

<b>Position Code</b> 1. ENVRMGR3B62N
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**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Environmental Manager 14	<b>10. Division</b> Materials Management Division
<b>5. Working Title (What the agency calls the position)</b> Unit Supervisor	<b>11. Section</b> Hazardous Waste
<b>6. Name and Position Code Description of Direct Supervisor</b> Kimberly M. Tyson, State Administrative Manager 15	<b>12. Unit</b> Permitting and Program Support Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> Tracy Kecskemeti, State Division Administrator 17	<b>13. Work Location (City and Address)/Hours of Work</b> Constitution Hall 525 W. Allegan St., Lansing, MI 48909 8 a.m. to 5 p.m. – Monday thru Friday

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

Supervise, direct, and coordinate the unit's personnel, programs, and activities associated with implementing the state's Resource Conservation and Recovery Act (RCRA) program, including activities to manage hazardous waste and oversee corrective action at licensed treatment, storage, or disposal facilities (TSDFs) under Part 111, Hazardous Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Coordinate the development of the Division's biannual RCRA work plan and the semiannual progress reports to maintain the multimillion-dollar grant funding from the United State Environmental Protection Agency. Oversee data management using the Waste Data System (WDS), or data tracking system maintained by the Section and the program support activities, including, waste characterization, financial assurance, rule authorization, electronic document management, processing site identification numbers, biennial reporting, liquid industrial by-product and used oil reporting, the hazardous waste user charge collection process, and the e-manifest data processes. An essential duty of this position is to ensure that the Unit provides good customer service.

This position is designated as security-sensitive and therefore requires a Criminal History Background Check.

**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 of Duty 1      % of Time    25**

Manage and supervise unit staff by making assignments, planning, coordinating, and implementing unit activities to meet Section goals.

**Individual tasks related to the duty.**

- Assign work. Monitor progress of work to completion. Review completed assignments to ensure work is satisfactory. Provide feedback and coaching to improve work products. Ensure unit staff completes quality work within required deadlines.
- Keep unit staff informed about important events in the Section and Division through Section/Unit staff meetings, emails, and verbal communications, and appropriate use of available information and communication technologies.
- Develop staff performance objectives. Conduct performance reviews for staff in the unit.
- Develop and enhance staff capacity to perform necessary work. This includes developing appropriate training plans for staff, ensuring staff has the necessary resources to perform their work, and providing staff with opportunities to develop their skills.
- As necessary, provide assistance, counseling, or take necessary disciplinary actions to ensure work is completed and that actions comply with necessary rules, regulations, and/or guidance.
- Ensure proper labor relations and conditions of employment are maintained, including taking disciplinary/corrective actions when necessary. Ensure staff compliance with required health and safety requirements including health monitoring, HAZWOPER, and respirator fit testing and training.
- Resolve interpersonal conflicts within the Unit when staff is unable to resolve interpersonal conflicts themselves.
- Oversee, track, and manage the unit budget which includes the purchase of equipment, services, supplies, time, and travel of staff. Advise Section management and budget staff on the Unit's travel, equipment, and training needs.
- Review and approve work schedules, time and attendance, travel expense reports, travel costs, and leave requests, as appropriate.
- Establish and periodically counsel employees regarding intra-section, public contact, and other regulatory authority inquiries/communications to provide excellent and timely customer service.
- Oversee Unit coordination for Freedom of Information Act (FOIA) requests. Ensure that data is provided according to statute. Also designate backup for the Unit's FOIA coordinator during heavy inquiries or absence.
- Oversee Unit implementation of the Section electronic document management strategy.

Duty 2

**General Summary of Duty 2      % of Time    20**

Oversee hazardous waste licensing, corrective action, financial assurance, and waste characterization activities of supervised staff.

