

## POSITION DESCRIPTION

<p>This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.</p>	
<p><b>2. Employee's Name (Last, First, M.I.)</b></p>	<p><b>8. Department/Agency</b> ENVIRON, GREAT LAKES &amp; ENERGY</p>
<p><b>3. Employee Identification Number</b></p>	<p><b>9. Bureau (Institution, Board, or Commission)</b></p>
<p><b>4. Civil Service Position Code Description</b> Environmental Quality Alt-E</p>	<p><b>10. Division</b> Finance</p>
<p><b>5. Working Title (What the agency calls the position)</b> Environmental Quality Analyst-E</p>	<p><b>11. Section</b> Water Infrastructure Financing Section (WIFS)</p>
<p><b>6. Name and Position Code Description of Direct Supervisor</b> PATTON, KAROLINA; ENVIRONMENTAL MANAGER-3</p>	<p><b>12. Unit</b> Project Management Unit- West</p>
<p><b>7. Name and Position Code Description of Second Level Supervisor</b> GREEN, KELLY M; STATE DIVISION ADMINISTRATOR</p>	<p><b>13. Work Location (City and Address)/Hours of Work</b> Kalamazoo District Office 7953 Adobe Road, Kalamazoo, MI 49009 / Monday-Friday; 40 hours per week</p>
<p><b>14. General Summary of Function/Purpose of Position</b></p> <p>This position performs review of standard/routine water project proposals and plans for approval of loan requests received from municipalities/water suppliers participating in the State Revolving Fund (SRF), the Strategic Water Quality Initiatives Fund (SWQIF), including the associated Stormwater, Asset Management, and Wastewater (SAW) Grant Program, and/or the Drinking Water Revolving Fund (DWRF) loan programs.</p>	

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:**

**Percentage: 65**

Conduct review of standard water project proposals for approval of loan and/or grant requests and determine impacts to the environment. Standard water projects involve small/routine one-for-one projects that include replacement of a portion of existing drinking water or waste-water system infrastructure (i.e., replacement of a broken water main, water pump at treatment plant, or sewer rehabilitation). Standard water projects are low profile, less controversial and involve limited coordination.

**Individual tasks related to the duty:**

- Conduct review of standard/routine water project proposals/plans for approval of loan requests received from communities and municipalities.
- Ensure that project planning documents address the intended water quality and public health improvements, and do not result in unacceptable adverse environmental impacts and are consistent with sound planning principles.
- Ensure projects comply with planning requirements of the state Natural Resource and Environmental Protection Act, as well as numerous related state, federal, and local laws, rules, and regulations.
- Conduct standard water project site inspections
- Review applications for assistance
- Review/approve contract procurement actions
- Review contract addenda and change orders
- Review and process disbursement request submittals
- Maintain complete and accurate database inputs for assigned projects
- Conduct standard water project cost reconciliations during the loan and grant application process and during the administrative completion process
- Attend public hearings/meetings on standard water project proposals/plans.
- Prepare environmental assessments and issue Findings of No Significant Impact.
- Monitor standard water projects during construction to identify/address any unexpected impacts.
- Monitor progress through the SRF/SWQIF and DWRP programs for participating local units of government and water suppliers.
- Attend planning meetings.
- Establish project schedules with local community/municipality applicants.
- Respond to public inquiries and provide program information to interested parties.

**Duty 2**

**General Summary:**

**Percentage: 20**

Coordinate loan and grant activities with other Divisions within the department; other state agencies such as DNR and Treasury, including the Michigan Finance Authority; and local government entities.

**Individual tasks related to the duty:**

- Coordinate reviews of standard project submittals
- Provide project status reports to involved agencies
- Attend meetings where program/project issues are discussed

**Duty 3****General Summary:****Percentage: 10**

Serve on project teams for section engagement activities, Earth Day, etc.

**Individual tasks related to the duty:**

- Attend meetings to devise and implement actions to achieve the team's objectives.
- Prepare reports

**Duty 4****General Summary:****Percentage: 5**

Perform other duties as assigned.

**Individual tasks related to the duty:****16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Render project eligibility decisions; evaluate acceptability of project plan conclusions; determine necessity and reasonableness of application requests; and determine the type and amount of guidance/recommendations offered to local units of government to assist them in meeting program requirements.

Local units of government are directly impacted by these decisions.

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

When program requirements/rules/procedures are not definitive for the specific circumstances of the project, assistance with program guidance/intent is needed. When project management decisions are likely to involve significant political or technical implications, or when applicants request deviations from established program procedures, additional supervisory review is warranted.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Frequent travel to applicant communities may be necessary, sometimes involving overnight stays. Attendance at meetings or training functions may be outside of normal work hours. Occasional inspection of construction site activities may be necessary. The majority of time, however, is spent in an office environment.

90% - seated at personal computer

10% - traveling in car

Sitting, lifting, walking, and driving. Exposure to typical office fumes such as copier, toner.

**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.****Additional Subordinates****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.      |

**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?**

Conduct review of standard water project proposals for approval of community/municipality loan requests and determine impacts to the environment. Standard water projects involve small/routine one-for-one projects that include replacement of a portion of existing drinking water or waste-water system infrastructure (i.e., replacement of a broken water main, water pump at treatment plant, or sewer rehabilitation). Standard water projects are low profile, less controversial and involve limited coordination.

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

New position

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

The Section assists municipalities/water suppliers in all aspects of the loan/grant programs, including the review and approval of necessary program submittals, and preparation of needed program documents. This position is one of 10 assigned to manage a number of projects.

**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:**

Verbal and written communication skills are essential. Knowledge of computer software programs and the ability to use personal computers are desirable. Ability to understand and clearly explain details of regulatory programs to clients is important. The ability to speak in front of people to provide program presentations and to lead planning meetings is essential.

Attention to detail is a necessity. Interpersonal skills are important as well as managing conflict/controversy. Knowledge of environmental review techniques and project management methods are desirable. To be successful in this position, the following competencies have been identified as essential:

Building Strategic Relationships

Planning/Organizing

Decision Making

Initiating Action/Follow-up

Technical/Professional Knowledge

Communication

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Driver's License

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None

***I certify that the entries on these pages are accurate and complete.***

HEATHER KREINER

4/9/2021

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***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

\_\_\_\_\_  
Date