

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

14. General Summary of Function/Purpose of Position

This position provides case coordination for Environmental Permit Review Commission (EPRC) cases assigned to the Water Resources Division (WRD) by the Department of Environment, Great Lakes, and Energy's (EGLE) Information Management Division. Duties include coordinating with WRD staff to review the case, determine appropriate response, communicate with the petitioner, and attend meetings and hearings that may be scheduled. This position will also provide support and coordination for civil litigation and contested cases. Duties include working with other Resources Enforcement Unit (REU) staff to coordinate WRD staff, nonagency witnesses, and Department of Attorney General (DAG) attorneys in preparing and reviewing legal documents; developing case exhibits; attending court hearings and settlement conferences; tracking final court opinions and decisions; negotiating settlements; developing and coordinating contested cases; and communicating case settlements and court opinions to WRD staff and management.

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**

Provide case coordination for EPRC cases assigned to the WRD.

Individual tasks related to the duty.

- Coordinate with WRD staff to determine appropriate responses, communicate with the petitioner, and attend meetings and hearings that may be scheduled.
- Provide support to WRD district staff in document preparation and hearing statements.
- Coordinate the EPRC process with other REU staff, WRD management, EGLE’s Executive Office, and the DAG.
- Draft and review referral documents for the WRD Director’s signature when DAG representation is needed.

Duty 2

General Summary of Duty 2 **% of Time 40**

Provide litigation support, settlement negotiation, and case coordination for civil and contested cases.

Individual tasks related to the duty.

- Provide litigation support for civil enforcement cases by scheduling and coordinating site inspections, conducting investigations, negotiating settlements, preparing referrals, and being the WRD liaison with the DAG and recommending approaches for bringing violations into compliance with applicable state law.
- Represent the WRD at settlement conferences and court hearings and assist in negotiating and drafting voluntary settlement documents.
- Coordinate DAG and WRD management review of proposed and final resolution of civil enforcement cases.
- Provide support to WRD district staff in contested case development, resolution during the informal review process, and in preparation of any documents for hearings.
- Coordinate the contested case process with other REU staff and the Michigan Office of Administrative Hearings and Rules (MOAHR). Provide status reports in accordance with the schedule established by the MOAHR.
- Draft and review contested case referral documents for the WRD Director’s signature when DAG representation is needed.
- Attend hearings and trials to assist the DAG and WRD staff during cases.

Duty 3

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

Assist the REU Supervisor in tracking decisions issued in criminal cases, civil enforcement actions, and negotiated administrative settlements.

Individual tasks related to the duty.

- Maintain tracking information in MiWaters, WRD’s permitting and compliance database.
- Review and summarize rulings and distribute to district staff, REU staff, and WRD management.
- Prepare reports for the REU Supervisor and WRD management as required.

Duty 4

General Summary of Duty 4

% of Time 10

Complete additional tasks as assigned by REU Supervisor, FOSS Manager, and WRD management.

Individual tasks related to the duty.

- Work with REU and other WRD staff on training for district and division staff.
- Assist REU staff in preparing updates to the Water Resources Program Compliance and Enforcement Manual.
- Attend meetings in place of supervisor as required.
- Represent the REU at meetings.
- Respond to inquiries from the public, legislators, or other agencies.
- Give presentations to other departments, agencies, or divisions regarding WRD programs and compliance and enforcement activities.
- Follow the WRD standard operating procedures regarding office protocol (maintaining calendars, submitting timesheets, submitting travel reimbursement requests, filing procedures, phone calls/greetings, e-mail, etc.).
- Participate in training to enhance professional and administrative skills.
- Respond to Freedom of Information Act requests as assigned.
- Perform other duties as assigned by the REU Supervisor, such as special projects, committee assignments, etc.

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

Decisions affect how private property owners and developers can use their property. Position may recommend whether EGLE will pursue civil or criminal enforcement action or seek an administrative settlement for unauthorized activities. At the entry level, this position is expected to work closely with the REU Supervisor and specialists to make decisions, but it is expected that as experience and program knowledge is gained, decision-making responsibilities will increase.

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

Matters of significant public concern or potential controversy; and situations not well defined by environmental statutes, administrative rules, or WRD guidance documents. Decisions regarding significant and/or complex unresolved environmental violations that have the potential to impact the statewide administration of environmental statutes and rules. Unresolved issues with staff or the public. Conflicts in workload demands.

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.

Physical activities: Standing, sitting, walking, climbing, wading, stooping, digging, kneeling, jumping, and carrying are all done routinely during field investigations. Many field investigations are on undeveloped property.

Conditions/Hazards: Wet, cold, heat, noise, dust, poisonous vegetation, wading in water, and working in traffic areas are all encountered when working in the field.

Office work will involve sitting, typing, writing, and using office equipment.

Fieldwork constitutes about 20% of the job; office work constitutes about 80% of the job. Field work may involve long drives (2 or more hours) and long days (10 or more hours).

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. |

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?

Provide support and case coordination for EPRC cases, civil litigation cases, and contested cases. requires the incumbent to be able to communicate well, both verbally and in writing; use a computer, telephone, and other office equipment; sit for long periods of time in meetings or legal proceedings; and maintain a calm professional demeanor during confrontational situations. The position also requires occasional independent travel, sometimes overnight, and field work involving walking or wading on uneven ground and exposure to various weather conditions, insects, wildlife, and plants.

To be successful within this position the employee needs to demonstrate the following competencies: Contributing to Team Success, Building Strategic Relationships, Communication, Decision Making, Initiating Action, and Planning and Organizing Work.

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

New position.

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

Staff within the WRD's Field Operations Sections located in the district offices conduct most of the initial permitting and compliance work within the WRD's Water Resources Program. This position is in the REU and provides support and case coordination for civil litigation cases, contested cases, and EPRC cases, including case preparation, negotiating settlements, and representing WRD in hearings.

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, 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, 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:

The ability to communicate effectively; interpret directives; understand and resolve complex issues; and perform well under pressure. Ability to interpret scientific and legal documents. Ability to understand engineering drawings, site plans, and mapping information sources and in the use of Geographic Positioning Systems (GPS) and Geographic Information System (GIS) software for documenting enforcement cases. Ability to maintain records and prepare reports, correspondence, and exhibits. Ability to identify plants and animals and characterize soils. Knowledge of biological sciences to evaluate the impact of violations on natural resources.

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.