

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.

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| 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) |
| 4. Civil Service Position Code Description Environmental Manager-3 | 10. Division Air Quality Division |
| 5. Working Title (What the agency calls the position) Quality Assurance Manager | 11. Section Air Monitoring Section |
| 6. Name and Position Code Description of Direct Supervisor WOLF, ERICA O; ENVIRONMENTAL MANAGER-4 | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor OLAGUER, EDUARDO P; STATE DIVISION ADMINISTRATOR | 13. Work Location (City and Address)/Hours of Work 525 W. Allegan Street, Lansing, MI 48933 / M-F 8:00 AM – 5:00 PM |

14. General Summary of Function/Purpose of Position

This position serves as the Quality Assurance Manager as mandated by the United States Environmental Protection Agency (USEPA). This position serves as the Quality Assurance (QA) Manager for all ambient air monitoring activities carried out statewide, including programs conducted by the state, local agencies, and the regulated community. This position is responsible for ensuring that all quality assurance activities required by 40 CFR Part 58 are implemented. This position supervises two auditors and an environmental quality analyst. This position serves as the Air Quality Division (AQD) representative for EGLE's Quality Management Plan and the primary contact with the USEPA for all QA 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: 50**

Develop, coordinate, and implement the quality assurance program for EGLE's statewide ambient air monitoring network.

Individual tasks related to the duty:

- Develop, revise, maintain, and implement Quality Assurance Project Plans for the statewide ambient monitoring programs.
- Oversee development, revision, maintenance, and implementation of Standard Operating Procedures for all ambient monitoring activities.
- Train staff located statewide on quality assurance procedures and requirements.
- Develop and implement innovative audit strategies and tools for the enhancement of the monitoring network.
- Act as liaison to the USEPA and local agencies for quality assurance issues.
- Ensure that all data uploaded to the USEPA database meets quality assurance standards for national comparability and display.
- Approve revisions to current forms, worksheets, procedures, and documents to be used in the network for the consistent documentation of monitoring activities.
- Independently travel to air monitoring sites to ensure statewide consistency.
- Ensure consistent reporting of electronic data for Air Monitoring Section (AMS) data.
- Conduct internal technical system audits as required by the USEPA.
- Oversee USEPA technical system audits.
- Travel to and participate in public meetings and outreach forums relating to ambient air monitoring.

Duty 2

General Summary: **Percentage: 35**

Serve as the first line supervisor of the Environmental Technician audit staff and the Environmental Quality Analyst audit staff.

Individual tasks related to the duty:

- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Set work schedules, approve leave usage, and ensure that work activities conform to State of Michigan work policies and procedures.
- Approve timesheets, travel vouchers, and vehicle travel logs.
- Set performance objectives and carry out annual staff performance reviews.
- Lead the quality assurance audit team to effectively conduct and document the independent system audits and assessments.
- Provide leadership, mentoring, and support for staff effectiveness and career development.

Duty 3

General Summary: **Percentage: 5**

Serve as liaison with various private sector and industrial entities statewide and oversee the quality assurance aspects of their air monitoring programs.

Individual tasks related to the duty:

- Review, provide recommendations, and when appropriate, approve industrial ambient air monitoring plans.
- Provide guidance to industries, municipalities, and other entities on the proper methodology and siting of ambient air monitoring equipment.
- Provide oversight of independent performance audits of industrial ambient air monitors.
- Review quality assurance assessments and recommend corrective actions to industrial and other entities.
- Coordinate with other EGLE divisions to ensure compliance with other permits and rules as they pertain to air monitoring.

Duty 4

General Summary: **Percentage: 5**

Serve as the Air Quality Division's Quality Assurance Representative.

Individual tasks related to the duty:

- Coordinate development of the AQD's sections of the department-wide Quality Management Plan.
- Review and provide guidance related to quality assurance for AQD staff.

Duty 5

General Summary: **Percentage: 5**

Other duties as assigned by Unit Supervisor, Section Manager, Assistant Division Director, and Division Director.

Individual tasks related to the duty:

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

Decisions regarding the acceptability of data generated by the state, local, and company-operated programs. Inaccurate data could result in federal sanctions or require companies to implement pollution reduction programs. Decisions on whether the AMS should approve or reject quality assurance plans for company-operated programs. As required by the Code of Federal Regulations (CFR 40 Part 58), the Quality Assurance Manager has an independent line of authority from the daily field operations for data quality decisions.

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

Policy decisions. Decisions that set precedent on how the AMS carries out its field activities or have large budgetary impact.

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, in general, functions in a normal office setting. On occasion, travel to air monitoring sites, and transport equipment of up to 50 pounds from vehicle to monitoring stations. Climb ladders and stairs. Bend, lift, and kneel while operating equipment.

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):

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|-------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Complete and sign service ratings. | <input checked="" type="checkbox"/> | Assign work. |
| <input checked="" type="checkbox"/> | Provide formal written counseling. | <input checked="" type="checkbox"/> | Approve work. |
| <input checked="" type="checkbox"/> | Approve leave requests. | <input checked="" type="checkbox"/> | Review work. |
| <input checked="" type="checkbox"/> | Approve time and attendance. | <input checked="" type="checkbox"/> | Provide guidance on work methods. |
| <input checked="" type="checkbox"/> | Orally reprimand. | <input checked="" 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 serves as the Quality Assurance Manager for the statewide ambient air monitoring program. This includes responsibility for the oversight and coordination of the quality assurance aspects of industry-operated programs throughout the state.

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

This position now oversees an additional staff member, an Environmental Quality Analyst. The general summary and job duties were updated to reflect this change.

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

The function of the AMS is to collect, assess, and report quality assured ambient air monitoring data in accordance with state and federal monitoring objectives and regulations. This position is required by 40 CFR Part 58 for overseeing the statewide quality assurance requirements of the ambient air monitoring program.

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:

