

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. GEOLSPL2A29R

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 Geologic Resources Management Division
5. Working Title (What the agency calls the position) District Underground Gas Storage, Underground Injection Control, and Enforcement Specialist	11. Section Underground Injection, Storage, and Carbon Management Section
6. Name and Position Code Description of Direct Supervisor Eric Kimber, State Administrative Manager 15	12. Unit Lansing or Gaylord District
7. Name and Position Code Description of Second Level Supervisor Adam Wygant, Senior Management Executive 19	13. Work Location (City and Address)/Hours of Work TBD / 8:00 AM – 5:00 PM, Monday-Friday

14. General Summary of Function/Purpose of Position

This position serves as the district specialist in either the Lansing or Gaylord District, based on the selected candidate's residence or proximity. The specialist is responsible for district implementation, technical oversight, and compliance activities associated with the Class II Underground Injection Control (UIC) Program and the Underground Natural Gas Storage (UNGS) Safety Program and provides technical reviews for other UIC well classes/projects. This role requires advanced knowledge of state and federal regulations, as well as industry-recommended best practices for UIC and UNGS operations. The Specialist ensures compliance with all applicable requirements, initiates enforcement actions when necessary, and acts as the district point of contact for UIC activities under Part 615 (Supervisor of Wells) and Part 625 (Mineral Wells) of the Natural Resources and Environmental Protection Act (1994 PA 451, as amended), along with any future UIC-related statutes. The position also serves as the district liaison for the UNGS program, coordinating with the Federal Pipeline and Hazardous Materials Safety Administration (PHMSA), the Michigan Public Service Commission (MPSC), and staff from the GRMD's Underground Injection, Storage, and Carbon Management Section (UISCM) to ensure effective scheduling, permitting, inspection, and well integrity oversight.

Specialist responsibilities include, but are not limited to: Administrative rule comprehension with respect to oil and gas wells, injection wells, production facilities; Mechanical Integrity Tests (MIT); well testing; injection well reporting; remedial actions; interpretation of Supervisor of Wells Orders, Special Orders, and Instructions; maintaining literature and computer data files; enforcement of applicable statutes and rules; providing information to individuals and constituent groups; serves on inter and intra agency committees; evaluates and prepares technical reports; conducts on-site inspections of oil, gas, and mineral wells; serves as liaison for cooperation with PHMSA and Michigan Public Service Commission (MPSC) staff; and coordinates with the GRMD Gas Storage and Underground Injection Storage Carbon Management Section (UISCM).

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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: 60

Works collaboratively with UIC staff to administer the Class II UIC primacy program to ensure compliance with the United States Environmental Protection Agency (EPA) and Part 615 rules and regulations. Provides technical oversight and subject matter expertise for UIC wells regulated under Part 625 and any future UIC-related state statutes or legislative initiatives. Provides district program oversight of UIC or UNGS wells for mechanical integrity tests, well testing, reservoir or formation evaluation, injection well reporting, monitoring and compliance verification, plugging, and permitting. Participates with UISCN and MPSC staff in the oversight of the UNGS program to ensure all injection and storage well operations are conducted in accordance with Part 615 regulations, federal regulations, and in accordance with recognized industry standards, including API Recommended Practices 1170 and 1171.

Individual tasks related to the duty:

