

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 Analyst 12	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
Environmental Quality Analyst 12	Environmental Health Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Tanya Rule, Environmental Manager 14	Onsite Wastewater Management
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Dana DeBruyn, Environmental Manager 15	TBD; 80 hours/pay period

14. General Summary of Function/Purpose of Position

This position functions as a recognized resource responsible for implementing Onsite Wastewater Program (OWP) responsibilities within an assigned geographical area of the state to provide technical assistance, consultation, plan review assistance, and program training for local health department (LHD) staff, consultants, developers, state and local officials, and the general public regarding the OWP, land divisions, subdivisions, condominiums, and commercial developments of less than 10,000 gallons per day, as these issues relate to the Land Division Act, Michigan Criteria for Subsurface Sewage Disposal (MCSSD), and related administrative rules. This position performs scheduled accreditation evaluations and self-assessment reviews of LHDs' administration of OWPs funded under the Essential Local Public Health Services contract.

This position actively and independently consults with LHD personnel in cooperation with developers/consultants and onsite wastewater contractors, to determine the suitability of a site for onsite wastewater system installations and/or onsite water supply system installations. This position independently performs and assists in the development and implementation of training sessions for LHDs and consultants. This position ensures that all onsite water supplies and wastewater systems meet the requirements defined under applicable state rules. This position prepares guidance documents and represents the Department of Environment, Great Lakes, and Energy (EGLE) at various meetings and conferences.

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 35

This position functions as the recognized resource responsible for implementing Onsite Wastewater Program (OWP) responsibilities within an assigned geographical area of the state to provide technical assistance, consultation, plan review assistance, and program training for LHD staff, consultants, developers, state and local officials, and the general public regarding the OWP, land divisions, subdivisions, condominiums, and commercial developments of less than 10,000 gallons per day, as these issues relate to the Land Division Act, MCSSD, and related administrative rules.

Conduct scheduled comprehensive evaluations and self-assessment reviews of each LHD's administration of the OWP as part of the Michigan Local Public Health Accreditation Program.

Individual tasks related to the duty.

- Develop guidance documents, forms, checklists, permit forms, and final inspection templates, to facilitate efficient LHD administration of the OWP.
- Conduct office evaluations of LHD procedures to assess compliance with minimum program requirements (MPRs).
- Prepare written reports that detail the findings of the comprehensive evaluations and self-assessment reviews. Reports include descriptions of compliant and non-compliant program components. When necessary, reports may include recommendations for specific OWP improvements and/or compliance activities that are necessary to meet MPRs.
- Conduct follow-up evaluations, as necessary, to verify and document LHD compliance with MPRs and state accreditation standards.
- Review LHD's Corrective Plan of Action, evaluate the Plan's effectiveness, and prepare a response that reflects the status or completion of the correction.

Duty 2

General Summary of Duty 2 % of Time 20

Provide direct consultation and technical assistance (in the office and in the field) to LHD personnel, engineers, surveyors, and other consultants regarding site suitability and site limitations related to land development.

Individual tasks related to the duty.

- Develop and provide training and presentations to LHD personnel in soil identification, soil properties, soil genesis, soil capacities, and how these characteristics impact onsite wastewater system design and performance.
- Provide field technical support on site evaluations to determine site suitability for onsite wastewater systems. Evaluations include soil conditions (permeability, water table assessment, and treatment capabilities), site limitations, and unique site considerations. Evaluations are conducted prior to project development and may involve onsite wastewater systems and/or onsite drinking water well supplies for proposed land divisions, subdivisions, or condominiums.
- Review new project proposals for developments and compose responses indicating administrative approval status.
- Provide direction or consultation on the use and design of alternative wastewater treatment options when site conditions warrant.
- Prepare and deliver presentations to various audiences on the OWP and regulations, as needed or assigned, such as at the Michigan Environmental Health Association Conference and the Michigan Onsite Wastewater Conference.
- Meet with LHD personnel and other groups, as needed, to discuss regulatory and programmatic information, share information and experiences, improve communications, tackle problems, and resolve issues.

Duty 3

General Summary of Duty 3 % of Time 15

Assist LHDs in the administration of the MCSSD.

Individual tasks related to the duty.

- Respond to requests for technical information and code interpretations and as requested by LHDs, assist with field reviews for site suitability and design of all system components.
- Verify that proper operation and maintenance plans are proposed and implemented.
- Verify that site conditions and system design are consistent with MCSSD requirements.
- Coordinate activities with other pertinent sections and divisions within EGLE to assure that wastewater system proposals meet design consistency and operational reliability standards, and other applicable requirements.

Duty 4**General Summary of Duty 4 % of Time 15**

Perform the review of proposed subdivisions, condominium developments, land divisions, and commercial developments for compliance with the Land Division Act and EGLE administrative rules. Independently determine suitability of onsite wastewater system and/or onsite water well supply proposals and installations.

Individual tasks related to the duty.

