

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 9 – P11	Drinking Water and Environmental Health (DWEHD)
5.Working Title (What the agency calls the position)	11.Section
Environmental Quality Analyst	Environmental Health
6.Name and Position Code Description of Direct Supervisor	12.Unit
Tanya Rule, Environmental Manager 14	Onsite Wastewater Management
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Dana DeBruyn, Environmental Manager 15	TBD 80 hours/pay period

14. General Summary of Function/Purpose of Position

This position has primary Onsite Wastewater Management Unit (OWMU) responsibility within an assigned geographical area of the state to provide technical assistance, consultation, plan review assistance, and program training for local health department (LHD) staff, consultants, developers, state and local officials, and the general public regarding the onsite wastewater programs (OWP), land divisions, subdivisions, condominiums, and commercial developments of less than 10,000 gallons per day, as these issues relate to the Land Division Act, Michigan Criteria for Subsurface Sewage Disposal (MCSSD), and related administrative rules. This position performs scheduled accreditation evaluations and self-assessment reviews of LHDs' administration of OWPs that are funded under the Essential Local Public Health Services contract. This position assists with site evaluations, in cooperation with LHDs and developers or consultants, to determine the suitability of the site for onsite wastewater treatment system installations and/or onsite water supply system installations.

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 55

Conduct scheduled evaluations and self-assessment reviews of LHDs' administration of the OWP as part of the Michigan Local Public Health Accreditation Program.

Individual tasks related to the duty.

- Assist in the development of guidance documents, forms, checklists, permit forms, and final inspection templates, to facilitate efficient LHD administration of the OWP.
- Conduct office evaluations of LHD procedures to assess compliance with minimum program requirements (MPRs).
- Prepare written reports that detail the findings from program evaluation activities. Reports include description of compliant and non-compliant program components. When necessary, reports may include recommendations for specific program improvements and/or compliance activities that are necessary to meet MPRs.
- Conduct follow-up evaluations, as necessary, to verify and document LHD compliance with MPRs and state accreditation standards.
- Review LHDs' Corrective Plan of Action and write draft responses for use by the OWMU Supervisor.

Duty 2

General Summary of Duty 2 % of Time 15

Provide direct assistance to LHD personnel, engineers, surveyors, and other consultants regarding site suitability and site limitations related to land development.

Individual tasks related to the duty.

- Assist with the development and provision of training programs for LHD personnel in soil identification, soil properties, soil genesis, soil capacities, and how these characteristics impact onsite wastewater treatment system design and performance.
- Assist with site evaluations to determine site suitability for onsite wastewater treatment systems. Evaluations include soil conditions (permeability, water table assessment, and treatment capabilities), site limitations, and unique site considerations. Evaluations are conducted prior to project development and may involve onsite wastewater treatment systems and/or onsite drinking water well supplies for proposed land divisions, subdivisions, or condominiums.
- Review new project proposals for developments with other OWMU Staff and compose draft responses for administrative approval.
- Provide direction or consultation on the use and design of alternative wastewater treatment options, when site conditions warrant.

Duty 3

General Summary of Duty 3 % of Time 10

Assist LHDs in the administration of the MCSSD.

Individual tasks related to the duty.

- When requested by LHDs, assist with reviews for site suitability and design of all system components.
- Verify that proper operation and maintenance plans are proposed and implemented.
- Verify that site conditions and system design are consistent with MCSSD requirements.
- Coordinate activities with other pertinent sections and divisions within EGLE to assure that wastewater system proposals meet design consistency and operational reliability standards, and other applicable requirements.

Duty 4

General Summary of Duty 4

% of Time 10

Assist with review of proposed subdivisions, condominium developments, land divisions, and commercial developments for compliance with the Land Division Act and EGLE administrative rules. Assist with determination of suitability for onsite wastewater treatment and/or onsite water well supply proposals and installations.

Individual tasks related to the duty.

- Provide guidance for development of land in accordance with the Land Division Act and EGLE administrative rules.
- Assist with provision of training programs or activities involving soil evaluation practices, onsite wastewater system design, and recommended plan review protocols for LHD personnel, consultants, engineers, and the public.
- Assist with review of water well drilling records, aquifer test data, hydrogeologic studies, and water quality data that are submitted to support proposed new drinking water supply installations or to evaluate increased water use proposals.
- Assist with review of proposals for wastewater treatment system and site plans for suitability with accepted industry design, performance, operations and maintenance standards, EGLE administrative rules, and guidelines.
- Consult with other OWMU Staff when situations may be directly or indirectly covered by law, rule, or guideline.
- Assist with preparation of correction orders when conditions are identified that could pose a threat to the environment or public health.
- Obtain a working knowledge of the technical and legal aspects associated with field implementation of Land Division Act, EGLE administrative rules, and drinking water supply regulations.

Duty 5

General Summary of Duty 5

% of Time 5

Develop a working knowledge of alternative and conventional onsite wastewater technologies. Participate in studies and presentations on alternative onsite wastewater treatment technologies to assess effectiveness and environmental impacts.

