

Position Code 1. EQALTED04R

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) Environmental Quality Analyst	11. Section Field Operations Section – Lakes Erie and Huron
6. Name and Position Code Description of Direct Supervisor Melinda Steffler, Environmental Manager 14	12. Unit Warren District Office-Industrial and Storm Water Unit
7. Name and Position Code Description of Second Level Supervisor Cheri Meyer, State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work 27700 Donald Court, Warren, MI 48092/ Monday-Friday, 8:00 a.m.-5:00 p.m.

14. General Summary of Function/Purpose of Position

This position implements portions of programs that fulfill the statutory responsibilities of the department to protect human health and prevent unlawful pollution of the groundwaters of the state. Specific functions of this position include the following on a geographical coverage basis: groundwater permitting, compliance, and enforcement activities; investigating environmental pollution incidents to determine the cause of the problem and those responsible; responding to spill emergencies and complaints on groundwater permitted facilities; and providing assistance in addressing district issues and information requests, as needed or requested.

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 45**

Administer the Groundwater Discharge Permits Program in the Warren District and assist with statewide program compliance and enforcement issues as necessary.

Individual tasks related to the duty.

- Evaluate compliance of industrial and municipal facilities with applicable regulations, notices, orders, and issued groundwater permits.
- Perform compliance evaluation and sampling inspections of treatment facilities and review monthly Compliance Monitoring Reports. Evaluate the effectiveness of treatment facility operation and maintenance practices and laboratory quality assurance/quality control programs. Generate inspection reports and transmit to the facility. Track schedules and report inspection activity. Review and/or approve various submittals related to the permit requirements.
- Resolve compliance problems using various approaches. Personal contact, regular correspondence, compliance communications, violation notices, or enforcement referrals may be utilized as the situation dictates. Preparation of noncompliance documentation may be required for certain enforcement actions. Assist the Water Resources Division's (WRD) Water Quality Enforcement Unit staff when referrals become enforcement cases. Certain enforcement cases or third-party lawsuits may require the employee to act as an expert witness or be subpoenaed for testimony.

Duty 2

General Summary of Duty 2 **% of Time 25**

Administer the Groundwater Discharge Permits Program in the Warren District and assist with statewide program permitting activities as necessary.

Individual tasks related to the duty.

- Review and evaluate groundwater discharge permit applications and other submittals for issuances, modifications, terminations, and monitoring frequency reductions requests.
- Assist the WRD's Permits Section staff in processing groundwater discharge permit applications.
- Process termination requests for groundwater discharge permits.
- Process nonexpired groundwater discharge permit termination requests within 90 days of receiving the request but no later than December 1 of the year received.
- Provide input on special individual permit language and requirements.
- The permitting process may necessitate field inspections to obtain additional information prior to taking an action on a permit.

Duty 3

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

Conduct emergency response activities on a districtwide basis.

Individual tasks related to the duty.

Respond to water pollution events. This activity includes:

- Response to citizen complaints and pollution incidents such as transportation accident spills, sewage overflows, animal waste incidents, and illegal dumping of waste. Responses are made on a 24-hour availability basis.
- Direct action as necessary to contain materials and clean up impacted areas.
- Obtain the services of contractors for cleanup if required.
- Coordinate emergency response activities with other Department of Environment, Great Lakes, and Energy divisions, Department of Natural Resources, U.S. Environmental Protection Agency, and other state and local agencies.
- Sample, investigate, and document incidents for possible enforcement action.
- Respond to emergencies with other district staff as warranted to provide technical support, oversight, and direction.
- Contact with the media, concerned citizens, and various local, state, and federal authorities may be required.

Duty 4

General Summary of Duty 4

% of Time 5

Information dissemination.

Individual tasks related to the duty.

- Provide information to the public and others. Inquiries come directly to the district office or through department channels from citizens, citizen groups, other governmental agencies, industrial and municipal officials, or news media concerning water quality issues. Many of these inquiries must be treated as requests under the Freedom of Information Act (FOIA). These must be answered as soon and completely as possible.
- Attendance at public meetings or hearings is sometimes necessary.
- Attendance at informal and formal enforcement hearings may be required.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned by the district supervisor.

Individual tasks related to the duty.

- Various.

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

This position requires that independent decisions be made regarding the adequacy of groundwater programs implemented by permittees. These reviews must be completed using best professional judgment to determine the adequacy of highly technical environmental reports, remediation plans, and legal documents. Decisions in the field during pollution emergencies are also made independently and based upon best professional judgment. Government officials, other agencies, groundwater permittees, and the public are all affected by these decisions to varying degrees.

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

The district supervisor is consulted as required by WRD procedures and when a decision has the potential to be highly controversial, generate a significant amount of public interest, or set a WRD policy.

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.

While performing compliance inspections or emergency response: travel to the site; walking through wastewater treatment facilities; working in close proximity to heavy equipment; and occasional exposure to chemicals, pathogens, wastewater, contaminated water or soil, noxious plants and insects, airborne contaminants, and fumes. Weather conditions may be wet, snowy, cold, hot, or humid. May require navigation of uneven terrain, wet or slippery surfaces, thick vegetation, or steep slopes.

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?

To conduct portions of the Groundwater Discharge Permits Program designed to protect the public health, safety, and welfare, and to protect and enhance the quality of the groundwaters of Michigan. This is a professional position primarily responsible for the effective and uniform application of regulation to point source discharges within an assigned geographic area in the district. Specific duties include groundwater discharge permit application processing; groundwater discharge permit compliance and enforcement, including facility inspection; emergency spill response and complaint response regarding groundwater contamination; information dissemination; and special projects.

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

No change.

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

The function of the Warren District Office is to be the field presence of the WRD conducting the Groundwater Discharge Permits Program. This includes regulating industrial and municipal point source and nonpoint source discharges to assure protection of the public health and protection and enhancement of groundwater quality within the district. This position is an integral member of the team furnishing services in the district. This position assures compliance with the laws through technical reviews of required submittals, inspection of facilities, response to emergencies and complaints, and education by communicating with local governments, citizens, industries, and the news media.

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, 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:

Knowledge of environmental pollution sources, particularly in groundwater, and knowledge of state and federal pollution control laws and regulations. Skilled in inspection, sampling, and emergency response procedures and techniques. The ability to communicate well, both verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan 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.