

**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 ALT-E	Air Quality Division
5. Working Title (What the agency calls the position)	11. Section
Environmental Quality Analyst	Air Quality Evaluation Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Irvine, Robert; Environmental Manager-3	SIP Development Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Shanley, Thomas; State Administrative Manager-1	Constitution Hall, Lansing, MI Monday-Friday, 8-5 (partial remote work available)
14. General Summary of Function/Purpose of Position	
The person in this position will be involved in the development of strategies to meet federal Clean Air Act requirements, including the development of new and revised administrative rules; development of attainment plans and demonstrations; analysis of control measure options; preparation of revisions to the State Implementation Plan (SIP) for submittal to the United States Environmental Protection Agency (EPA); and the analysis and interpretation of federal and state laws, regulations, guidance, and technical data related to the attainment of National Ambient Air Quality Standards (NAAQS). This work will require coordination with other state, local, and federal agencies, as well as private sector stakeholders. Duties will also include technical writing; and outreach/communication about activities, analysis, and requirements to internal and external stakeholders.	

15. General Summary of Function/Purpose of Position

Duty 1

General Summary of Duty 1

% of Time: 40

Development of SIP revisions and other federally required submittals to the EPA.

Individual tasks related to the duty.

- Prepare documents for compliance with the NAAQS as required by the federal Clean Air Act, including recommendations for nonattainment boundaries and attainment redesignation requests.
- Evaluate causes of nonattainment and identifies contributing air pollution sources.
- Evaluate source compliance options for availability, cost-effectiveness, enforceability, and approvability.
- Interact with companies to achieve goals for air improvement and current technology applications.
- Prepare scientific and narrative reports, analyze and interpret air pollution data, and provide legal basis to support proposals.
- Chair or attend workgroups consisting of representatives of businesses, local and state governments, and other stakeholders to review proposals on issues such as selection of appropriate mix control measures to be implemented in nonattainment areas and contingency measure selection to correct air quality violations. Facilitate reaching consensus on attainment strategy policy issues.
- Conduct public hearings on proposals, recommendations, and SIP revisions.
- Participate in national association committees for air quality planning.

Duty 2

General Summary of Duty 2

% of Time: 35

Development of administrative rules for air quality programs.

Individual tasks related to the duty.

- Conduct the review of legal requirements prompting rule revisions.
- Draft new rules and revisions to existing rules to meet program needs or federal requirements.
- Prepare the required forms to process rule changes through the many phases of rule promulgation.
- Prepare public hearing notices, summaries, and responses to public comments.
- Prepare rule packages for submittal to the EPA for inclusion in the Michigan SIP.
- Prepare equivalency demonstrations for certain rule revisions.

Duty 3**General Summary of Duty 3****% of Time: 20**

Evaluation and communication of federal and state laws, rules, policies, requirements, and technical documents related to air quality.

Individual tasks related to the duty.

- Analyze proposed and adopted federal legislation, regulation, and policy documents to assess environmental, social, and economic impact on the State of Michigan.
- Prepare draft Department comments on proposed federal regulations and policy guidance for submittal to federal docket.
- Research, develop, and prepare briefings, presentation materials, talking points, and correspondence for Division and Department managers, Department press and communications officials, and others.
- Represent Division at technical associations and other stakeholder forums to provide information about state's initiatives and responses to federal requirements and voluntary actions.
- Respond to requests for air quality information concerning criterial pollutants, attainment status, federal and state air quality requirements, and related technical developments. These requests may come from the public, news media, industry and its consultants, governmental agencies, or lawmakers.

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

Other duties assigned by Unit Supervisor, Section Supervisor, Assistant Division Director, or Division Director.

Individual tasks related to the duty.

- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
Decisions that are consistent with approved EGLE and AQD guidelines and policies that are not precedent-setting. Decisions on format and content of SIP submittals, presentations, briefings, and the analysis of data. The regulated community, the public, EGLE and AQD staff are affected by those decisions.

17. Describe the types of decisions that require the supervisor's review.
Decisions that involve issues for which there are no EGLE or AQD guidelines or decisions that may set a precedent. Decisions on new regulation and policy, and the evaluation of programs to help formulate policy recommendations which have health and economic impacts for citizens and businesses in the state or have significant political ramifications. Correspondence drafted for signature of Division Director, Department Director, or Governor.

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 setting with occasional visits to industrial facilities that may result in exposure to an environment which may include hot or cold temperatures, noise, dust, smoke, fumes, and odors, requiring safety and protective 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):

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?

Agree.

23. What are the essential functions of this position?

Preparation of plans and rules to reach goals of air quality improvement and compliance with the NAAQS in a cost-effective and efficient manner. Technical analysis of control measure options; analysis of federal and state regulatory proposals; interpretation of regulations, laws, and guidance documents. Preparation of letters, comments, presentations, and other communication instruments. Coordination with external and internal stakeholders on initiatives.

To be successful in this position, the following competencies have been identified as essential: communication, continuous learning, contributing to team success, customer focus, decision-making and initiating action, planning and organizing work, technical/professional knowledge, and work standards. Attention to detail is very important.

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

The duties and responsibilities remain the same since the position was last reviewed.

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

The function of the SDU is the development of plans to attain and maintain the National Ambient Air Quality Standards. This position is responsible for the technical analysis of potential measures for inclusion in plans, the development of rules to implement the air quality improvement strategies, the preparation of required documents for submittal to the EPA, and coordination and communication to further the goals of improving air quality in the state.

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, 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:

Must have strong analytical reasoning and ability to interpret technical and legal information, ability to communicate clearly and concisely to both technical and non-technical audiences, and must have good writing skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.