

## POSITION DESCRIPTION

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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> N/A
<b>4. Civil Service Position Code Description</b> ENVIRONMENTAL QUALITY ALT-A	<b>10. Division</b> Remediation and Redevelopment
<b>5. Working Title (What the agency calls the position)</b> Environmental Quality Analyst-A	<b>11. Section</b> Field Operations
<b>6. Name and Position Code Description of Direct Supervisor</b> Munoz-Hernandez Andrea; Environmental Manager	<b>12. Unit</b> Jackson District Office
<b>7. Name and Position Code Description of Second Level Supervisor</b> MILLER, MARY T; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 301 E. Louis Glick Hwy, Jackson, MI / Mon - Fri, 80 hours per pay period
<b>14. General Summary of Function/Purpose of Position</b>  This position manages all aspects of investigation, remediation and enforcement activities for the most complex environmental contamination sites where hazardous substances have been released into the environment pursuant to Part 201, Environmental Remediation, and Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and other applicable state and federal statutes and regulations. This position serves on public meeting panels relative to assigned complex sites of environmental contamination and responds to public comments, serves as point of contact for assigned sites and conducts negotiations for remediation with private parties, company officials, attorneys and consultants. This position participates in Technical and Program Support (TAPS) team meetings. This position also evaluates and approves/denies work plans and reports from private parties that are presented by E-level staff in District Peer Review Meetings. Additionally, this position serves as a mentor for E-level staff.	

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: 50**

Manage/oversee all aspects (beginning to end) of investigation and remediation activities for complex environmental contamination sites. Complex environmental sites include the following factors: multiple contaminant plumes, complicated geology, (i.e., "fate and transport" which effects how contaminants move through water and soil), higher legal ramifications, high public controversy and visibility, large number of stakeholders and a significant impact on human health and the environment. Examples of these complex sites include but are not limited to: auto manufacturers, gas plants, landfill sites, etc.

**Individual tasks related to the duty:**

- Manage/oversee all aspects of inspection, investigation and remediation activities for assigned complex sites of environmental contamination.
- Conduct research and review file information regarding site's history.
- Oversee work of professional, discretionary and construction service contractors.
- Consult with other professional disciplines (i.e., geologists, toxicologists, environmental engineers, etc) relative to site's complicated geology or fate and transport contaminate movement.
- Serve as the district's technical advisor/consultant regarding assigned sites for investigation and remediation activities.
- Identify and notify liable/responsible parties.
- Review, approve/deny and oversee work plans, reports and proposals submitted by liable/responsible parties or contractors to protect human health and the environment at sites regulated by Part 201 and 213 of the NREPA.
- Review the response activities for effectiveness and ability to meet remedial goals, including appropriate application of remedial technologies at sites, including multi-component remediation systems or technologies, innovative technologies, and changes to existing remediation systems and strategies.
- Review reports and/or audit reports submitted by the liable/responsible party, including, but not limited to, Response Activity Plans, No Further Action Reports, Initial Assessment Reports, Final Assessment Reports, Closure Reports, and other reports.
- Conduct negotiations for site remediation with company officials, attorneys, private parties and consultants.
- Provide review of verification activities conducted to ensure remedial goals have been met and risks adequately addressed.
- Utilize various environmental sampling and monitoring equipment for collecting samples of various media.
- Interpret and report environmental quality and contamination source data.
- Interface, network, and form partnerships with other local, state, and federal agencies.

**Duty 2**

**General Summary:**

**Percentage: 35**

Manage and coordinate all aspects of state-funded environmental corrective actions/response activities and enforcement activities at complex sites of environmental contamination, pursuant to Part 201, Part 213, and other applicable state and federal statutes and regulations.

**Individual tasks related to the duty:**

- 
- Oversee the development of project work plans, bid documents, and contract preparation and implementation.
- Review the design and operation of remedial technologies at complex sites, including multi-component remediation systems or technologies, innovative technologies, and changes to existing remediation systems and strategies.
- Assess the quality and compliance of liable/responsible party response activities/corrective actions relative to Part 201, Part 213 of the NREPA, and other applicable state and federal statutes and regulations.
- Evaluate completeness of response activities/corrective actions.
- Ensure current response actions are in compliance with agreement.
- Identify and coordinate with other professional staff regarding project tasks that need to be performed and develop scopes of work and work statements.
- Estimate project costs and labor necessary and determine project schedules.
- Prepare and procure state discretionary, hazardous waste, level of effort, expanded environmental remediation, professional, and trade contracts.
- Evaluate conflict of interest issues with contractors.
- Request and obtain legal access from property owners to conduct corrective actions.
- Coordinate project activities with units of government, contractors, and private citizens.
- Prepare contract change orders and specification change documents and negotiate costs with contractors.
- Provide support to RRD's Administration Section; the Department of Technology, Management and Budget; and the Department of Attorney General in contract disputes.
- Monitor compliance of project activities with applicable or relevant and appropriate requirements.
- Oversee the work of professional, discretionary, and construction service contractors.
- Monitor and oversee activities to ensure progress and completion of scheduled work.
- Utilize various environmental sampling and monitoring equipment.
- Review and approve vendor invoices for payment.
- Identify liable/responsible parties and determine enforcement priorities within the assigned complex sites.
- Develop case evidence, briefing reports, and other materials documenting noncompliance and other applicable state and federal statutes and regulations.
- Provide factual and expert witness testimony.
- Prepare escalated enforcement referrals to address noncompliant liable/responsible parties and support escalated enforcement actions and settlement actions.