- Provide guidance for development of land in accordance with the Land Division Act and EGLE administrative rules.
- Implement training programs or activities involving soil evaluation practices, onsite wastewater system design, and recommended plan review protocols for LHD personnel, consultants, engineers, and the public.
- Independently review water well drilling records, aquifer test data, hydrogeological studies, and water quality data that are submitted to support proposed new drinking water supply installations or to evaluate increased water use proposals.
- Review proposals and plans for engineered wastewater treatment systems for suitability with accepted industry design, performance, operation, and maintenance standards, EGLE administrative rules, and guidelines.
- Determine when situations may directly or indirectly be covered by law, rule, or guideline. Independently prepare correction orders when conditions are identified that could pose a threat to the environment and/or public health.
- Utilize a working knowledge of the technical and legal aspects associated with field implementation of Land Division Act, EGLE administrative rules, and drinking water supply regulations.

Duty 5**General Summary of Duty 5 % of Time 10**

Expand and foster a working knowledge of alternative and conventional onsite wastewater technologies. Perform studies and presentations on alternative onsite wastewater treatment technologies to assess effectiveness and environmental impacts.

Individual tasks related to the duty.

- Review technical studies, literature, plans, and reports on alternative and conventional onsite wastewater treatment technologies as reported through industry journals, academia, and review/testing organizations.
- Review data involving onsite wastewater system use and performance from Michigan, other states, and other countries.
- Implement technical guidance on wastewater treatment technologies for LHDs, consultants, engineers, and contractors. Build upon knowledge and experience within these topics in order to continue to conduct these activities independently.
- Assist with the development of technical guidance documents, brochures, forms, and reports on alternative onsite wastewater systems for use by LHDs, consultants, engineers, and contractors.
- Participate in meetings with LHDs, government officials, and industry associations and organizations.
- Collect and interpret data from field evaluations and compile information to determine system effectiveness.
- Review results of supporting data and third-party test results.
- Prepare reports of findings from program initiatives and/or studies conducted within the assigned geographical area of the state, or from statewide studies, as assigned by the Unit Supervisor.
- Prepare presentations for conferences and for use in LHD technical training, using PowerPoint and/or other presentation delivery resources.

Duty 6**General Summary of Duty 6**% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Complete special projects or tasks by deadlines.

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

This position makes decisions consistent with applicable rules involving site suitability issues and land development issues for single-family residential and non-residential sites, subdivisions, and condominium projects. The position is also responsible for review of site plans for approval in accordance with established regulations and guidelines.

These decisions have a direct effect on public health and on the surface and groundwater resources of Michigan.

In conjunction with the accreditation review of LHD OWPs, this position assesses the status of compliance with MPRs and determines the need for corrective actions when deficiencies are identified. The LHD Onsite Wastewater Treatment Management Program affects overall LHD accreditation status.

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

Decisions on matters which may impact statewide program policy or that may involve litigation are provided by, or in consultation with, the Unit Supervisor. Project approvals or state-issued authorizations, reviewed prior to issuance by this position or in consultation with additional OWP staff, require Unit Supervisor review. Final LHD program accreditation status is determined and issued in consultation with the Unit Supervisor.

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 environment: stooping, bending, use of computers, etc. Some hazards exist in driving throughout the assigned geographical area. Field work can include exposure to heavy equipment, such as backhoes and well drilling equipment. Physical hazards could occur during soil identification in below-grade pits, while traversing varying terrain, or through potential exposure to chemicals in use. There is also occasional use of hand driven augers to complete soil borings. Knowledge of the hazards of entry into confined spaces is essential to minimizing risk. Conducting field assessments of subdivisions or condominiums requires multiple hours of physical labor in doing hand auger borings and/or supervising backhoe excavations, climbing in and out of backhoe pits, and walking across acres of property in varying climatic conditions.

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?

Yes.

23. What are the essential functions of this position?

This position functions as a recognized resource responsible for implementing Onsite Wastewater Program (OWP) responsibilities within an assigned geographical area of the state, to provide technical assistance, consultation, plan review assistance, and program training for local health department (LHD) staff, consultants, developers, state and local officials, and the general public regarding the OWP, land divisions, subdivisions, condominiums, and commercial developments of less than 10,000 gallons per day, as these issues relate to the Land Division Act, Michigan Criteria for Subsurface Sewage Disposal (MCSSD), and related administrative rules.

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

No change to PD; backfilling position.

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

The Onsite Wastewater Management Unit's OWP is responsible for consulting with LHDs concerning single-family residential wastewater sites, approval of subdivisions, review of land divisions less than one acre in size, and review of condominium project proposals. The program responsibilities are divided geographically. This position is responsible for a multi-county area of the state and reports directly to the Unit Supervisor.

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, 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 on 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 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 the principles of environmental health, including onsite water supply and onsite wastewater treatment.
- Ability to interpret and create soil reports; prepare written documents; conduct verbal presentations; and work effectively with other professionals and the public.
- Work experience and training in the United States Department of Agriculture's Soil Classification System.
- Ability to work effectively with limited supervision.
- Comprehensive knowledge of computer operations (Word, Excel, Access, PowerPoint).
- Strong verbal and written communication skills and strong public relations ability.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's License – Required.

Certified Professional Geologist – Desirable.

Certified Professional Soil Scientist – Desirable.

Licensed Professional Engineer – Desirable.

Registered Sanitarian or Registered Environmental Health Specialist – Desirable.

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.