

**State of Michigan
Civil Service Commission**

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

Position Code

1. GEOLSPL2A09R

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 GEOLOGY SPECIALIST 2	10. Division Materials Management
5. Working Title (What the agency calls the position) State Solid Waste Hydrogeological Coordinator	11. Section Solid Waste Section
6. Name and Position Code Description of Direct Supervisor ARDUIN, JAMES J; ENVIRONMENTAL MANAGER-3	12. Unit Permitting Unit
7. Name and Position Code Description of Second Level Supervisor OYER, RHONDA S; ENVIRONMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work / M-F, 8-5, or approved alternate work schedule

14. General Summary of Function/Purpose of Position

This position serves as the statewide specialist for the hydrogeological aspects of the state's Solid Waste Program. This position ensures that all hydrogeological issues related to the program are addressed, consistent with Michigan Department of Environment, Great Lakes, and Energy (EGLE) procedures, policy, and the law, and that all issues or problems are resolved. This position also has a leadership role in the development of policy and procedure, legislation, and rules for Part 115. Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451 (Part 115), as amended. This position plays a key leadership role in the training and development of district geologists and in leading the solid waste program as it interacts with other divisions and stakeholders on issues related to geology and hydrogeology.

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

Provides statewide hydrogeological guidance and review as it relates to Part 115. This includes guidance related to the development of Statute, Rule, and Policy, as well as evaluating consistency of hydrogeological aspects of the solid waste program as they relate to Statute, Rule, and Policy. This position also provides statewide hydrogeological review and oversight on compliance issues related to Part 115, this includes consent orders, judgments, response action plans, and remedial action plans.

Individual tasks related to the duty:

- Develop proposed solid waste management rules and legislation.
- Develop draft Regulatory Impact Statements and related documents for the promulgation of rules.
- Develop draft bill analyses for legislation affecting the Solid Waste Program.
- Review emerging hydrogeological issues to ensure the solid waste program responds to the issues in a way that is consistent with policy, legal, and procedural aspects of the program.
- Review for consistency with EGLE policies, procedures, and the law, all response action plans submitted pursuant to Part 115.
- Participate in internal and external committees; provide expertise on geological design, construction, and operation issues for solid waste disposal areas.
- Review for technical adequacy, remedial action plans submitted pursuant to Part 115. This includes reviewing other EGLE program's remedial action plans to determine consistency between programs.
- Review consent orders and judgments as requested by staff to ensure statewide consistency between solid waste disposal areas.
- Notify immediate supervisor of emerging trends, challenges, and innovations in solid waste disposal area hydrogeological issues, and recommend appropriate actions to address them.
- Comply with the Section's Customer Service Standards

Duty 2

General Summary:

Percentage: 30

Develop statewide hydrogeological training, guidance and directives, including the preparation of policies and procedures for use by other Division staff.

Individual tasks related to the duty:

- Coordinate and facilitate the input of other staff and stakeholders in the development and review of policies and procedures and guidance documents.
- Draft new and revised policy and procedures and guidance documents, for use by staff to promote consistency within the Part 115 program, specific to hydrogeological issues.
- Lead and participate in the Division's Solid Waste Geologist Committee.
- Assist District geologists with the technical review of the hydrogeological aspects of solid waste disposal areas as required.
- Develop and provide hydrogeological training for Division staff and others in EGLE as needed. This may include:

Statute and Rules training

Policy and Procedures training

Sampling training

Site Inspection training

Statistical Analysis training

Data and Information Management (including GIS) training

WDS, Re-TRAC, and MiEnviro data entry training

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

Provide backup and assistance to district geologists in the review of Part 115 issues in the districts.

Individual tasks related to the duty:

- Handle all aspects of the district geologist functions pursuant to Part 115, when they are unavailable.
- Help district geologists when their workloads require assistance.
- Accompany District staff on inspections of solid waste disposal areas.
- Conduct field visits at district offices to update staff on recent program developments and issues, to get feedback on the coordination of construction permit application reviews, and to provide training as needed.

