

Position Code

1. EQALTEC56R

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 9-P11	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
Lead and Copper Compliance Analyst	Community Water Supply
6. Name and Position Code Description of Direct Supervisor	12. Unit
Lisa Anderson, Environmental Manager 14	Lead and Copper
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Kris Philip, State Administrative Manager 15	Constitution Hall 525 W. Allegan St. Lansing, MI 80 hours/pay period
14. General Summary of Function/Purpose of Position	
This position serves as a Lead and Copper Rule (LCR) compliance analyst for the state of Michigan. Its purpose is to promote regulatory consistency, as well as to handle lead and copper data and act as a liaison with the regulated community and residents. The position is responsible for the regulatory compliance aspects of the LCR, and assisting EGLE and Local Health Department staff, as well as water supply owners and operators.	

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 55%

Process and enter lead and copper data into a database, screening data for non-compliant values. Develop an understanding of lead and copper sampling strategies and LCR compliance requirements, based on State and EPA guidance. Assist water supplies with response and customer notification/education.

Individual tasks related to the duty.

- Review and evaluate lead and copper results and make compliance determinations in accordance with policy and guidance.
- Coordinate compliance efforts with water supplies in providing responses to residents with individual lead or copper results over the action levels.
- Evaluate the nature and extent of violations and issue monitoring and reporting violation notices.
- Work with supplies on their sampling pools, sampling instructions, results and education.
- Provide guidance to water supplies in providing responses to residents with individual lead or copper results over the action levels.

Duty 2

General Summary of Duty 2 % of Time 30%

Promote consistent implementation of the LCR statewide.

Individual tasks related to the duty.

- As part of a team, develop training on the implementation of the LCR in Michigan and required response to lead and copper action level exceedances.
- As part of a team, develop reference materials, protocols, and procedures for the implementation of the LCR in Michigan.

Duty 3

General Summary of Duty 3 % of Time 10%

Coordinate with water supplies, state and local health department personnel regarding residential high lead and copper results.

- Communicate with water supplies, Department of Health and Human Services (DHHS) and LHDs regarding high lead/copper results, as well as Action Level Exceedances.
- Share procedures and protocols with DHHS and LHDs.

Duty 4

General Summary of Duty 4 % of Time 5%

Work as a part of a team to develop and implement enhanced data tracking and analysis capabilities for LCR data to provide for a more thorough response to issues.

Individual tasks related to the duty.

- Learn optimal methods of tracking and analyzing lead and copper rule data in order to provide for more thorough and efficient data tracking and analysis capabilities to assist in determining compliance with the LCR

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions. Decisions using standard protocol and guidance.			
17. Describe the types of decisions that require the supervisor's review. Decisions for which there is no direct guidance. Policy decisions and decisions that could set precedent or are controversial.			
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 setting: sitting at desk, working on the computer, phone calls, and attending meetings. Occasional travel to meetings or water supplies.			
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. ☐ Provide formal written counseling. ☐ Approve leave requests. ☐ Approve time and attendance. ☐ Orally reprimand. ☐ Assign work. ☐ Approve work. ☐ Review work. ☐ Provide guidance on work methods. ☐ 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? Agree.			
23. What are the essential functions of this position? This position is as a lead and copper compliance analyst for the DWEHD, established in order to improve oversight and consistency of implementation of the LCR statewide. This position will have a direct impact on EGLE's ability to protect human health by responding to high lead and copper results in drinking water, as well as providing more thorough and comprehensive data review and analysis.			
24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed. PD updated with updated department, division and unit names. No other changes. Minor word choice edits.			

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

The Community Water Supply Section is comprised of centralized Units that provide programmatic support for the Community Water Supply staff. This position is located in the Lead and Copper Unit, which serves state-wide for all districts.

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 sciences, including but not limited to: 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:

Ability to gain knowledge of the Lead and Copper rule.

Ability to work well with internal and external customers.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

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.