**Individual tasks related to the duty.**

- Oversee staff reviews of engineering plans and specifications, closure and postclosure plans, and corrective action documents for licensed TSDFs.
- Oversee staff determinations for financial assurance compliance and waste characterization.
- Oversee staff development of environmental monitoring plans and site inspections to determine compliance with applicable state and federal hazardous waste requirements for licensed TSDFs.
- Oversee staff development of environmental investigation and remediation programs for licensed TSDFs.
- Oversee Part 111 operating license administrative completeness and technical adequacy reviews, development of draft department decisions (licenses, cleanup plans), development of response to comment reports, and development of final decision documents.
- Ensure that public meetings and hearings for operating licenses and cleanup plans are noticed and held as required by law, and applicable EGLE policies and procedures.
- Ensure staff follow EGLE and Section policies and procedures for public engagement, environmental justice analysis, limited English proficiency assessments, and cumulative impact analysis.
- Participate in the public meetings and hearings.
- Ensure that Unit staff provides notification and/or updates on project work to District staff as appropriate.
- Provide oversight, review, and tracking of Unit work funded by the United States Environmental Protection Agency (U.S. EPA) annual grant cooperative agreement. Ensure compliance with all terms, and conditions of the grant.
- Ensure that Unit staff enters work completions into WDS, RCRAInfo, and any other tracking systems maintained by the Section.
- Ensure staff maintain current facility information on the Section's external webpages and internal SharePoint page.

**Duty 3****General Summary of Duty 3      % of Time    20**

Coordinate the development and submission of the Division's biannual workplan, and semi-annual performance reports. The work plan is a significant part of the Division's annual multi-million-dollar U.S. EPA grant application. Track progress on the work commitments in the workplan, coordinate with the U.S. EPA throughout the fiscal year to process need amendments.

**Individual tasks related to the duty.**

- Review guidance documents from the US EPA on strategic priorities to develop the Work Plan.
- Conduct meetings with Section staff, District Supervisors, and Section and Division management, and other Department staff to develop the proposed work commitments.
- Develop and seek comments the draft work plan. Make necessary changes.
- Submit a final work plan to the U.S. EPA.
- If necessary, revise the final work plan to respond to the U.S. EPA comments.
- Ensure the final work plan is posted to appropriate external and internal webpages.
- Track progress towards meeting fiscal work commitments. Take action to identify substitute work for commitment in jeopardy of not being met. Request amendments to the Work Plan as needed.
- Develop interim and final performance and progress reports required by under the U.S. EPA grant agreement. Performance reports detail actual work accomplishments to the outputs/outcomes established in the Workplan.
- Participate in meetings with the U.S. EPA to discuss work progress or problems, delays, or adverse conditions which impair the ability to meet the outputs/outcomes specified in the U.S. EPA grant agreement.

#### Duty 4

#### **General Summary of Duty 4      % of Time    15**

Oversee and coordinate program support functions data management, issuance of site identification numbers, biennial reporting, hazardous waste user charge collection, e-waste data management, and geospatial information management.

#### **Individual tasks related to the duty.**

- Coordinate with WDS database project manager in establishment of priorities, directing workflow, distribution of work assignments, and development of procedures for the site identification staff.
- Oversee the Senior Environmental Employee Program (SEEP). Assist with the development of position descriptions, interviewing candidates, and hiring personnel based upon NAPCA contractor's personnel practices and procedures.
- Responsible for oversight and direction of staff activities necessary to meet the statutory deadlines for assessing the user charges each year.
- Responsible for oversight and project assignments to complete necessary administration of data collection and retrieval systems related to hazardous waste user charges.
- Review staff activities related to data entry into the WDS and the Office's Accounts Receivable (AR) system.
- Provide guidance to staff with respect to policies, procedures, and regulatory issues related to Site ID and user charges.
- Oversee the entry of Liquid Industrial Bi-Products and Used Oil reports, Quarterly/Monthly Operating Reports, Episodic event petitions, and parceling data for TSD and generator facilities into WDS.
- Oversee development of maps based on geospatial information data to support licensing and corrective action activities for the Section.

