

<b>Position Code</b> 1.
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**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.

<b>2. Employee's Name (Last, First, M.I.)</b> _____	<b>8. Department/Agency</b> Department of Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b> _____	<b>9. Bureau (Institution, Board, or Commission)</b> _____
<b>4. Civil Service Position Code Description</b> Environmental Quality Analyst-E 9-P11	<b>10. Division</b> Water Resources Division
<b>5. Working Title (What the agency calls the position)</b> Environmental Quality Analyst	<b>11. Section</b> Field Operations Section - Water Quality
<b>6. Name and Position Code Description of Direct Supervisor</b> Melinda Steffler, Environmental Manager 14	<b>12. Unit</b> Warren District Office - Industrial and Storm Water Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> Cheri Meyer, State Administrative Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b> 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 has permitting and compliance oversight that requires independent judgment to assure the laws and regulations pertaining to water control in the State of Michigan and the programs of the Water Resources Division (WRD) are effectively and uniformly applied to municipal storm water discharges in an assigned geographic area of the state in order to protect public health and prevent pollution of surface waters of the state.



**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 storm water programs implemented by municipalities. These reviews must be completed using best professional judgment to determine the adequacy of highly technical environmental reports, remediation plans, and legal documents such as storm water pollution prevention plans and storm water management plans. Decisions in the field during pollution emergencies are also made independently and based upon best professional judgment. Government officials, city and industrial storm water staff, other agencies, 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 industrial and municipal facilities; working in close proximity to heavy equipment; and occasional exposure to chemicals, wastewater, contaminated storm water or soil, 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 serve as the Municipal Storm Water Program staff for the district and assure that the laws and regulations pertaining to storm water discharges are effectively and uniformly applied in order to protect health and prevent unlawful pollution to the surface waters of the state. In addition, remain actively involved with statewide storm water procedures, policy recommendations, technical direction, and provide recommendations for future direction of the program to WRD management.

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

This position no longer works in the Industrial Storm Water Program. The essential function of this position is to administer the Municipal Storm Water Program. The percentages of the duties were adjusted to better reflect the work of this position.

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

Regulating municipal point source discharges of storm water to assure protection of the public health and preservation and enhancement of surface water quality within the district. This position assures that the storm water discharges are complying with the state and federal laws, through technical reviews of required submittals, facility inspections, and public education through 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, 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 including one year equivalent to an Environmental Quality Analyst 10.

**Environmental Quality Analyst 12**

Three years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of environmental pollution sources, particularly municipal and industrial storm water, 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.**