

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. EQALTEF27R

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 MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Environmental Health
4. Civil Service Position Code Description ENVIRONMENTAL QUALITY ALT-E	10. Division Toxicology and Response
5. Working Title (What the agency calls the position) Environmental Quality Analyst	11. Section Chemical Planning and Response
6. Name and Position Code Description of Direct Supervisor HAINSTOCK, LISA C; ENVIRONMENTAL MANAGER-3	12. Unit Central Intake
7. Name and Position Code Description of Second Level Supervisor BAILEY, JORDAN; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 333 S. Grand Avenue, Lansing, MI 48933 / Monday - Friday 8:00 AM to 5:00 PM

14. General Summary of Function/Purpose of Position

This position functions as an Environmental Quality Analyst in the Central Intake Unit. The position conducts initial intake, triage, and assessment of potential environmental chemical exposures at sites of contamination in Michigan. The position is also responsible for ensuring timely assessment of site hazards and tracking of the subsequent response efforts to mitigate human exposures at sites of contamination. This unit follows established protocols developed by the Section and Division, in accordance with the Agency for Toxic Substances and Disease Registration (ATSDR) Cooperative Agreement guidance and U.S. Environmental Protection Agency risk assessment guidance.

Staff in this position will work in cooperation with other division, section, and unit staff and managers in the Environmental Health Bureau. This position works cooperatively with federal, state, and local health and regulatory agencies to address concerns of human exposures to environmental contamination.

This position may need to interact with the public, local, state, and federal officials via meetings, telephone conversations, e-mails, and field visits, responding to community health concerns and providing information to protect public health.

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

Provide initial intake assessments and develops appropriate documentation of public health determinations at sites of contamination.

Individual tasks related to the duty:

- Complete intake and triage activities to determine if further investigation by MDHHS is warranted.
- Complete thorough site analysis – including the identification of potential human health exposure pathways; preparation of Public Health Consultations or Public Health Assessments; elevating immediate hazards to management and identifying opportunities for mitigation.
- Complete work assignments and upholds unit, section, and division priorities.
- Participate in staff development and training activities.
- Write Public Health Assessments and Health Consultations, using ATSDR and U.S. Environmental Protection Agency risk assessment guidance and best available science; ensures sufficient documentation of public health determinations.

Duty 2

General Summary:

Percentage: 45

Ensure timely response and tracking of investigation and intervention activities following the determination of potential human health hazards.

Individual tasks related to the duty:

- Develop site response plans and coordinating intervention activities.
- Follow and refine protocols, processes, and procedures for responses to ensure comprehensive public health response efforts.
- Seek input from staff toxicologists for evaluation of the physical, chemical, and toxicological properties of chemical substances to inform and assess associated hazards.
- Provide reports and briefings on the status of sites and response efforts for upper management as required.
- Conduct and attends meetings and conferences on related technical topics and issues.
- Prepare periodic and special technical and scientific reports and articles.
- Develop and tracks relevant metrics to ensure environmental public health goals are reached.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Review and maintain knowledge of related scientific literature and keep abreast of technical developments.
- Attend workshops, trainings, conferences, webinars in relevant topics, and as funding allows.
- Attend and complete additional trainings and courses as assigned and approved by management.

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

The incumbent makes decisions regarding public health hazards posed by sites of environmental contamination in consultation with staff toxicologists and management. The incumbent makes decisions while investigating contamination events where immediate actions are necessary to prevent exposure; notifies management in a timely manner; and tracks and reports on activities related to the subsequent response effort.

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

The supervisor assigns projects. The health opinions and health action recommendations reported in Public Health Consultation or Public Health Assessment, as well as any far-reaching policy decisions are to be reviewed and approved by the relevant supporting unit managers, section manager, and other management

positions before being finalized. Human hazard determinations and recommendations are also provided to MDHHS upper management in support of departmental objectives.

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 position is typical of an office position, including the use of a computer and screen for 90% of the time. Other physical efforts may include the transportation of a mercury vapor analyzer machine or other supplies and equipment, generally less than 40 pounds in weight, if required to respond to a public health emergency, conduct a site visit, attend a public meeting or other event outside of the office. These responses requiring professional staff support can occur up to six to eight times per year. The incumbent may be exposed to unpleasant and noxious fumes and odors when conducting site visits. Site visits are usually outside and the incumbent would be exposed to local weather conditions and potentially uneven terrain.

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):

- | | |
|---|--|
| ☐ 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 an Environmental Quality Analyst in the Central Intake Unit, conducting initial intake, triage, and assessment of potential environmental chemical exposures at sites of contamination in Michigan.

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

Updating the position description to the appropriate Bureau, Division, Section, and Unit names, as well as to include the triage and intake related work. Duty 1 task 1 has been added specific to the triage and intake as well. The overall function of this position has not changed.

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

The function of the Division is to act as a resource for the evaluation of the effects of the environment on health, in addition to providing support to the department's efforts in responding to chemical exceedances in drinking water and vapor intrusion. Within the division, the Toxicology and Assessment Section evaluates sites of environmental chemical contamination for health effects on exposed human populations. This position is responsible for the initial intake and assessment of potential environmental chemical exposures at sites of contamination in Michigan; and is also responsible for the timely assessment of site hazards and tracking of the subsequent response efforts to mitigate human exposures at sites of contamination, with particular focus on sites that involve PFAS or vapor intrusion or have a Superfund designation.

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:

As listed on the Civil Service job specification. In addition:

Advanced organization and project management skills; knowledge of environmental and public health; risk assessment methods; and public health practice to assess, document, defend, and make public health determinations. Ability to prioritize and concurrently assess multiple complex and diverse sites for public health response. Ability to organize and coordinate the work of others. Knowledge of environmental risk assessment procedures and applications including quantitative evaluation of human exposure to environmental contaminants. Ability to maintain records and prepare public health assessments and consultations in accordance with established protocols, ATSDR, and EPA guidance. Knowledge of statistical methods to assess environmental contamination. Knowledge of the procedures and techniques utilized in correcting or mitigating exposure to chemical hazards in the environment. Knowledge of the function and authority of state and local health departments. Ability to convey highly technical information to the lay public through effective written and oral communication.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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.

N/A

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