

<b>1. Position Code</b>
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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>
Vacant	Department of 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>	<b>10. Division</b>
Environmental Quality Analyst 9/10/P11	Remediation and Redevelopment Division
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Project Manager	Superfund Section
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
John Bradley, Environmental Manager 14	Geology and Defense Site Management Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
David A. Kline, State Administrative Manager 15	Constitution Hall, 525 W. Allegan St., Lansing, MI 48933/40 hours per week

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

With Supervisory oversight, manage, oversee, and coordinate the investigation and cleanup of sites of environmental contamination in accordance with the Defense Environmental Restoration Program (DERP), the Federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA or Superfund) and Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

**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 80**

Manage projects and/or provide management assistance to the Department of Defense (DoD) on projects to remedy public health and environmental hazards posed by hazardous waste sites. This position will oversee and coordinate the review and oversight of cleanup activities at federal facility sites of environmental contamination in accordance with the Defense Environmental Restoration Program (DERP), the Federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA or Superfund) and Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 201). This position will ensure DoD compliance with the DERP, the associated Defense and State Memorandum of Agreement (DSMOA), CERCLA and Part 201. Duties include managing or providing technical assistance on remedial investigations, feasibility studies, remedial designs, remedial actions and operation and maintenance of remedies; as well as managing the State's role in non-time-critical emergency removals. While duties include decision-making responsibilities, at the journey level and below, management of projects is performed with supervision and oversight.

**Individual tasks related to the duty.**

1. Work closely with the Supervisor and the DSMOA Coordinator on tracking work progress on the assigned defense sites.
2. Review historical site information files, documents, and records.
3. Assist in the development of scopes of work and develop and procure contracts for environmental consulting services and remedial contractors.
4. Review, provide comments on, and assist in the development of site planning documents including work plans, design plans, site health and safety plans, field sampling plans, quality assurance and project plans for the performance of remedial investigations, feasibility studies, remedial design, and remedial actions as well as operation and maintenance.
5. Participate in negotiations with the DoD and Potentially Responsible Parties (PRPs) and provide extensive technical support to the DoD to assure the adequate investigation requirements are performed in site studies.
6. Coordinate with other Department of Environment, Great Lakes, and Energy (EGLE) divisions and other state agencies as well as federal and local agencies to facilitate the successful investigation and cleanup of sites of environmental contamination.
7. Assist in the identification of Applicable or Relevant and Appropriate Requirements under State statutes and associated rules.
8. Maintain regular communication and coordination with various interested and invested parties.
9. Provide oversight of field work to ensure that all work is conducted in compliance with state and federal law.
10. Participate in community relations. Respond to public information inquiries and questions/concerns.
11. Participate in enforcement negotiations.
12. Review and provide technical input on Proposed Plans, Responsiveness Summaries, and Records of Decision.
13. Report and document as appropriate on these site activities and negotiations for purposes of developing an administrative record.
14. Advise management and the DSMOA coordinator on changes in policy, rules and guidance that have program implications. Identify conflicts in DoD and other federal policies, with rules or guidance and State requirements under Part 201.
15. Work with management and the DSMOA Coordinator to procure funding for management assistance. Prepare site-specific budgets for DSMOA funding and grant applications. Track and report expenditures and accomplishments as appropriate. Assure appropriate expenditure of funds. Maintain sufficient financial and technical records to facilitate reporting requirements and cost recovery.

Duty 2

**General Summary of Duty 2**

**% of Time 10**

Assist with department responses to inquiries from various public, press, legislative, or other political bodies concerning EGLE's actions at sites of environmental contamination.

**Individual tasks related to the duty.**

1. Draft effective and knowledgeable responses to inquiry letters for unit, section, and division chief signature which state Superfund and EGLE's positions on various controversial issues concerning site remedial activities.
2. Assist with press interviews.
3. Work with the FOIA coordinator and administrative support staff to fill freedom-of-information requests.
4. Participate in meetings with various local, county, or state political bodies to provide information on site activities or site remediation plans.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Other duties as assigned.

**Individual tasks related to the duty.**

1. Make presentations to special interest groups.
2. Participate in mandatory and optional training opportunities such as 8-hour Hazardous Waste Operator (HAZWOPER) refresher, CPR/First Aid, Part 201 Training, etc.
3. Participate on work groups and committees, as directed.
4. Participate in appropriate training and professional development activities.
5. Conduct necessary administrative tasks.
6. Other tasks as assigned.