#### Duty 5

#### **General Summary of Duty 5      % of Time    5**

Participate with Section Management to plan and develop the RCRA program in Michigan. Perform other duties, as assigned.

#### **Individual tasks related to the duty.**

- Participate in Section Management team meetings. Participate in RCRA Program meetings and conference calls with the U.S. EPA.
- Identify areas or issues affecting program effectiveness and efficiency. Conduct evaluations to identify potential plans for improvements. Work with Section Manager to implement agreed upon improvements.
- Prepare and/or review program policies and procedures.
- Respond to requests for information from both internal and external customers.
- Carry out special projects related to the hazardous waste program as assigned by the Section, Office, or Department.
- Appear as an expert witness to present testimony on various hazardous waste projects or Department policies in court and public hearings.
- Work closely with enforcement staff, the Attorney General's Office, and/or the U.S. Department of Justice to defend the Department's operating license, compliance, and corrective action determinations.
- Serve on committees as assigned.
- Oversee Unit staff committee assignments.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
- Writing off user-charges. These actions will impact Division budget and customer involved.
  - Notifying district staff or the U.S. EPA of potential license violations. This will impact the health and safety of the people of Michigan.
  - Decisions affecting the level of management of wastes required by generators. If a determination is made that a particular waste is not a hazardous waste, the regulatory controls are then determined by the appropriate program area for that waste material. This will impact health and safety of the people of Michigan.
  - Development of the Division's biannual Work Plan and semi-annual progress reports. The Work Plan is a significant part of the Division's multi-million-dollar U.S. EPA grant application. Failure to obtain and maintain federal funding jeopardize the implementation of the program. No program will impact the health and safety of the people of Michigan.

**17. Describe the types of decisions that require the supervisor's review.**  
 Decisions involving deviations from program and division policy and/or procedures. Interagency relations problems or other problems of program-wide significance. Decisions that affect the Section as a whole or have significant effects on areas outside the Unit. Disputes that are elevated to the Section Manager or above. Determination of whether to seek administrative action to resolve violations. Decisions that may be controversial or affect current policy.

**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.**  
 Approximately 90% of the time the person in this position must sit, read, use the telephone, and use a computer. About 10% of the time the person in this position will perform district/site visits and attend site inspections that would require more vigorous physical effort, such as walking, climbing, stretching, and bending. During site visits and site inspections there is the possibility of exposure to physical and chemical hazards. This position requires Occupational Safety and Health Administration 40-hour hazardous material handling training, annual 8-hour refresher courses on hazardous materials, and annual health monitoring.

**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>
Julie Blanchard	Departmental Analyst 12	Nicole Vincent	GOA 8
		Vacant	Geologist 12
Daniel Dailey	EE Spec 13	Ashley Pung	Geologist 9
Jarrett Hale	EQS 13	Vacant	EQA 9
Oonagh McKenna	EE 9	Vacant	EQA 9
Tianna Kilgore	EE 10	Connie Darnell	SEEP
Jack Lapeer	SEEP		

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

- Complete and sign service ratings.
- Provide formal written counseling.
- Approve leave requests.
- Approve time and attendance.
- Orally reprimand.

- Assign work.
- Approve work.
- Review work.
- Provide guidance on work methods.
- 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?**

Supervise, direct, and coordinate the unit's personnel, programs, and activities associated with implementing the state's Resource Conservation and Recovery Act (RCRA) program, including activities to manage hazardous waste and oversee corrective action at licensed treatment, storage, or disposal facilities (TSDFs) under Part 111, Hazardous Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Coordinate the development of the Division's biannual RCRA work plan and the semiannual progress reports to maintain the multimillion-dollar grant funding from the United State Environmental Protection Agency. Oversee data management using the WDS or data tracking system maintained by the Section and the program support activities, including, waste characterization, financial assurance, rule authorization, electronic document management, processing site identification numbers, biennial reporting, liquid industrial bi-product and used oil reporting, the hazardous waste user charge collection process, and the e-manifest data processes. An essential duty of this position is to ensure that the Unit provides good customer service.

