

State of Michigan  
Civil Service Commission

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. RESRSPL2A24R

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> AGRICULTURE AND RURAL DVLPMENT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Environment & Sustainability
<b>4. Civil Service Position Code Description</b> RESOURCE SPECIALIST 2	<b>10. Division</b> Conservation & Stewardship
<b>5. Working Title (What the agency calls the position)</b> Environmental Monitoring Specialist	<b>11. Section</b> Environmental Assistance and Technical Support
<b>6. Name and Position Code Description of Direct Supervisor</b> ROGERS, CHAD E; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ALEXANDER, MICHAEL K; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Allegan Street, Lansing, MI 48933 / Monday-Friday 8:00 AM to 5:00 PM

**14. General Summary of Function/Purpose of Position**

This position has statewide responsibility for managing all aspects of the Michigan Department of Agriculture and Rural Development's (MDARD) Environmental Monitoring Program, serving as the agency's specialist and primary contact on environmental monitoring issues and provides expert advice and support on a variety of complex water quality and soil quality monitoring issues including but not limited to pesticides, fertilizers, nutrients, and emerging contaminants. This position coordinates with MDARD, Michigan Department of Environment, Great Lakes, and Energy (EGLE), Michigan Department of Health and Human Services (MDHHS), Michigan State University Extension, federal, state, and local government agencies and organizations. The position will develop and implement an agriculture water quality monitoring strategy. This position will implement and track the agriculture water quality monitoring strategy by soliciting, designing, implementing, and reporting on environmental monitoring projects to determine the nature and extent of pesticide, fertilizer, and other agricultural contamination of and impacts to Michigan's ground water, surface water, and soils. The specialist provides private well owners with groundwater quality information and conducts contamination investigations statewide in conjunction with staff from MDARD and other state agencies. The position also has responsibility for other water-quality related programs, including Water Use Reporting (WUR) and Aquifer Dispute Resolution (ADR). This position also supports other environmental monitoring for other programs including regenerative agriculture, the Western Lake Erie Basin, and the Michigan Agriculture Environment Assurance Program (MAEAP).

**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: 65**

Administer MDARD's Environmental Monitoring Programs.

**Individual tasks related to the duty:**

- Prepare environmental monitoring implementation plans and associated budgets for MDARD approval.
- Develop a long-term environmental monitoring work plan to implement the agriculture water quality monitoring strategy.
- Oversee development of a Quality Management Plan for the department.
- Oversee development of Quality Assurance Project Plans for sampling events/projects.
- Annually coordinate with division, department, and program leaders to identify environmental monitoring projects and determine needs that can be met by the environmental monitoring program.
- Determine sampling and analysis priorities, using highly complex analyses to select sample populations, and implements environmental monitoring projects to optimize the relationship between sampling costs and information gained.
- Initiate and responds to requests for cooperative environmental monitoring projects with university, federal, state, and private industries. Determines feasibility of cooperative environmental monitoring projects and manages MDARD portion of cooperating environmental monitoring projects.
- Identify purchasing needs for equipment, supplies, and software for the program.
- Develop, implement, and review contamination confirmation methods.
- Responsible for drafting risk assessment protocols for the development of groundwater resource protection levels for promulgation as a rule under P.A. 451, Part 87, as necessary.
- Analyze, develop, and review the evaluation and contamination investigation tools and procedures for field staff, including interview items, map sets, field sample collections, global positioning systems, and pesticide use records.
- Schedules confirmation, envelope, and periodic environmental monitoring with staff, consultants, and/or grantees for contaminated or potentially contaminated sites.
- Coordinate site evaluations and contamination investigations to determine potential sources of contamination.
- Work with MDARD staff to develop and support the water quality program's Geographic Information System (GIS).
- Participate in science panels and advisory groups.
- Develop protocols to validate the impacts of conservation agriculture methods.
- Prepare technical reports describing environmental monitoring projects.
- Summarizes the accomplishments of the environmental monitoring program annually.
- Routinely performs highly complex analyses and studies while writing reports and summaries.
- Present environmental monitoring program results and accomplishments to MDARD, state, and federal staff, non-profit organizations, community organizations, and the public.
- Creates custom analyses, reports, and presentations for MDARD, state, and federal staff, non-profit organizations, community organizations, and the public.
- Notify affected well owners of the results of our environmental monitoring as necessary pursuant to P.A. 451, Part 87.
- Work closely with MDARD staff to prepare a biennial technical report that summarizes the results of the environmental monitoring program for interested parties.

**Duty 2**

**General Summary:**

**Percentage: 20**

Serve as an expert in the development and maintenance of the agriculture water quality monitoring strategy.

