

Position Code 1. EQSPL2B27R

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
	Department of 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 Specialist 13	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Enforcement Specialist	Field Operations Support Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Susan Doty, Environmental Manager 14	Water Quality Enforcement Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Amy Lounds, State Administrative Manager 15	525 West Allegan Street, Lansing, MI 48933/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position will serve as the enforcement specialist responsible for statewide coordination and oversight of the escalated enforcement cases for the Construction Storm Water (CSW) Program (Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended [NREPA]) and the Soil Erosion and Sedimentation Control (SESC) Program (Part 91, SESC, of the NREPA) in the Department of Environment, Great Lakes, and Energy's (EGLE) Water Resources Division (WRD). Specifically, this position will manage and coordinate statewide implementation of the policies and procedures, and application of the state and federal laws, including the federal Clean Water Act, governing CSW and SESC enforcement cases. As the enforcement specialist for these program areas, this position performs duties associated with enforcement program oversight and coordination, including managing the most complex and controversial enforcement cases in the CSW and SESC Programs. The duties will also include developing specific template administrative consent orders and consent judgments and coordinating the WRD's activities supporting the Department of Attorney General (DAG) in civil litigation in these statutory areas. This person also has responsibility for reviewing and developing applicable procedures/guidance documents and training other staff in implementing WRD enforcement program policies and procedures that govern CSW and SESC cases. Further, this position will coordinate a team of WRD staff program experts and district staff, including staff from the DAG, in settling the most complex escalated enforcement cases in these programs. This position will also serve as the statewide contact and expert for district and program staff on issues related to the CSW and SESC enforcement matters.

Duty 3

General Summary of Duty 3

% of Time 10

Serve as the WRD's CSW and SESC Enforcement Expert

Provide guidance to junior enforcement staff, district staff, and program staff on CSW and SESC enforcement matters, including interpretation and application of statutes, rules, policies, and procedures. Conduct training on CSW and SESC enforcement for WRD staff including preparing written materials and conducting district visits.

Individual tasks related to the duty.

- Participate in or provide training to WRD staff, other EGLE staff, other state agencies, and groups about the CSW and SESC enforcement programs.
- Serve as the CSW and SESC enforcement contact for district and program staff.
- Develop training and guidance materials related to enforcement actions in the CSW and SESC Programs.

Duty 4

General Summary of Duty 4

% of Time 5

Other Responsibilities as Assigned by the Supervisor

Individual tasks related to the duty.

- Various.

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

Most decisions are made independently. Examples include initiation of potential case discussions, case development recommendations, case initiation recommendations, enforcement strategies, and acceptability of a settlement. This position also requires a high level of analytical, writing, and speaking skills, along with the ability to successfully manage complex issues and difficult people. Must be able to develop unique and innovative approaches and solutions.

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

When a decision will be precedent setting and/or controversial or when it may have a significant impact on the WRD's programs. Formal referrals to the DAG for litigation. Decisions regarding referrals for criminal enforcement or to the USEPA for federal action. All final settlement decisions.

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.

A considerable amount of time is spent sitting, typing, and using a personal computer. May have to transport large and heavy files occasionally. May be exposed to potentially hazardous conditions at commercial/industrial sites. Occasional driving in all weather conditions and the possibility of overnight travel.

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):

- | | |
|---|--|
| <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. |

21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

22. What are the essential functions of this position?

Each of the tasks in Duties 1, 2, and 3 are equivalent in level of training and knowledge needed and require the greatest level of time commitment and skill. This position is responsible for independently reviewing and evaluating the most complex, unique, precedential, and/or controversial administrative and civil judicial CSW and SESC enforcement cases on a statewide basis; establishing management strategies for each case; and coordinating that strategy with existent policies, procedures, and laws. Participate in settlement negotiations, independently propose decisions during settlement negotiations that are consistent with the WRD goals, and make recommendations to management regarding settlement acceptability.

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

No change.

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

The WRD's Water Quality Enforcement Unit is responsible for conducting escalated enforcement actions for violations of all water resource protection laws and associated permits with resolution primarily through administrative and judicial orders. This position serves as the statewide CSW and SESC enforcement specialist/case coordinator who handles the most complex of these cases, provides guidance and oversight to junior enforcement staff on CSW and SESC issues, develops training materials, and is the primary enforcement resource for district and technical staff in the CSW and SESC Programs. Coordinates multimedia/multiagency enforcement actions with the DAG, USEPA, and other state departments; and oversees drafting, negotiation, and execution of enforcement settlement and guidance documents including the collection of penalties for CSW and SESC cases.

25. 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:

Four years of professional engineering or scientific experience in an environmental protection or regulatory program equivalent to an Environmental Quality Analyst, including two years equivalent to an Environmental Quality Analyst P11 or one year equivalent to an Environmental Quality Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Outstanding written and verbal communication skills. Thorough understanding of all relevant CSW and SESC laws, the Michigan Natural Resources and Environmental Protection Act, and the Michigan Administrative Procedures Act. Extensive experience in conducting complex settlement negotiations and coordinating a team of experts, both technical and legal. Superior analytical/critical thinking skills and the ability to effectively manage difficult people and situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license in the state of Michigan is preferred.

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.