CS-214
Rev 11/2013

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
Vacant	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	Air Quality Division (AQD)
5.Working Title (What the agency calls the position)	**11.Section**
Environmental Quality Analyst 9-P11	Field Operations
6.Name and Position Code Description of Direct Supervisor	**12.Unit**
Shane Nixon, Environmental Manager 14	Gaylord District Office
7.Name and Position Code Description of Second Level Supervisor	**13.Work Location (City and Address)/Hours of Work**
Brad Myott, Environmental Manager 15	Department of Environmental, Great Lakes, and Energy (EGLE), Gaylord District Office 2100 West M-32, Gaylord, Michigan 49735

14. General Summary of Function/Purpose of Position

The Environmental Quality Analyst (EQA) conducts inspections of air pollution sources and determines their compliance with applicable State and Federal air pollution requirements. Duties require interaction with other districts, divisions, local and state agencies, industry representatives and the general public. This position also reviews Renewable Operating Permit (ROP) applications and develops RO permits.

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** **25**

Conduct reviews of ROP applications for major sources of air pollution. Based on the review of the applications, develop the permit, ensuring that all procedures, processes, and laws are implemented and/or followed during the process.

Individual tasks related to the duty.

Following policies, procedures, and timeframes

- Determine administrative and technical completeness of ROP initial and renewal applications.
- Review and calculate the emissions of all regulated air pollutants emitted by source.
- Determine the applicable Federal and State regulations.
- Establish compliance schedules.
- Evaluate and approve compliance monitoring plans.
- Coordinate with the facility, agency staff, the regulated community, the public, United States Environmental Protection Agency (USEPA), and affected states as needed for each ROP.
- Participate in the public participation process for each ROP, including public noticing, public hearings, and public comment periods.
- Evaluate and respond to all issues raised in the review process and resolve conflicts.

Duty 2

General Summary of Duty 2 **% of Time** **45**

Conduct on-site inspections of industrial and commercial air sources of air pollution. Review required reporting and notifications from regulated facilities and inspect associated air pollution control equipment to determine compliance with air pollution control rules, regulations, and permits.

Individual tasks related to the duty.

- Hold pre and post inspection interviews with facilities.
- Conduct required inspections within the timeframes for facilities to determine compliance with applicable regulations and permits.
- Collect data, samples, photographs, and other information or evidence as needed.
- Review reports, notifications, operational records, monitoring data, test data, and any other reporting within the required timeframe.
- Send violation notices for noncompliance and work with the facility to resolve any issues.
- Initiate escalated enforcement action if the violation remains unresolved.
- Document all compliance activities in written reports.

Duty 3

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

Investigate air pollution complaints and pollution emergencies to determine compliance with air pollution rules and regulations and seek to resolve the complaints.

Individual tasks related to the duty.

- Investigate citizen complaints of air pollution and pollution emergencies.
- Collect data samples, photographs, and other information or evidence as needed.
- Send violation notices to sources of noncompliance and work with the source to resolve the violation.
- Initiate escalated enforcement action if the violation remains unresolved.
- Document all compliance activities in written reports.

Duty 4

General Summary of Duty 4 **% of Time** **5**

Review MiEnviro equipment and emission inventories and fee challenge submissions for assigned sources.

Individual tasks related to the duty.

- Audit equipment and emission inventory reports submitted by major, synthetic minor, and true minor sources.
- Verify actual emissions of air contaminants for each facility.
- Evaluate fee challenges from facilities and determine the validity within the timeframes specified in Part 55, Air Pollution Control of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

Duty 5

General Summary of Duty 5 **% of Time** **15**

Complete special assignments and projects, and other duties as assigned by the District Supervisor, Field Operations Supervisor, Assistant Division Director, or Division Director.

Individual tasks related to the duty.

- Attend training sessions and conferences to enhance knowledge of manufacturing processes and air pollution control equipment.
- Coordinate with EGLE staff and with USEPA on matters of mutual concern.
- Carry out projects as assigned by the District Supervisor or higher-level AQD administrators.

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

As expertise increases, the employee will make independent decisions regarding:

The completeness of permit and ROP applications;

The completeness of reporting and notifications;

The type of inspections conducted and the time of year to conduct the inspection; and how to investigate and resolve complaints

The sampling technique necessary for collecting samples.

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

Decisions on permits or inspections that are complex, controversial, and or precedent setting or decisions that are not within established department regulations or policy and procedures.

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.

- Approximately 50% of the time is spent in a general office setting; sitting for long periods of time working at a computer, filing and/or removing files, and occasionally lifting up to 40 pounds.
- Approximately 50% of the time is spent in the field while wearing personal protective equipment with the potential to encounter a wide variety of hazards: such as climbing, working in high places, exposure to hazardous industrial environments, exposure to air pollutants or other environmental contaminants, some of which may be toxic in nature, and exposure to a variety of weather conditions.

- In the field, work assignments require the ability to walk and stand for long periods of time, climb ladders or stairs, and navigate over rough or uneven surfaces. Wearing all appropriate safety gear for each situation while in the field is required.

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.)

NAME	CLASS TITLE	NAME	CLASS TITLE
NA	NA	NA	NA

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.

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes, agree with all the responses.

23. What are the essential functions of this position?

The essential functions of this position are to determine the compliance of assigned industrial and commercial sources of air pollution and obtain compliance of facilities that are found to be in violation of applicable air pollution control regulations and permits. In addition, staff develop ROPs for assigned major sources of air pollution.

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

No changes.

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

The Field Operations Section of the AQD is responsible for executing field and compliance activities to enforce the requirements of Part 55, Air Pollution Control of the Natural Resources and Environmental Protection Act, 1994 PA 451, federal air laws and rules, and attaining and maintaining acceptable air quality in a 22-county area. District staff are also responsible for issuing permits under the ROP program in the northern lower peninsula. This position will perform reviews and on-site inspections for industrial and commercial sources of air pollution to achieve and maintain compliance with applicable air pollution regulations and permitting requirements. In addition, the position will be responsible for developing and issuing ROPs for the multi-county area.

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 and including one year equivalent to an Environmental Quality Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to represent the Division in a professional manner in all aspects of the job.
2. Ability to communicate effectively with people at all levels of industrial and municipal management.
3. Ability to maintain records and prepare reports and correspondence related to the work in a clear and concise manner.
4. Ability to maintain favorable public relations.
5. Ability to obtain and maintain the necessary certifications to perform the job.
6. Ability to understand engineering drawings, site plans, and mapping information sources.
7. Ability to interpret complex scientific and legal documents.
8. Knowledge of environmental pollution sources and their impact on the environment.
9. Knowledge of chemistry, mathematics, and biology.
10. Knowledge of the operation and maintenance of monitoring equipment.
11. Knowledge of sampling procedures.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan driver's license 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.