State of Michigan
Civil Service Commission

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

Position Code
1. ENVRMGR3

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** 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** Materials Management
5. Working Title (What the agency calls the position) Environmental Manager	**11. Section** Radiological Protection
6. Name and Position Code Description of Direct Supervisor ASSELIN, DAVID R; STATE ADMINISTRATIVE MANAGER-1	**12. Unit** Permitting and Radiological Health
7. Name and Position Code Description of Second Level Supervisor ROYCRAFT, PHILIP R; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 815 Filley Street, Lansing, MI 48906; Remote Work Option available / Mon - Fri, 80 hours per pay period

14. General Summary of Function/Purpose of Position

This position is the first line supervisor of the Permitting and Radiological Health (PRH) Unit, which includes the Michigan Indoor Radon Program, the Technologically Enhanced Naturally Occurring Radioactive Material (TENORM) Program, incident response and public assistance functions, and the RPS' Radiation Safety Officer.

The Michigan Indoor Radon Program works with public health partners to provide information regarding the dangers of elevated indoor radon concentrations, encourages testing homes, and, when appropriate, mitigating homes with elevated radon test results.

The TENORM Program regulates the management and disposal of TENORM.

Incident response and public assistance functions exist to respond to a broad range of inquiries and requests that come from industry and members of the public. Common activities include answering questions, providing information, and investigating radiation sources in the public domain.

The Radiation Safety Officer is responsible for the safe and legal use of radioactive materials by program staff.

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:** **35**

Provide general administration for the day-to-day activities of the PRH Unit. This includes supervising staff, coordinating work assignments, and developing an effective and professional team.

Individual tasks related to the duty:

- Select and assign staff, ensuring equal employment opportunity in hiring and promotion.
- Coordinate Unit activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees. This includes deconflicting resource requests.
- Routinely evaluate and verify employee performance. This includes reviewing completed work assignments and work techniques to ensure adherence to policies, procedures, and standards; quality of work; timeliness of completion; and attainment of goals.
- Conduct annual performance appraisals for Unit staff. This includes working with staff to set goals and objectives at the beginning of the evaluation period; tracking progress throughout the period; documenting the results by the end of the period; and taking corrective action when necessary.
- Identify staff development and training needs and ensure that training is obtained.
- Ensure proper labor relations and conditions of employment are maintained.
- Maintain records, prepare reports, and compose correspondence relative to the work.
- Manage technical resources and respond to requests and inquiries.
- Fulfill Supervisory role for all Unit staff.
- Create, maintain, and destroy records according to approved Records Retention and Disposal Schedules.
- Conduct program reviews and resolve deficiencies. Promptly escalate issues to the Section Manager when needed.

Duty 2

General Summary: **Percentage:** **20**

Direct the Michigan Indoor Radon Program to ensure the public has access to accurate information about the dangers of elevated concentrations of radon (a radioactive gas) in the indoor environment; encourage the testing of homes for radon; encourage the repair of homes as appropriate; and provide other related assistance as needed. These activities are typically completed by the State Indoor Radon program specialist or in close coordination with that employee.

Individual tasks related to the duty:

Use program resources (materials, budget, and staff) to ensure all required program areas operate efficiently and meet program requirements:

- Plans and procedures, where appropriate, are developed, maintained, have management approval, can be executed, and are used. They are shared with program partners, as needed, to promote compatibility and interoperability.
- Provide program consultation and assistance to local health departments and other program partners.
- Staff with appropriate skills are assigned to support training requests from program partners.
- Test kits, educational materials, and supplies are properly stored and stocked in adequate numbers.
- Equipment requiring calibration is checked and serviced on schedule (e.g., continuous radon monitor).
- Records are created and submitted as required.
- Requests for assistance from program partners are assigned resources and resolved, as appropriate.
- The State Indoor Radon Grant is appropriately monitored and grant conditions are met. This includes ensuring required documentation is generated and submitted as required by the grant.
- Complete renewal paperwork for the State Indoor Radon Grant is submitted on time.
- Agreements and contracts with program partners (e.g., the Michigan Association of Broadcasters) are renewed on time and monitored for compliance.
- Conduct radon studies, prepare reports summarizing investigation results, and recommend abatement actions, as appropriate.

Duty 3

General Summary: **Percentage:** **20**

Direct and administer the TENORM program and low-level radioactive waste survey. These activities are typically completed through the supervision of or in close coordination with program staff.