Duty 4

**General Summary of Duty 4**

**% of Time**

**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 made while evaluating technical data and documents and while reviewing, planning, and overseeing investigations and cleanups. Those affected by these types of decisions include the general public, PRPs, environmental consultants, contractors, the DoD, the USEPA and EGLE personnel. The overall goal of the job is to reduce the risks posed by contaminated sites to the public health, safety, and welfare, or the environment and natural resources. The direct consequences of inaction could be as serious as physical injury or death as a result of unsafe or ill-advised decisions made at a site. The broader consequences of inaction could result in failure to reduce public health risk and damage to the environment.

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

1. Initially, technical document approval.
2. Written correspondence.
3. Decisions that involve program, policy, or procedure.
4. Federal funding/grant application issues.
5. State funding and procurement issues.

**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.**

Physical activities include frequent standing, walking, and sitting, occasional bending, lifting, carrying, bailing, sampling, and climbing. Environmental conditions include periodically encountering atmospheres containing elevated levels of organic, inorganic, corrosive and/or otherwise hazardous vapors in weather conditions ranging from hot to very cold and wet to dry. Personal protection equipment may be necessary to minimize potential exposure to hazardous materials. In conditions of temperature extremes, use of personal protection equipment adds a level of hazard to the job with concerns including heat exhaustion and slip/trip/fall hazards. This position requires OSHA 40-hour hazardous material handling training, annual 8-hour refresher courses on hazardous materials and annual physical examinations for approval of physical fitness. The employee must be able to recognize conditions that necessitate removal of personnel from the area when exposures could exceed safe levels. Generally, the amount of time spent can be broken into these categories: 80% Office; 20% Field. Intensity most applies to the field aspect of work and is best characterized as moderate.

**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**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**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.<br><input type="checkbox"/> Provide formal written counseling.<br><input type="checkbox"/> Approve leave requests.<br><input type="checkbox"/> Approve time and attendance.<br><input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Assign work.<br><input type="checkbox"/> Approve work.<br><input type="checkbox"/> Review work.<br><input type="checkbox"/> Provide guidance on work methods.<br><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?**

Cleanup of sites of environmental contamination and/or provide technical support in accordance with the Defense Environmental Restoration Program (DERP), the Federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA or Superfund) and Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

The position also assists in the coordination of response activities and communicates with stakeholders regarding investigation and clean-up activities at high profile and complex federal facility sites, pursuant to state and federal laws between the State, the USEPA, DOD, and their attorneys and contractors, other federal agencies, state departments, legislature, local governments, citizen groups, other stakeholders, and the public

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

This position a new position.

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

The function of the work area is to support division activities by providing managerial expertise, technical expertise and recommendations for Remediation and Redevelopment Division enforcement initiatives, division and departmental programs and management, the DOD, the U. S. Army Corps of Engineers (USACE), the USEPA, contractors and consultants, field personnel, local governments, and the public. Federal facility sites can be complex, controversial, and high-profile sites that require maximum interpretation and judgment due to various complexities, the use of innovative treatment technologies for remediation, the size and scope of the investigation or cleanup, and /or community/state concerns. This position supports these functions by assisting in the management of defense site cleanup activities and to ensure compliance with state and federal laws.

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

**EDUCATION:**

Bachelor of Science in physical, biological, or environmental sciences, resource development, resource management or engineering.

**EXPERIENCE:**

Environmental Quality Analyst 9: No specific type or amount is required.  
Environmental Quality Analyst 10: One year of professional experience equivalent to an Environmental Quality Analyst 9.  
Environmental Quality Analyst P11: Two years of professional experience equivalent to an Environmental Quality Analyst including one year equivalent to an Environmental Quality Analyst 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Requires knowledge of appropriate State and Federal laws and programs (including the Defense Environmental and Restoration Program DERP, CERCLA and NREPA Part 201, and the DSMOA). A knowledge of hazardous waste regulations and cleanup; having good communication skills and ability to work with other individuals, other agencies, and the public. Communication skills are very important.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

40-hour HAZWOPER training with annual 8-hour update, annual medical monitoring, and must have valid driver's license.

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