The person in this position must have the ability to function independently and select proper courses of action. They must also possess thorough knowledge of Department policies/procedures and state and federal environmental regulations.

To be successful in this position, the following competencies have been identified as essential: Innovation; adaptability; communication; planning and organizing work; aligning performance for success; technical/professional knowledge; decision making; delegating responsibility; and developing a successful team.

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

1. Requesting to update the PD with current duties/responsibilities and organizational name and structure. Executive Order 2019-2: renamed the Department of Environmental Quality (DEQ) to Environment, Great Lakes, and Energy (EGLE), effective April 7, 2019. The Division name also changed from Waste Management and Radiological Protection Division to Materials Management Division. In addition to the departmental reorganization that occurred since the last review, the Hazardous Waste Section has undergone substantial growth and change. The section had two units, the Permit and Corrective Action Unit (PCAU) and the Management and Tracking Unit (MTU). To reflect the nature of the work performed, the units were renamed Technical Support Unit (TSU) and Engineering and Program Support Unit (EPSU). Further growth and identified program deficiencies provide opportunity for the section to restructure again to better align with the needs of the program and to realize program efficiencies and effectiveness. The TSU was renamed the Corrective Action Unit (CAU) and the EPSU was renamed the Permitting and Program Support Unit (PPSU). Permitting duties were transferred from the CAU to the PPSU. With that transfer, the position became responsible for supervising thirteen staff that includes four engineers, two geologists, two environmental quality analysts

(EQA), one waste characterization specialist, one departmental analyst, one information management assistant, and two senior environmental employees. Transfer of staff also balanced the workload between the unit supervisors.

2. General Summary updated to concisely summarize current duties and fix grammatical errors.
3. Added the duties of developing the biannual RCRA Work Plan and semiannual progress reports. These duties are in line with function of the Permitting and Program Support Unit and was necessary to balance workloads between the unit supervisors.
4. Consolidated duties 3, 4, and 5 into one duty reflected as Duty 3. Duty removed include overseeing contract management for the WDS, managing manifest data. This position no longer performs this task. Michigan stopped collecting manifests in 2018.

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

The function of the Unit is to carry out programs to ensure the proper management of hazardous waste to protect the public health, welfare, and the environment through issuing permits, rules development and program authorization, financial assurance, issuing site identification numbers for waste generators, fee collection, waste characterization, corrective action oversight for licensed facilities, compliance assistance, program reporting, and information management. The Unit also serves as a source of information to the Section, Division, Department, the federal RCRA program, other government entities, businesses, special interest groups, and the public. This position is responsible for the overall administration and management of the Unit, and for ensuring that the Unit achieves Section goals.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**EDUCATION:**

Bachelor of science in the physical, biological, geological, chemical, engineering, or environmental sciences, or in a related field such as resource management, toxicology, statistics, etc.

**EXPERIENCE:**

Five years of professional experience in a scientific or engineering 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:**

- Knowledge Part 111, federal RCRA, and Michigan environmental remediation programs.
- Ability to communicate effectively, both in verbally and in writing.
- Ability to instruct, direct, and evaluate employees.
- Ability to track, manage, and coordinate the workload of several professional staff.
- Ability to use information and communication technologies.
- Strong management and supervisory skills.
- Strong technical skills.
- Excellent negotiations skills.
- Ability to understand and explain complex environmental regulations.
- Strong customer service skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- An initial 24-Hour/or 40-Hour HAZWOPER Training and Annual 8-Hour Refresher Trainings thereafter
- National Incident Management System (NIMS) Training with updates every 3 years (ICS-100, ICS-200, and IS-700)
- Valid driver's license.

- Per DEQ Policy and Procedure 07-009, effective February 25, 2007, this position has been designated as security sensitive. Anyone filling this vacant position by new hire, transfer, reassignment, or working out-of-class after February 25, 2007, is subject to a Criminal History Background Check.

**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.**