**Individual tasks related to the duty:**

- Coordinate with EGLE, MDHHS, and other interested parties, to develop and establish priorities, procedures, and protocols to be included in an agriculture water quality monitoring strategy.
- Provide coordination and leadership on the regular review of the agriculture water quality monitoring strategy, including but not limited to the development of new elements or changes to existing elements of the agriculture water quality monitoring strategy, and make recommendations to management on changes to the agriculture water quality monitoring strategy.
- Provide expert advice on a variety of complex environmental monitoring program implementation issues.
- Provide expert guidance and advice to staff, consultants, and/or grantees to implement the agriculture water quality monitoring strategy, including study design, parameter selection, data analysis, quality assurance, data management, and reporting.
- Coordinate with other MDARD staff to ensure that the water chemistry, sediment chemistry, soils, pesticide residue, wildlife contaminant, fish contaminant, inland lakes, wetland, and biological monitoring are appropriately integrated.

**Duty 3****General Summary:****Percentage: 10**

Provide specialist services to the WUR program, the ADR program, and associated interagency information sharing efforts.

**Individual tasks related to the duty:**

- Respond to questions from producers and service providers regarding WUR.
- Present WUR program information to audiences around the state as requested.
- Maintain and update the agricultural WUR database and data collection process.
- Develop and distribute statewide all-industry water use reports and inventories.
- Provide one-on-one conflict resolution services for high and low-capacity well owners.
- Meet with the complainant(s) and high-capacity well owners to identify issues and availability of hydrologic and agronomic information pertinent to the complaint.
- Evaluate well construction and siting for potential well interference.
- Maintain records of complaint resolution activities and interagency referrals.

**Duty 4****General Summary:****Percentage: 5**

Other duties as assigned.

**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.**

Design and implement statewide water quality monitoring programs, set project priorities, select sample populations, and sampling methods. Affected groups include: the regulated industry, internal staff, the public, and other state agencies.

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

Decisions involving significant enforcement action, deviations from procedures or policies, and high-profile or controversial decisions that impact other agencies, divisions and the regulated industry.

**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.**

Periodic lifting of boxes/office supplies, sitting or standing for extended time, typing, and significant computer usage. Environmental conditions include periodic office noise and air-borne dusts.

**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):**

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

**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?**

Statewide management of the water quality monitoring program.

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

This position originated in the Pesticide and Plant Pest Management Division and later moved to the Environmental Stewardship Division. The position was vacated due to retirement. It retains its core functions but will now be known as the Environmental Monitoring Specialist. Responsibilities related to the Water Quality Monitoring Strategy in Part 87 have been emphasized in Duty 2. This position will also support emerging programs such as Regenerative Agriculture, Western Lake Erie Basin, and MAEAP by coordinating soil and water sampling initiatives so the media monitored has been broadened from water to include soil. Support for the WUR and ADR programs has been added. References to managing the MDARD portion of the state Pesticide Management Plan have been removed as this is not an active program. The position will still largely be focused on water quality sampling, but the department also needs support for soil sampling, so the media has been broadened from just water to include soils. The agency was also reorganized, and this position is now located in the Conservation Stewardship Division.

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

This position is MDARD's Environmental Monitoring Specialist and has statewide responsibility for managing all aspects of the Environmental Monitoring Program, serves as the agency's expert and primary contact on environmental monitoring issues, and provides expert technical advice and support on a variety of complex environmental monitoring issues including but not limited to pesticides, fertilizers, nutrients, and emerging contaminants.

**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 a physical, biological, or natural resource science, resource management, resource planning, engineering or a related field.

**EXPERIENCE:**

**Resource Specialist 13**

Four years of professional experience in the protection, development and maintenance of land, water, or natural resources, including two years equivalent to the experienced (P11) level in state service; or, one year equivalent to the senior (12) level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of a broad range of environmental sampling and sampling techniques, aquatic biology, and water quality monitoring issues.  
Knowledge of the operational and technical problems involved in the administration of environmental monitoring.  
Knowledge of environmental monitoring practices.  
Knowledge of methods of planning, developing, and environmental monitoring programs.  
Knowledge of state and federal laws and legislative processes.  
Knowledge of the reporting methods and techniques for environmental monitoring.  
Knowledge of land and water resources.  
Knowledge of MDARD's natural resource conservation needs and objectives.  
Knowledge of the principles of ecology.  
Knowledge of the methods of environmental research.  
Knowledge of factors in the analysis of data to provide the basis for long-range planning of water and soil related land resource management.  
Knowledge of the methods of presenting the results of environmental impact studies.  
Knowledge of the methods of compiling and organizing data.  
Knowledge of the procedures and methods of statistical analysis.  
Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.  
Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.  
Ability to plan, coordinate, and expedite work projects.  
Ability to interpret complex rules and regulations.  
Ability to communicate with others verbally and in writing.  
Ability to prepare projections in such areas as land use, water use, and population for planning reports and studies.  
Ability to prepare charts, maps, and other graphs to show the analysis of data.  
Ability to analyze and evaluate data.  
Ability to maintain records, and prepare reports and correspondence related to the work.  
Ability to maintain favorable public relations.  
Ability to work cooperatively with state and local officials.  
Skilled with stakeholder relations.  
Skilled with data analysis.  
Skilled with written and verbal communication.  
Skilled with environmental monitoring and data analysis.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license.

*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.

None.

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

QUINN BENSINGER

10/16/2024

\_\_\_\_\_  
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