- Coordinate district's involvement for Class II Underground Injection Control (UIC) with the EPA and Part 615.
- Provides technical reviews of Part 625 injection well applications .
- Coordinate activities related to primacy requirements such as periodic reporting, Mechanical Integrity Test tracking, oversight of the technical review of permit applications, coordination of public notifications and permit application hearings within the district or assist statewide as required.
- Follows up with operators on deficiencies regarding missing or inaccurate UIC reporting.
- Assist the UISCN Section to ensure Class II UIC, Part 615 underground injection, and mineral well related records are properly maintained in the database and document management system and ensures the public engagement requirements of Part 615 are met.
- Reviews injection and integrity test data for district injection wells and verifies regulatory compliance.
- Assist in ensuring district performance, tracking, and compliance with requirements of the EPA for delegated authority, including assisting in the timely submittal of required annual reports to federal agencies, tracking of program budget, and facilitating audits and program reviews.
- Serve as district specialist and assist UISCN Section on EOR, EGR, CO2 disposal, and CO2 sequestration projects.
- Ensure the district's UNGS program for gas storage is in compliance with Part 615 rules and regulations. Provide district program oversight of gas storage and coordination with state and federal partners. Coordinates with and provides technical advice to district staff and UISCN Section staff.
- Conduct and coordinate district inspections and enforcement with GRMDs UISCN Section for division's involvement in the UNGS certification program with the Pipeline and Hazardous Materials Safety Administration (PHMSA) and Part 615 gas/liquid storage well oversight.
- Assist in the department review and coordination with Michigan Public Service Commission for inspection and enforcement under delegated authority of Michigan Public Act 165 of 1969 to ensure Michigan follows PHMSA's Guidelines for States Participating in the Pipeline Safety Program.
- Maintain and direct Part 615 enforcement authority for regulation of downhole facilities, including wells, wellbore tubing, and casing, at underground natural gas storage facilities; participate in joint program inspections, including investigation of incidents and safety-related conditions, with the Michigan Public Service Commission's Manager of Gas Operations and/or designee(s).
- Coordinate enforcement of non-compliances and collaborate with LARA to jointly issue notices of noncompliance related to UNGS inspection and enforcement activities. Ensure documentation of inspection activities into the LARA Pipeline Safety database on a continuous basis to allow for completion of enforcement action and annual reporting per PHMSA Guidelines.
- Participate in annual program audits with PHMSA as the district representative.
- Assist in UIC and UNGS duties statewide as assigned by field operations manager in cooperation with the Manager of the UISCN Section.
- Ensures district gas storage related records are properly maintained in the database and document management system.
- Reviews and processes assigned UIC and UNGS permit applications with emphasis on injection criteria, subsurface geologic evaluations, Area of Review analyses, and corrective action determinations to ensure compliance with state and federal regulations and with recognized industry best practices.
- Independently handles complex and technical projects.

Duty 2

General Summary:

Percentage: 35

As designated by the supervisor, serve as the Geology Specialist for an assigned area. The assigned area will involve complex conditions and demand a high level of knowledge and technical skill. Sites may be controversial due to H2S, increase in population, and public opinion regarding oil and gas development and environmental issues. Respond to complaints from the public, oil and gas industry and other governmental agencies regarding noise, odors, and spills associated with the oil, gas, and mineral industries. Respond to emergency situations as they arise, i.e. well control, spills, and hydrogen sulfide incidents. Provide expert information and assistance to the public, industry personnel, other governmental agencies, interest groups and co-workers. Use principals of good customer service in accomplishing activities described above.

Individual tasks related to the duty:

- Travel to conduct onsite inspection of drilling, completion, plugging, and rework operations.
- Onsite review of proposed well sites and associated equipment.
- Evaluate onsite or offsite pit locations.
- Evaluate potential for soil erosion and sedimentation problems.
- Evaluate proximity to dwellings for both nuisance problems regarding odors and noise, and health and safety issues regarding toxic gas (H2S).
- Evaluate any other EGLE or DNR concerns, i.e., Wildlife, Fisheries, and Forestry Divisions for other possible environmental problems.
- Review of casing and sealing programs, blowout prevention adequacy, H2S contingency plans, soil erosion control plans, land ownership, and spacing of wells.
- Evaluate secondary containment plans for production facilities to include hydrogeological evaluation of sites.
- Gather geologic information to ensure conformance with the rules.
- Inform company officials of deficiencies and violations of the rules.
- Ensure that no environmental damage or waste is occurring.

- Provide expert advice to industry representatives on plugging procedures and requirements and to supervisor and staff on complex and controversial issues.
- Attend and/or address public and private meetings; provide records and general information.
- Mediate disputes between interested parties.
- Offer cross-training opportunities for staff members from other agencies.
- Visit affected areas to determine if complaint or emergency is valid and make contact with the Company to ensure problem is remedied if a problem exists.
- Contact and/or meet with complainant and inform them of findings in person or by phone if not home or onsite.
- Oversee the remediation of any spills, to current applicable cleanup standards
- Apply the principles of good customer service at an expert level in resolving conflicts and complaints.

