

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

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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 Classification of Position Environmental Manager-15	10. Division Air Quality
5. Working Title of Position (What the agency titles the position) Air Monitoring Section Manager	11. Section Air Monitoring Section
6. Name and Classification of Direct Supervisor Jay Olaguer, State Division Administrator 17	12. Unit
7. Name and Classification of Next Higher Level Supervisor Annette Switzer, Senior Management Executive 19	13. Work Location (City and Address)/Hours of Work Deborah A Stabenow Bld, 525 W. Allegan, Lansing 80 hours/pay period
14. General Summary of Function/Purpose of Position As a key member of the Division's executive team, this position serves as the Manager of the Air Monitoring Section within the Michigan Department of Environment, Great Lakes, and Energy in the Air Quality Division (AQD). This position is the primary point of contact for AQD staff, the U.S. Environmental Protection Agency (EPA), industrial representatives, and the general public on all air monitoring issues. This position is responsible for technically administering the AQD's air monitoring program to ensure that the requirements mandated by the federal Clean Air Act are being met. This position supervises the BioWatch Unit supervisor and is the first-line supervisor for 8 additional technical and professional staff, and the second-line supervisor of twenty-six additional staff in the section. This position is also responsible for applying for grants, developing the technical work plans needed by AQD administrative staff to complete those grant and procurement activities	
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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 50

The Air Monitoring Section Manager is responsible for the overall review and approval of the technical content of the Unit's work activities, which includes implementation of the federally funded BioWatch program, the AQD's criteria pollutant, toxic air contaminant, and hazardous air pollutant monitoring program, special sampling, and air quality sensor technology programs in accordance with the Clean Air Act and other state and federal requirements.

Individual tasks related to the duty:

- Assure the effective collection, assessment and reporting of quality-assured ambient air monitoring data in accordance with state objectives and federal regulations.
- Assure the timely and effective operation of air quality homeland security monitoring in accordance with federal program guidance.
- Interpret federal regulatory requirements pertaining to ambient air quality and bioterrorism monitoring to ensure that they are properly applied to the EGLE air monitoring network by Section staff.
- Apply in-depth understanding of analytical chemistry, electronics, sampling methods, data acquisition and construction techniques to determine the equipment and resource needs of staff so ambient air quality and bioterrorism data can be collected efficiently.
- Set Section objectives, procedures and schedules so ambient air quality data is uploaded quarterly to the EPA's national data repository, the Air Quality System and bioterrorism data is reported as required.
- Represent EGLE and explain department positions on ambient air monitoring issues at local, state, and federal conferences and meetings.
- Evaluate tabulations of air quality monitoring data for AQD staff, the EPA, other state, federal, and local agencies, the regulated community, and the public in support of overall AQD programmatic objectives.
- Support special sampling studies and investigations often related to high profile compliance efforts.
- Assure new evolving sensor technology is evaluated and implemented in a manner that is complementary to traditional monitoring equipment and the existing Air Monitoring Network.

Duty 2

General Summary of Duty 2

% of Time 20

Provide administrative supervision, support and oversight of the section staff.

Individual tasks related to the duty:

- Set work schedules, approve leave usage, and oversee section staff to ensure that work activities conform to State of Michigan work policies and procedures.
- Set performance objectives and carry out annual performance reviews in accordance with AQD's strategic plan.
- Counsel and discipline staff.
- Approve and sign timesheets, travel vouchers, and vehicle travel logs.
- Develop training programs to ensure that section staff has the competency necessary to carry out their job functions.
- Participate in the interviewing and selection of job applicants for vacant positions.

Duty 3

General Summary of Duty 3

% of Time 20

Develop work plans and budgets as necessary to secure EPA grants, set up contracts, and create purchase orders for equipment needed for AQD's air monitoring program.

Individual tasks related to the duty:

- Describe and report the objectives and schedules for the section by completing EPA work plan templates.
- Solicit bids on air monitoring equipment and services (e.g., lawn mowing, snow removal, electrical hookup, etc.)
- Complete preliminary purchase request forms in the State of Michigan's purchasing system.
- Develop contracts and memoranda of understanding.
- Work with AQD administrative staff to track expenditures to ensure budget objectives are being met.

Duty 4

General Summary of Duty 4

% of Time 10

Special projects and other duties as assigned by the Division Director or Assistant Division Director.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

The Air Monitoring Section manager makes independent decisions on job performance, work responsibilities, and routine program activities pertaining to the AQD's criteria pollutant and bioterrorism monitoring program. Those affected by these decisions include Section staff, AQD staff, state, local, and federal agencies, the regulated community, and the general public.

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

Guidance is requested from the Assistant Division Director when issues involve significant public controversy, may set program precedent, or have large budget implications.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

General office setting: sitting at desk, working on computer, and attending meetings. Occasional travel to air monitoring sites or other office or field locations for meetings. Some out-of-state travel may be necessary to attend national conferences or to receive training.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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>
Voss, James	Environmental Manager 14	Eagen, Rachel R	Department Analyst 12
Gauthier, Thomas	Electronic Tech Supv- 13	Riselay, Matthew	Environmental Quality Analyst 9
Carl, Andrew	Environmental Tech Supv 12	Robinson, Amy K.	Environmental Quality Specialist 13
Gafner, Eric D.	Environmental Tech Supv 12	Hodges, Cynthia K.	Environmental Quality Analyst 12
Wolf, Erica O	Environmental Manager 13		

20. My responsibility 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. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

TO BE COMPLETED BY DIRECT SUPERVISOR

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

23. What are the essential duties of this position?

The essential duties are effective administration and implementation of the AQD's air monitoring programs, supervision of staff, and development of work plans and budgets needed to secure EPA grants and funding. To perform these essential duties, the incumbent must have an in-depth understanding of federal air monitoring requirements, air monitoring and sampling techniques, EGLE work policies, and State of Michigan purchasing procedures.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
No change, backfilling for retirement.

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

The function of the Air Monitoring Section is to collect, assess, and report quality-assured ambient air monitoring and bioterrorism data in compliance with state objectives and federal regulations. This position serves as the primary contact on air monitoring issues and provides programmatic and administrative oversight of air monitoring operations.

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 physical sciences, biological sciences, resource management, sanitary science, environmental health, engineering, geology, or in geological, petroleum, or mining engineering.

EXPERIENCE:

Seven years of professional experience in an engineering or scientific field carrying out geological and/or environmental activities to protect, develop and maintain natural resources; working in an environmental protection program; or, enforcing environmental health or environmental protection laws, including three years equivalent to the advanced (12) level, two years equivalent to a 13-level specialist or manager, or one year equivalent to a 14-level specialist or manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the methods and techniques of collecting and analyzing ambient air quality data.

Exposure to contemporary real-time instruments, modern sensors, and advanced data analytics is highly desirable.

Ability to instruct, direct, and evaluate employees.

Ability to deal effectively with AQD, EPA, and industrial staff as well as the general public.

Thorough knowledge of state and federal air pollution regulations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date

Make a copy of this form for your records.