Individual tasks related to the duty:

Use program resources (materials, budget, and staff) to ensure all required program areas operate efficiently and meet program requirements:

- As needed, procedures are developed, maintained, have management approval, can be executed, and are used.
- New instrumentation, when needed, is properly evaluated prior to purchase, purchasing guidelines and requirements are adhered to, and equipment is operationalized when acquired.
- Equipment requiring calibration is checked and serviced on schedule. This may include overseeing the development and execution of service contracts. Related records are created and maintained.
- Review and document the approval or rejection of TENORM disposals into Michigan landfills.
- Review and document the approval or rejection of license and registration applications for companies proposing to provide TENORM services
- Prepare and submit the annual survey of low-level radioactive waste generators. Reports are due to the legislature and Governor's office each year.
- As needed, attend and/or conduct public hearings and meetings to discuss pollution and environmental quality issues and pending permit applications, as they relate to the TENORM program.

For issues related to compliance and potential violations of TENORM rules:

- Evaluate potential violations, determine probable causes, and develop strategies to attain compliance.
- Recommend methods to bring violators into compliance.
- Evaluate remediation plans for contaminated sites
- Perform confirmatory surveys at contaminated and remediated sites
- Coordinate compliance and enforcement efforts with other state and local agencies, as necessary. This may involve participating in the escalated enforcement process by assisting in the development of formal evidentiary cases against violators who fail to voluntarily comply with state laws.

Duty 4

General Summary: **Percentage: 10**

Direct the incident response and public assistance functions of the Unit. This includes responding to direct requests for help and addressing referrals from the Pollution Emergency Alerting System (PEAS) or other entities.

Individual tasks related to the duty:

Use program resources (materials, budget, and staff) to ensure all required program areas operate efficiently and meet program requirements:

- Respond to concerns and complaints regarding radioactive materials. This may involve rendering direct support, referring the individual to the appropriate regulating agency, or providing information resources.
- Respond to PEAS complaints. This may involve directing the investigation of complaints related to environmental protection and the evaluation of pollution impacts on the community.
- Coordinate response actions with other Federal, State, or Local government agencies, as needed.
- Establish and maintain appropriate working relationships with other response entities, such as local units of government, state and federal partners, and others as needed.

Duty 5

General Summary: **Percentage: 5**

Supervise the Radiation Safety Officer (RSO). Direct the activities of the RPS' Radiation Protection Program (RPP) and licensed activities. An RSO and the RPP are required by the radioactive materials license held by the RPS. The license is issued by the US Nuclear Regulatory Commission and authorizes the RPS to possess certain radioactive materials. Staff who use these materials must be pre-authorized and trained in their safe use and handling.

Individual tasks related to the duty:

Supervise the RSO. Ensure:

- A current RPS employee is specifically named on the Radioactive Materials license (changing the RSO requires a license amendment).
- A Delegation of Authority letter is signed by both the Division Director and RSO and is maintained on file.
- During a temporary or extended absence of the RSO, the duties of the RSO are assigned to another qualified employee.
- The RSO is trained and capable of fulling the duties of that position.

Supervise the RSO's administration of the RPP. Ensure:

- Authorized Users receive required initial and annual refresher training.
- License amendments are filed, as necessary.
- RPP documents are updated as necessary.
- An annual audit of the RPP is completed and program improvements are implemented.

Ensure issues with the shared calibration workspace are promptly and adequately addressed:

- Review and provide comment on the interdepartmental Memorandum of Understanding (MOU), as requested.The MOU documents the agreement between EGLE and Michigan Department of Labor and Economic Opportunity regarding several aspects of the workspace.
- Ensure the workspace is kept in working order and is well maintained.
- Promptly report any maintenance problems to Facilities Management or the on-site building coordinator.

Duty 6

General Summary: **Percentage:** **5**

Serve as a senior member of the Radiological Emergency Response Team during Radiological Emergency Preparedness training, drills, exercises, and actual events. Support EGLE's operations at the State Emergency Operations Center, Field Team Center and Worker Decontamination Center, or Radiological Protection Laboratory. The response location may be determined based on specific emergency needs, staff availability, drill/exercise scope and objectives, or other considerations.

Individual tasks related to the duty:

Serve as an expert resource in radiological health and safety. Activities may include, but are not limited to:

- Following the release of radioactive material to the environment, assist in the evaluation and selection of remedial actions.
- Recommend measures for the prevention of pollution to lakes, streams, and other sources of water.
- Advise state and local government programs on worker safety and radiological protection measures.
- Serve as liaison to federal responders, other states, and Canada.
- Support public information efforts with concise, technically accurate information.

Duty 7

General Summary: **Percentage:** **5**

Perform related work as assigned by the Section Manager or the Division Director.

Individual tasks related to the duty:

- Complete or assist with special projects.
- Occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.
- Serve on committees, tasks forces, and similar groups, as requested.
- Perform related work and other tasks as assigned.

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

All routine supervisory issues. Establishment of priorities and resource allocation within the Unit. Development and implementation of technical initiatives to improve program efficiency. Decisions may affect the regulated community, members of the public using program services, Local Health Departments, and Unit employees.

