an entry level positi However, the entry level an including draft NPDES per These decisions impact the	on and all work is reviewed by nalyst is expected to submit his mits including water quality-by limitations or requirements in	osition and tell who or what is affect y the unit supervisor until the analy gh quality, approvable work produ- based effluent limits or federal cate cluded in permits. Persons affected who is affected by water quality.	yst demonstrates proficiency. acts to the unit supervisor, gorical guidance limitations.	
17.	Describe the types of decisio	ns that require the supervisor's	review.		
	The unit supervisor review	s all work products of an entry	level analyst until the analyst den	nonstrates proficiency.	
18.			hat environmental conditions is this		
	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.			ied employee whom this position im ication titles and the number of emp	nmediately supervises or oversees on ployees in each classification.)	
	NAME	CLASS TITLE	NAME	CLASS TITLE	
•					
20.	This position's responsibilit	es for the above-listed employed	es includes the following (check as n	nany as apply):	
	<u> </u>	ervice ratings.	Assign work.	Assign work.	
	Provide formal writt		Approve work.		
	Approve leave reque		Review work.		
	Approve time and at	tendance.		Provide guidance on work methods.	
	<u>Orally</u> reprimand.		Train employees in the w	ork.	

	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
	ease nearings, and provide support to drvision start in discussing and detending permitting decisions
23.	Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
	No change.
	No change.
24	What is the function of the work area and how does this position fit into that function?
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24.	To process applications for surface water discharge permits and prepare recommendations for issuance or denial. When
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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.

<u>NOTE:</u> 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.