Individual tasks related to the duty.

- Review technical studies, literature, plans, and reports on alternative and conventional onsite wastewater treatment technologies as reported through industry journals, academia, and review/testing organizations.
- Review data involving onsite wastewater system use and performance from Michigan, other states, and other countries.
- Assist other OWMU Staff with the provision of technical guidance on wastewater treatment technologies for LHDs, consultants, engineers, and contractors. Gain knowledge and experience with these topics in order to conduct these activities independently.
- Assist with the development of technical guidance documents, brochures, forms, and reports on alternative onsite wastewater treatment systems for use by LHDs, consultants, engineers, and contractors.
- Participate in meetings with LHDs, government officials, and industry associations and organizations.
- Collect and interpret data from field evaluations and compile information to determine system effectiveness.
- Review results of other supporting data and third-party test results.
- Prepare draft reports of findings from program initiatives and/or studies conducted within the assigned area of the state, or from statewide studies, as assigned by the OWMU Supervisor.
- Prepare presentations for conferences and for use in LHD technical training, using PowerPoint and/or other presentation delivery resources.

Duty 6

General Summary of Duty 6

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Complete special projects or tasks by deadlines.

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

This position makes decisions consistent with applicable rules involving site suitability issues and land development issues for single-family residential and non-residential sites, subdivisions, and condominium projects. The position is also responsible for review of site plans for approval in accord with established regulations and guidelines. These decisions have a direct effect on public health and on the surface and groundwater resources of the state.

In conjunction with the conduct of accreditation review of LHD onsite wastewater programs, this position assesses the status of compliance with MPRs and determines the need for corrective actions when deficiencies are identified. The LHD Onsite Wastewater Treatment Management Program affects overall LHD accreditation status.

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

Decisions that involve statute or rule interpretation in the OWMU are provided by the Unit Supervisor. Decisions on matters which may impact statewide program policy or that may involve litigation are provided by the OWMU Supervisor. Project approvals or state-issued authorizations are reviewed prior to issuance by this position, by the OWMU Supervisor or other OWMU Staff. Final LHD program accreditation status is determined and issued by the OWMU Supervisor.

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.

General office environment: stooping, bending, use of computers, etc. Some hazards exist in driving throughout assigned area: exposure to heavy equipment such as backhoes and well drilling equipment, exposure to heavy equipment such as hauling vehicles and tractors, physical hazards in soil identification in below-grade pits, traversing varying terrain, and potential exposure to septage or chemicals in use. There is also occasional use of hand driven augers to complete soil borings. Knowledge of hazards of entry into confined spaces is essential to minimize risk. Conducting field assessments of subdivisions or condominiums may require multiple hours of physical labor in doing hand auger borings and/or supervising backhoe excavations, climbing into and out of backhoe pits, and walking across acres of property in varying climatic conditions.

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):

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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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

23. What are the essential functions of this position?

This position has primary Onsite Wastewater Management Unit (OWMU) responsibility within an assigned geographical area of the state to provide technical assistance, consultation, plan review assistance, and program training for local health department (LHD) staff, consultants, developers, state and local officials, and the general public regarding the onsite wastewater programs (OWP), land divisions, subdivisions, condominiums, and commercial developments of less than 10,000 gallons per day, as these issues relate to the Land Division Act, Michigan Criteria for Subsurface Sewage Disposal (MCSSD), and related administrative rules. This position performs scheduled accreditation evaluations and self-assessment reviews of LHDs' administration of OWPs that are funded under the Essential Local Public Health Services contract. This position assists with site evaluations, in cooperation with LHDs and developers or consultants, to determine the suitability of the site for onsite wastewater treatment system installations and/or onsite water supply system installations.

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

Position being downgraded for backfill purposes.

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

The Onsite Wastewater Management Unit, OWMU is responsible for consulting with LHDs concerning single-family residential wastewater sites, approval of subdivisions, review of land divisions less than one acre in size, and review of condominium project proposals. The program responsibilities are divided geographically. This position is responsible for a multi-county area of the state and reports directly to the OWMU Supervisor.

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, physical sciences, resource development, resource management, geology, or soils science.

OR

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in any combination of 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:

- Knowledge of the principles of environmental health, including onsite water supply and onsite wastewater treatment.
- Ability to interpret and create soil reports, to interpret complex scientific and legal documents prepare written documents; conduct verbal presentations; and work effectively with other professionals and the public.
- Work experience and training in the United States Department of Agriculture's Soil Classification System.
- Ability to work effectively with limited supervision.
- Comprehensive knowledge of computer operations (Word, Excel, Access).
- Ability to understand engineering drawings, site plans, and mapping information sources.
- Ability to communicate and deal effectively with people at all levels of industrial and municipal management.
- Strong verbal and written communication skills and maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's License – Required.
Certified Professional Geologist – Desirable.
Certified Professional Soil Scientist – Desirable.
Licensed Professional Engineer – Desirable.
Registered Sanitarian or Registered Environmental Health Specialist – Desirable.

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.