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

Overall direction in implementation of regulatory policy. Decisions that have statewide implications and significant cost and/or impact. Significant matters that need input from other EGLE divisions/offices, state, or federal personnel. Significant personnel matters. Decisions that may set policy or precedent outside of the Unit, or which are controversial due to public interest, economics, or political considerations.

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.

The position primarily involves work in a state-leased facility (about 80-90% of the time). Travel for field work, meetings, and conferences accounts for the remainder of the time.

The state-leased facility is a large warehouse which contains office space, storage space, a radiological laboratory, and a calibration facility. Physical activities include: moving about the warehouse; long periods of sitting at a computer; and moving items by hand (less than 40 lbs.) or with the aid of equipment (such as a pallet jack). Potential exposures include radiation, cleaning products, laboratory chemicals, occasional unpleasant odors, vehicle fumes, and noises.

During travel for conferences or meetings, physical efforts and exposures vary by duration and mode of transport but are typical of normal travel conditions.

During field work, physical effort includes: traveling to work site (driving or riding in a vehicle); minor to moderate physical exertion including collection of data and samples; potential for exposure to weather (precipitation, hot or cold temperatures, strong sunlight, humidity, and so on); the natural environment (rough terrain, vegetation, insects, wildlife, and so on); conditions typical to industry in indoor or outdoor environments (noise, dust, odors, fumes, chemicals, and so on); and ionizing radiation as discrete sources and/or as contaminates in air, soil, and water. Personal protective equipment may be needed.

Respirator use is not required in this position.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
DENBROCK, CHAD P	PHYSICIST-A 12	SMITH, LESLIE E	ENVIRONMENTAL QUALITY SPL 2 13
LUCIANI, NICOLAS G	PHYSICIST-A 12	VACANT	STUDENT ASSISTANT-E

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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?

The essential functions of this position are:

- Supervise and direct the activities of professional staff in the PRH Unit
- Oversee and direct the Michigan Indoor Radon Program
- Oversee and direct the TENORM Program
- Oversee and direct activities related to public assistance and incident response.
- Supervise the Radiation Safety Officer and direct the Radiation Protection Program.

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

Recent experience has demonstrated that a need exists for these positions to be more focused on environmental regulatory program implementation, stakeholder interactions, and inter-agency coordination. Routine program activities in MMD involve regulating cleanup and management of Technologically Enhanced Naturally Occurring Radioactive Material (TENORM) waste; radiological emergency management; public education and outreach; and establishing environmental monitoring programs. As a result, experience has shown that the MMD's programs must possess more than "knowledge of physics, policies, procedures, and regulations pertaining to radiation emissions control" and must include "knowledge of policies, procedures, and regulations of environmental health laws as they pertain to ground water, soil, wastewater, sewage, air, and health or food related facilities".

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

The Radiological Protection Section (RPS) serves as the State of Michigan's Radiation Control Authority for radioactive materials. The RPS is organized into two work units – the Monitoring and Preparedness (MAP) Unit and the Permitting and Radiological Health (PRH) Unit.

The PRH Unit administers the Michigan Indoor Radon Program, TENORM Program, oversees incident response and public assistance functions, and supervises the RPS' Radiation Safety Officer.

This position has full supervisory responsibility for the PRH Unit.

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:

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Five 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 experienced (P11) level, two years equivalent to the advanced (12) level, or one year equivalent to a 13-level specialist or manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of:

- Radioactive materials and the radiological sciences
- Radiation safety
- Training and supervisory techniques.
- Employee and personnel policies and procedures.
- Equal employment opportunity policies and procedures.
- Radiological contaminants and their impact on the environment.
- Principles and practices of physical or biological sciences, sanitary science, or environmental health.
- Methods and techniques of collecting and analyzing data.
- Methods of collection, analysis, and reporting of environmental and/or natural resource data.
- Field and laboratory research methods in determining general environmental and/or natural resource conditions.
- The preparation of materials for general and scientific use

Ability to:

- Instruct, direct, and evaluate employees.
- Observe critically and evaluate findings.
- Take appropriate action based on investigation reports.
- Advise local authorities, representatives of industry, and others on radiological protection and/or radiological health problems.
- Develop plans and specifications for field surveys.
- Develop detailed training programs.
- Interpret complex scientific and legal documents.
- Maintain records, prepare reports, and compose correspondence related to the work.
- Communicate effectively and maintain favorable public relations.
- Use a computer

CERTIFICATES, LICENSES, REGISTRATIONS:

- Forty- or 24-hour Hazardous Material Incident Response Course (e.g., HAZWOPER) with annual refresher training preferred.
- Current valid Michigan vehicle operator's license preferred.

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.

SARAH VILLARREAL	9/30/2026
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