

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) N/A
4. Civil Service Position Code Description Environmental Quality Alt-E	10. Division Remediation and Redevelopment
5. Working Title (What the agency calls the position) Enviornmental Quality Analyst 9-P11	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor Munoz-Hernandez, Andrea; Environmental Manager	12. Unit Jackson District
7. Name and Position Code Description of Second Level Supervisor MILLER, MARY T; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 301 E. Louis Glick Hwy, Jackson, MI / Mon - Fri, 80 hours per pay period

14. General Summary of Function/Purpose of Position

Conducts investigation and remediation activities of assigned basic sites of environmental contamination pursuant to Part 201 and Part 213 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Basic environmental sites (i.e., small gas stations, small auto service stations, small private properties, and found storage drums dumped/discarded along roadways) include the following factors: single contaminant releases, using standard investigative methods and remedial actions, and involve fewer stakeholders and low public controversy. Basic site investigations also involve fewer services to coordinate and/or less intensive oversight of activities.

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: 85

Conducts investigation and remediation activities of assigned basic sites of environmental contamination pursuant to Part 201 and Part 213 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Basic environmental sites involve the following factors: single contaminant releases, using standard investigative methods and remedial actions, as well as fewer stakeholders and low public controversy. Basic site investigations also involve fewer services to coordinate and/or less intensive oversight of activities.

Individual tasks related to the duty:

- Investigate and remediate sites involving single contaminant releases such as small gas stations, small auto service stations, small private properties, and found storage drums dumped/discarded along roadways.
- Evaluate basic site investigation work plans, investigative reports, remediation proposals/reports submitted by private parties using standard methods.
- Provide technical assistance to private parties to help ensure project activities are consistent with the requirements of Part 201, Part 213, and any associated rules.
- Discuss appropriate cleanup targets and technologies with parties.
- Coordinate field work.
- Monitor the compliance of private parties with the requirements of Part 201 and Part 213 and refer cases for escalated enforcement when lapses have significant consequences. Provide technical support for ongoing enforcement cases.
- Maintain technical documentation, activity reports, and financial records to support cost recovery actions.
- Coordinate private party work conducted in response to pollution incidents.
- Provide updates of project status, project performance measures, and documentation in support of funding regarding response activities to RRD management.
- Review and make recommendations/comment on site planning documents including proposed site investigation work plans and field sampling plans using standard methods.
- Present proposed work plans and reports from private parties at District's Peer Review Meetings for approval.

Duty 2

General Summary:

Percentage: 10

Public meeting and outreach activities

Individual tasks related to the duty:

- Prepare documents for public meetings.
- Answer general questions regarding basic site investigation and remediation.
- Provides input in the development of a community relations plan for a specific contamination site.

Duty 3

General Summary:

Percentage: 5

Perform duties as assigned by supervisor.

Individual tasks related to the duty:

- Maintain the division's site information and tracking databases.
- Respond to pollution incidents received via reports (via calls or email) from the public and through the state's pollution emergency hotline regarding releases of hazardous substances.
- Recommend appropriate course of action in response to the incident to supervisor.
- Other tasks will vary and are based on operational needs.

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

Review and make recommendations/comments on site planning documents, including proposed site investigation work plans and field sampling plans using standard methods. Review and provide input on Proposed Plans, Responsiveness Summaries and Records of Decision. Decisions are made considering the goals and objectives of the department in consideration of public safety and the environment. Decisions may affect public health, the environment, EGLE, and others.

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

Decisions varying from district/division policies and priorities. Decisions that involve program, policy, procedure, or where legal interpretations are required; escalated enforcement referrals.

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.

This job involves working at various contaminated sites. Occasional work in wet weather or extreme heat or cold. Field work may involve walking long distances carrying sampling equipment, supplies, and samples. A valid driver's license is preferred.

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 conducts investigation and remediation activities of assigned basic sites of environmental contamination pursuant to Part 201 and Part 213 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Basic environmental sites (i.e., small gas stations, small auto service stations, small private properties, and found storage drums dumped/discarded along roadways) include the following factors: single contaminant releases, using standard investigative methods and remedial actions, and involve fewer stakeholders and low public controversy. Basic site investigations involve fewer services to coordinate and/or less intensive oversight of activities.

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 district work area consists of 5 counties in the southern portion of the lower peninsula of Michigan. The work area is intended to formalize the district office's responsibilities related to the implementation of the Part 201 and Part 213 cleanup programs. This position plays a key role in facilitating the division meeting its' mission and goals within the work area.

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:

Knowledge of computer operations (Word, Power Point, Excel, and other data management systems); knowledge of environmental pollution sources; knowledge of state and federal pollution control laws and regulations; strong verbal and written communication skills; and strong public relations ability. Ability to analyze and evaluate large volumes of data in an accurate and efficient manner. Maintain professionalism and a problem solving attitude when working with internal and external customers.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Michigan driver's license is 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