

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
	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 9-11	Air Quality Division
5. Working Title (What the agency calls the position)	11. Section
Quality Assurance Analyst	Air Monitoring Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Erica Wolf, Quality Assurance Manager	NA
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Susan Kilmer, Section Manager	Lansing, Constitution Hall or 815 Filley St, Lansing; or Detroit, Cadillac Place - dependent on applicant; 40 hours/week

14. General Summary of Function/Purpose of Position

This position helps coordinate the Quality Assurance (QA) program in the Air Monitoring Section (AMS). QA is a combination of assuring proper data collection and proper quality control (QC) assessments are used. This position will be responsible for the QA of data gathered from the Photochemical Assessment Monitoring Stations (PAMS) in Grand Rapids and Detroit. PAMS is a special U.S. Environmental Protection Agency (USEPA) program to assess ozone precursors. Michigan is required to implement two PAMS stations to evaluate the precursor compounds that contribute to the formation of ozone. The required precursor measurements include volatile organic compounds (VOCs) by automated gas chromatography (auto-GC), direct measurement of nitrogen dioxide, measurement of aldehyde and ketone compounds and the measurement of meteorological parameters such as precipitation, UV radiation, solar radiation, and atmospheric mixing heights using a ceilometer. This position will collect the VOCs by auto-GC, including performing the first level required QC measures on the data, and oversee the QC measures of the other PAMS measurements by reviewing documentation and interviewing staff. This position will provide guidance on siting for new air monitoring sites, and short-term and non-routine sampling projects. This position will coordinate short-term sampling projects, ensuring data is collected following proper QC protocols. This position will conduct analysis on other air monitoring data to evaluate QA parameters, including the USEPA bias and precision requirements. The AMS collects data at over 42 sites throughout the state on more than 300 different pieces of equipment. The USEPA requires QA analysis on all equipment to ensure quality data. The analysis requires use of USEPA's online analysis tools, Excel, and GIS. This position will also be responsible for updating the over 80 Standard Operating Procedures (SOPs) used in the AMS.

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 40

Coordination of the Photochemical Air Monitoring Site (PAMS) quality assurance program and data gathering.

Individual tasks related to the duty.

Michigan is required to implement two PAMS stations to evaluate the precursor compounds that contribute to the formation of ozone. The required precursor measurements include VOCs by auto-GC, direct measurement of nitrogen dioxide, measurement of aldehyde and ketone compounds and the measurement of meteorological parameters such as precipitation, UV radiation, solar radiation, and atmospheric mixing heights using a ceilometer. The PAMS stations operate June-August.

- Gather auto-GC data during PAMS season.
- Perform reviews to ensure quality control (QC) procedures for pre- and post-season on the auto-GC.
- Perform the first level required QC on the auto-GC data.
- Review documentation and interview staff to ensure proper QC protocols for all PAMS measurements.
- Review documentation and interview staff to ensure consistency in both PAMS sites.
- Attend regional and national PAMS workgroup calls and trainings as appropriate.
- Communicate and coordinate with staff, QA Manager, and USEPA to correct any inconsistencies.

Duty 2

General Summary of Duty 2 % of Time 10

Provide siting guidance for new sites and special sampling projects, assist with short-term sampling projects, and ensure proper QC protocols for such.

Individual tasks related to the duty.

The AMS periodically adds new air monitoring sites to the monitoring network. In addition, the AMS is called on to assist with special short-term sampling projects.

- Understand USEPA air monitoring siting requirements.
- Advise AMS staff on proper siting requirements for new sites
- Advise AQD staff on proper siting requirements for special sampling projects.
- Assist other staff with special short-term sampling projects.
- Ensure proper QC protocols for short-term sampling projects including performing first level QC.

Duty 3

General Summary of Duty 3

% of Time 20

Data analysis to evaluate quality assurance parameters required by USEPA.

Individual tasks related to the duty.

The AMS collects air monitoring data at over 42 sites throughout the state on more than 300 different pieces of equipment. Quality assurance (QA) analysis is required on all equipment to ensure quality data.

- Understand USEPAs bias and precision requirements for air quality data.
- Review and analyze field QC checks and audits.
- Utilize USEPAs online data analysis tools, excel and GIS.
- Consult with staff and QA Manager to determine any data impacts of the analysis.
- Communicate finding to USEPA as needed.

Duty 4

General Summary of Duty 4

% of Time 20

Update SOPs.

Individual tasks related to the duty.

The USEPA requires the AMS to have up-to-date SOPs for all pieces of equipment used throughout the air monitoring network. A portion of these are required to be reviewed annually and updated when needed. New SOPs must be created upon purchasing new equipment.

- Maintain a list of current AMS SOPs.
- Maintain a copy of the signed SOPs on the AMS SharePoint site.
- Review 1/4 of SOPs annually.
- Coordinate with staff to update SOPs as needed.
- Coordinate with staff to create SOPs for new pieces of equipment.

Duty 5

General Summary of Duty 5

% of Time 10

Other duties as assigned to provide section support and other assignments as required by the Supervisor, Section Manager, Assistant Division Director, or Division Director.

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

Conducts QA analysis on AMS equipment. Results of that analysis can be used internally to support data decisions or equipment repairs.
 Conducts QC analysis. Results of that analysis can be used internally to support data decisions and air monitor placements.

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

Policy decisions or decisions that could set a precedent. Decisions that deviate from federal policy or set a precedent on how the data will be collected or analyzed.

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 functions in both the office and field environment. Duties include occasionally transporting equipment or construction materials of up to 50 pounds from vehicle to monitoring stations. Climb ladders and stairs. Bend, lift, and kneel while operating equipment.

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. |

<p>22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?</p> <p>Agree</p>
<p>23. What are the essential functions of this position?</p> <p>This position helps coordinate the Quality Assurance (QA) program in the Air Monitoring Section (AMS). This position will be responsible for the QA of the data gathered from the Photochemical Assessment Monitoring Stations (PAMS) in Grand Rapids and Detroit. This position will provide guidance on siting for new air monitoring sites and short-term, and non-routine sampling projects. This position will coordinate short-term sampling projects, ensuring data is collected following proper QC protocols. This position will conduct analysis on other air monitoring data evaluate QA parameters, including the USEPA bias and precision requirements. This position will also be responsible for updating the over 80 Standard Operating Procedures used in the AMS.</p>
<p>24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.</p> <p>New position.</p>
<p>25. What is the function of the work area and how does this position fit into that function?</p> <p>The function of the AMS is to collect, assess, and report quality-assured ambient air monitoring data in accordance with state and federal monitoring objectives and regulations. This position is essential to the accurate collection of ozone precursor measurements and ensuring proper quality assurance throughout the AMS.</p>
<p>26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?</p> <p>EDUCATION:</p> <p>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.</p> <p>EXPERIENCE:</p> <p>None.</p> <p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>Knowledge of air monitoring equipment, methods, procedures, and federal requirements is recommend. Knowledge and experience with the PAMS parameters, instrument specifications and operations, and the federal requirements of the PAMS program are preferred. Chemistry knowledge is preferred. Auto-GC knowledge is highly preferred. Experience creating standard operating procedures or reports are preferred. Knowledge of Microsoft Word, excel, and GIS is preferred. The ability to communicate clearly and professionally, both verbally and writing, is important.</p> <p>CERTIFICATES, LICENSES, REGISTRATIONS:</p> <p>Valid State of Michigan driver's license.</p> <p><i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i></p>

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.