**Duty 3**

**General Summary:**

**Percentage: 10**

Serve as a panel member at public meetings and lead workgroups with stakeholders.

**Individual tasks related to the duty:**

- 
- Serve on public meeting panels relative to assigned complex sites of environmental contamination and respond to public comments.
- Serves as technical expert and point of contact for assigned complex environmental contamination sites.
- Participate in Technical and Program Support (TAPS) team meetings.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Respond to calls from the Pollution Emergency Alert System or citizen complaints involving spills or other environmental concerns within assigned geographic area.
- Review and provide comments for state-wide policy.
- Evaluates and approves/denies work plans and reports from private parties that are presented by E-level staff in District Peer Review Meetings.
- Development and modifications of internal operating procedures.

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

The individual in this position makes decisions involving acceptable and unacceptable risks to public health and the environment. Associated work activities include writing or reviewing technical work plans, reports, and other documents; and planning, implementing, or managing site investigations, remedial actions, or other corrective actions/response activities. Decisions as to the compliance status of liable/responsible parties are made as a result of the review of technical documents submitted. Decisions on appropriate direction for site remediation are made when planning, directing, and/or overseeing investigations and remediation of sites of environmental contamination. These decisions affect public health, the environment, and future redevelopment. Those affected by these types of decisions include the general public, liable/responsible parties, consultants, contractors, and EGLE personnel.

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

The nature of supervisor review on decisions is generally that of seeking concurrence with independently made decisions, ideas, plans, and suggestions, as opposed to seeking general direction on how to proceed. Situations that may require supervisor review include, but are not limited to:

- Remedial activities/corrective actions involving division policy.
- Referrals for escalated enforcement.
- Nomination of sites for state-funding authorization.
- Procurement issues.

Issuance of a formal agency determination on Response Activity Plans, No Further Action approvals, Documents of Due Care Compliance, Certificate of Completions, Final Assessment Reports, Corrective Action Plans, and Closure Reports.

**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.**

Generally, the amount of time spent can be broken into these categories: 80% Office; 20% Field (outdoors). Travel to and from meetings and sites of environmental contamination is required. Office work includes: sitting, reading, typing, and talking on the telephone. Field work includes standing, walking long distances and/or on uneven terrain, occasional bending, stooping, crouching, kneeling, reaching, twisting, bailing, sampling, climbing, and lifting/carrying heavy objects (less than 30 pounds). Environmental conditions include periodically encountering atmospheres containing elevated levels of organic, inorganic, corrosive and/or otherwise hazardous vapors and/or materials, heavy equipment traffic and noise, and exposure to weather conditions ranging from hot to very cold and wet to dry. Personal protection equipment may be necessary to minimize potential exposure to hazardous materials and site conditions. This position requires 40-hour OSHA HAZWOPER training, annual 8-hour refresher courses on hazardous materials, and annual physical examinations. The employee must be able to recognize conditions that necessitate removal of personnel from the area when exposures could exceed safe levels.

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?

This position manages all aspects (beginning to end) of investigation, remediation and enforcement activities for the most complex environmental contamination sites where hazardous substances have been released into the environment pursuant to Part 201, Environmental Remediation, and Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and other applicable state and federal statutes and regulations. This position serves on public meeting panels relative to assigned complex sites of environmental contamination and responds to public comments, serves as point of contact for assigned sites and conducts negotiations for remediation with private parties, company officials, attorneys and consultants. This position participates in Technical and Program Support (TAPS) team meetings. This position also evaluates and approves/denies work plans and reports from private parties that are presented by E-level staff in District Peer Review Meetings. Additionally, this position serves as a mentor for E-level staff.

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

Updating PD to align with the "A-level" responsibilities identified on the Civil Service approved template PDs in accordance with the Remediation & Redevelopment Field Operations EQA Senior Standards.

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

The RRD Jackson District is responsible for the investigation and cleanup of sites of environmental contamination in southern Michigan, by overseeing work by private parties or utilizing legislatively appropriated funds, pursuant to Part 201 and Part 213 of the NREPA, and other applicable state and federal statutes and regulations. The individual in this position is essential in the implementation of Part 201 and Part 213, to ensure adequate protection of public health, safety and welfare, and the environment. This position manages all aspects of investigation, remediation and enforcement activities for assigned complex environmental contamination sites where hazardous substances have been released into the environment pursuant to Part 201, Environmental Remediation, and Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and other applicable state and federal statutes and regulations. This position serves on public meeting panels relative to assigned complex sites of environmental contamination and responds to public comments, serves as point of contact for assigned sites and conducts negotiations for remediation with private parties, company officials, attorneys and consultants. This position may also provide assistance to other districts and units within the EGLE for policy and program development.

**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 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 chemistry, mathematics, biology, hydrology, and geology.
- Knowledge of remedial technologies.
- Knowledge of environmental laws, regulations, and programs, particularly Part 201 and Part 213 of the NREPA.
- Strong technical writing and communication skills.
- Word processing, spreadsheet, and database software skills.
- Ability to collect, interpret, and analyze scientific data.
- Ability to effectively communicate verbally with the regulated community and general public.
- Ability to manage internal and external conflict.
- Ability to prioritize workload and meet deadlines.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- 40-hour OSHA HAZWOPER training with annual 8-hour refresher preferred
- Medical monitoring program preferred
- Valid driver's license preferred

**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.***

\_\_\_\_\_  
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