

**Position Code**

1. EQALTEB80R

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Department of Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Environmental Quality Analyst-E 9-P11	Water Resources Division
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Enforcement Analyst	Field Operations Support Section
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Susan Doty, Environmental Manager 14	Water Quality Enforcement Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Amy Lounds, State Administrative Manager 15	525 W. Allegan St., Lansing, MI 48933/ Monday-Friday, 8:00 a.m.-5:00 p.m.

**14. General Summary of Function/Purpose of Position**

This position will serve as a case manager in the Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), Water Quality Enforcement Unit. This position coordinates escalated enforcement actions assigned by the supervisor that are referred by district and program supervisors in the WRD. These cases generally involve violations of Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and other state and federal water pollution control statutes and rules relevant to the implementation of the WRD's programs. This enforcement analyst will manage cases from initial case development through final settlement that may include administrative and/or civil actions that may lead to litigation.

**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 60**

Serve as an enforcement case manager for the WRD. A case manager will review and evaluate the specific facts of each case assigned and under the direction of the supervisor or senior enforcement specialist determine what laws and rules are violated and a strategy for resolving the violations. This position will interpret and apply the laws and specific facts to each administrative and judicial enforcement case assigned. Most cases will be received from WRD District Supervisors for violations of National Pollutant Discharge Elimination System (NPDES) permits, administrative and judicial orders, and state and federal water pollution control statutes and rules.

**Individual tasks related to the duty.**

- With oversight as needed, evaluate the factual circumstances of each case to determine violations of law and the proper remedy for settling each case.
- Develop and recommend enforcement case strategies to the supervisor for each assigned case and track any costs incurred.
- Draft letters, Consent Orders, and other formal legal documents and obtain Department of Attorney General (DAG) approval of the documents, as appropriate.
- Calculate appropriate penalties based on state and federal policies and guidelines, computer modeling, and interpretation of financial statements.
- Conduct negotiations with responsible parties.
- Notifies other division staff and/or management of any interdivisional or sensitive issues regarding the case.
- Assist staff from the DAG in settlement discussions with opposing counsel and propose settlement options to management for approval.

Duty 2

**General Summary of Duty 2                      % of Time 20**

Serve as an enforcement contact for district office staff. Conduct frequent discussions with staff in the district offices and visit the offices for on-site case development, site visits, and training.

**Individual tasks related to the duty.**

- Serve as an enforcement contact between district office and Lansing central staff.
- As this position becomes familiar with the applicable laws, rules, policies, and procedures, provide expert advice to district office staff.
- Visit district offices to conduct site visits, attend training, and confer with district staff to discuss potential enforcement cases.

Duty 3

**General Summary of Duty 3                      % of Time 10**

Assists in the development and implementation of necessary procedures to carry out WRD enforcement policies and enforcement actions.

**Individual tasks related to the duty.**

- Assist other staff and supervisor in the development and implementation of necessary procedures to carry out WRD enforcement policies on permit revocations, contested case hearings, administrative actions, civil litigation, and procedures involving other enforcement activities.
- Provide review and comment on procedure and policy initiatives at the division level.
- Participate in training with WRD and other EGLE staff, or other state agencies or groups, as requested.

Duty 4

**General Summary of Duty 4                      % of Time 10**

Other responsibilities as assigned by the supervisor.

**Individual tasks related to the duty.**

- Various.

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

Some decisions are made independently on basic interpretation of laws, rules, and policies. Examples include initiation of potential case discussions, case development recommendations, case initiation recommendations, enforcement strategies, and acceptability of a settlement. This position also requires multitasking and seeking unique and innovative approaches to problem solving.

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

When a decision will be precedent setting and/or controversial or that may have a significant impact on the division's programs. Formal referrals to the DAG for litigation. Decisions regarding referrals for criminal enforcement or to the U.S. EPA for federal action. All final settlements and any proposed changes to procedures or guidelines.

**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 spends considerable time sitting, typing, and using a computer. May have to transport large and heavy files occasionally. May be exposed to potentially hazardous conditions at commercial/industrial sites. Occasional driving in all weather conditions and the possibility of overnight travel.

**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):**

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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?**

Serve as an enforcement case manager overseeing settlement of escalated enforcement actions. This position will lead a team of technical and program staff from various units and district offices in each enforcement case with the goal of achieving a settlement of violations of law and eliminating illegal or improper actions that does or may result in environmental pollution.

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

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

The Water Quality Enforcement Unit is responsible for conducting all escalated enforcement actions by the division for violations of surface water resource protection laws, surface water permits, and administrative and judicial orders. The position handles enforcement cases and certain types of multimedia cases referred to the unit by other WRD sections, district offices, or the department for escalated enforcement, as well as program development and implementation. Support is furnished in the form of expert advice on enforcement issues, coordination of select enforcement actions with U.S. EPA and other state departments, including drafting, negotiating, and executing enforcement settlement documents and collecting penalties.

**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, 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, 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:**

Outstanding writing and verbal communication skills are required. Experience in drafting technical or legal documents and in conducting settlement negotiations is desirable. Superior analytical skills and the ability to effectively manage difficult people and situations. The person must be comfortable in handling adversarial situations.

**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.**