Duty 3

General Summary:

Percentage: 5

Special tasks and assignments or other projects, including highly complex, controversial, and/ or litigious projects, as directed by the GRMD Director, Field Operations Section Manager, District Supervisor, and the UISCN Section Manager.

Individual tasks related to the duty:

- Related work as assigned.

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

The specialist has decision making authority to direct staff members at the 12 level and below as to the course of action needed at UIC and gas storage sites. The specialist will also consult and collaborate with staff and GRMD Enforcement Supervisor on how to proceed with enforcement issues. Decisions made by the specialist will affect the department, GRMD staff, industry operations and personnel, service personnel, landowners, mineral owners, local business owners, the public, taxpayers, and the land surfaces, soil, groundwater, and surface waters of the state.

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

Policy recommendations which have statewide implications related to the GRMD, EGLE, or other state agencies, and administrative or criminal enforcement activities above primary level and questionable policy areas will require input from higher authority before finalizing a decision. In addition, supervisor's review or advice may be needed in situations where a range of professional opinions are encountered, decisions that do not follow standard operating procedures, decisions involving the Department of Attorney General, decisions involving the Office of Criminal Investigation, and decisions involving terms and conditions set forth in compliance documents for escalated enforcement cases.

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 office portion of this position functions in a normal office setting where physical activities include sitting, standing, climbing stairs, balancing, kneeling, reaching, carrying and walking. The field portion of this position involves frequent physically challenging activities while conducting inspections due to rugged topography, remote areas, and adverse weather conditions including extreme heat, cold, heavy rains, ice, or snow. The position necessitates frequent proximity to heavy drilling and construction equipment, flammable and explosive materials, toxic gases, high pressure lines and vessels and contaminated soils and waters. The position involves exposure to excessive noise and odors associated with industrial operations.

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):

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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ 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?

- Underground Injection Control specialist for the district.
- Underground Natural Gas Storage specialist for the district.
- Verbal and written communication with the public, industry, and other governmental agencies.

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

Due to an increase in the UIC and UNGS program areas, the previously included duties related to escalated enforcement were removed. Duty 1 increased to 60%, duty 2 decreased to 35%. Box 14 - The updated description is the same work as in previous description but now provides additional explanation of how the specialist performs the responsibilities it has always had. Details have been added but did not add or remove any of the regulatory programs or change the work of the position, other than the removal of the enforcement duties. This updated description is meant to appeal to the candidates applying using updated terminology and give specific details on the work. Duty 1 – Escalated enforcement duties/tasks removed. The general summary has been updated for the same reason box 14 was updated, to provide a more accurate representation of the work and to update to the modern terminology. Other than escalated enforcement, the core duties remain the same. Added technical language that will specifically appeal to those applying. The specialist level responsibility for regulatory implementation and compliance is the same. The new wording clarifies which programs and gives insight to the federal partners.

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

This position serves an integral role in providing expert technical knowledge and maintaining consistency statewide within the GRMD. In recent years, environmental risk management, compliance and enforcement, gas storage, and UIC has become more controversial and, in some cases, litigious; at the same time technologies, response activities, and methods have become much more technical and highly scrutinized. The need for a high-level technical expert in these areas has become paramount.

The function of the work area is to administer and coordinate the district's escalated enforcement cases, the UNGS program activities, and the UIC program activities. This position assists in the oversight and documentation of operational practices, coordinating with GRMD's UISC Section and various internal and external stakeholders, and assures conformance with the NREPA.

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:

- Thorough knowledge of Parts 201, 615, 616, 617, 625, 632, 201 and 213 of the Natural Resources and Protection Act, 1994 PA 451; as amended, as well as other state laws relating to oil and gas, environmental cleanups, and mineral well activities.
- Knowledge of computer data management, word processing techniques, excel spreadsheets, and fate and transport models.
- Ability to work with others, direct others, work independently, organize, and set priorities, and exercise good judgement.
- Advanced knowledge of well drilling, completion, and plugging techniques and terminology.
- Ability to work independently with a minimum of supervision.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Valid Michigan Driver's License
- H2S Certification
- Hazardous Waste Operations Certification

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.

RYAN STARKWEATHER

3/17/2026

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