Duty 4**General Summary:****Percentage: 10**

Other duties assigned by the Unit or Section Manager.

Individual tasks related to the duty:

- Conduct special projects as assigned; develop training, organize and execute studies, research projects or other information gathering, evaluation and dissemination activities related to solid waste geology/hydrology issues, or Solid Waste Program areas.
- Participate and represent the solid waste program on the EGLE groundwater technical team.
- Participate in the solid waste program development and roll out of MiEnviro.
- Participate in and represent the solid waste program on EGLEs groundwater data management project (EQUiS).

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

Decisions are made using professional judgment in reviewing technical hydrogeologic studies, design plans, construction permit applications, and operating license applications. These decisions will affect other staff and the regulated community.

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

The supervisor is asked for guidance on policy issues and legal interpretation of the Solid Waste Program requirements that impact Material Management Division programs, other divisions, other agencies, and the regulated community.

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.

Typical office environment. Sitting in front of a computer, use of telephone and other office equipment. (90%)

On occasion, the job requires inspections and sampling at disposal areas. These inspections frequently involve travel in a vehicle to the site, walking up and down steep slopes and/or across various terrains. Inspections may be required in the heat of summer or the cold of winter or other adverse weather. This position is required to take HAWOPER and other safety related training courses. (10%)

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N 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?

Provide hydrogeological expertise for the solid waste program, coordinating with and training geologists in the district offices, to ensure appropriate and consistent statewide hydrogeological decisions at solid waste disposal areas.

The position also functions to assist the Unit Manager with the development and review of policies and procedures, rules, and legislation for the Solid Waste Program.

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

This position has changed since it was last reviewed due to the development (renaming and restructure) of the new Permits Unit within the Solid Waste Section. With an authorizations coordinator now in the unit, this geology specialist position can spend less time on some of the licensing and permitting responsibilities and focus more on statewide consistency and training (now duty 2) related to the hydrogeological aspects of the solid waste program. Duty percentages have changed.

Duty 1 – The first 3 tasks listed in duty 1 were previously in duty 3 in the PD on file. Management felt with the restructuring of the solid waste section and now a permitting unit, these duties were needed in duty 1 from an operational standpoint. One task was moved from duty 1 down to duty 2 “Draft new and revised policy and procedures and guidance documents, for use by staff to promote consistency within the Part 115 program, specific to hydrogeological issues.” Management felt this fit better in duty 2.

Duty 2 and 3 have flipped compared to the PD on file to allow this position to focus more on what is now duty 2 “Develop statewide hydrogeological training, guidance and directives, including the preparation of policies and procedures for use by other Division staff”. Lastly, in duty 2 the last task list expands to provide examples. All changes were made based on operational needs.

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

This unit provides technical support to the solid waste program staff throughout the state. The position provides geological/hydrogeological expertise and program knowledge to support and train solid waste district geologists and to help develop statute, rules, and/or policy and procedures for consistent implementation of the solid waste program statewide as it relates to geological and hydrogeological issues.

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 geology, or in geological, petroleum, mining engineering, or earth science.

EXPERIENCE:

Geology Specialist 13

Four years of professional experience equivalent to a Geologist, including two years equivalent to a Geologist P11 or one year equivalent to a Geologist 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- The person in this position must have strong communication skills.
- Must be able to speak clearly and effectively, including the ability to speak in public, and must be able to write complex and lengthy documents in clear, concise, and well-organized language.
- Person must be an effective manager of time and be able to effectively manage multiple assignments.
- Person must have good prioritization skills and must be able to work independently.
- Person should possess a basic understanding of the general principles of public policy administration.
- Effective customer service skills are also important to this position as the position involves substantial contact with the public, industry, local officials, and other regulated parties.
- The ability to interpret laws and regulations relative to the program areas assigned and to develop program procedures, policies or guidelines to meet program objectives is required.
- A thorough knowledge of the requirements of Part 115 is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid driver's license is 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.

LAUREN FELDPAUSCH

3/27/2026

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