

Position Code

1.

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.

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| 2. Employee's Name (Last, First, M.I.) Vacant | 8. Department/Agency Department of Environment, Great Lakes, and Energy |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| 4. Civil Service Position Code Description Aquatic Biologist Spl 2 (13) | 10. Division Water Resources Division |
| 5. Working Title (What the agency calls the position) Aquatic Biologist - Staff Specialist | 11. Section Great Lakes Watersheds Assessment, Restoration, and Management Section |
| 6. Name and Position Code Description of Direct Supervisor Kimberly Dawn Roush, Environmental Manager - 3 (14) | 12. Unit Lakes Erie, Huron And Superior |
| 7. Name and Position Code Description of Second Level Supervisor Gary Kohlhepp, State Administrative Manager -1 (15) | 13. Work Location (City and Address)/Hours of Work 525 W. Allegan Street, Lansing, MI 8:00 AM - 5:00 PM Mon-Fri |

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| 14. General Summary of Function/Purpose of Position This position serves as the Water Resources Division (WRD) staff specialist in the implementation of the Department of Environment, Great Lakes, and Energy's (EGLE) "Strategic Environmental Quality Monitoring Program for Michigan's Surface Waters" by providing expert technical advice on a variety of complex issues. This position also serves as EGLE's primary contact on water quality monitoring issues by providing expert technical support for a number of complex monitoring activities. |
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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 of Duty 1

% of Time 70

Serve as an expert in the development and implementation of the “Strategic Environmental Quality Monitoring Program for Michigan’s Surface Waters”

Individual tasks related to the duty.

- Provide expert technical advice on a variety of complex monitoring program implementation issues.
- Prepare annual water quality monitoring implementation plans and associated budgets for EGLE approval.
- Provide expert guidance and advice to staff implementing the water quality monitoring strategy, including study design, parameter selection, data analysis, quality assurance, data management, and reporting.
- Provide coordination and leadership on the regular review of the monitoring strategy, including but not limited to: the development of new elements or changes to existing elements of the monitoring strategy; and make recommendations to management on changes to the monitoring strategy.
- Coordinate the work of other monitoring staff to ensure that the water chemistry, sediment chemistry, wildlife contaminant, fish contaminant, inland lakes, wetland, and biological monitoring are appropriately integrated.
- Maintain a computerized tracking system to ensure that all water quality monitoring-related work products are completed in a timely manner.
- Formulate section procedures and Quality Assurance Project Plans to ensure that water quality monitoring-related work is performed properly and consistently.
- Work closely with section staff to prepare a biennial technical report that summarizes the results of the water quality monitoring program for interested parties.
- Oversee the annual distribution of Renew Michigan Fund monies and other state funds to facilitate the implementation of water quality monitoring elements/activities by outside entities.
- Oversee the development of water quality monitoring-related Grant Application Packages and Requests for Proposals.
- Serve as the project manager for several monitoring related contracts and grants, including monitoring grants awarded by the United States Environmental Protection Agency (USEPA).

Duty 2

General Summary of Duty 2

% of Time 20

Serve as EGLE's primary contact on water quality monitoring issues.

Individual tasks related to the duty.

- Provide expert technical support for EGLE concerning water quality monitoring issues.
- Communicate water quality monitoring information to the press and general public and maintain the WRD's monitoring Web page.
- Serve as the primary monitoring contact with the USEPA and other federal, state, tribal, and local agencies to ensure Michigan's water quality monitoring program is consistent and properly integrated with regional monitoring efforts.
- Develop and participate in the selection of environmental measures (indicators) that EGLE will use to establish baselines and measure water quality improvements.
- Coordinate the development of the WRD's Triannual Environmental Report.

Duty 3

General Summary of Duty 3

% of Time 10

Assist with Section responsibilities.

Individual tasks related to the duty.

- Assist with routine section responsibilities as assigned by the supervisor including conducting biological surveys, participating on water quality monitoring crews, preparing general correspondence, providing peer reviews of technical work, and responding to public inquiries.

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

- Selecting appropriate methods and statistical procedures to evaluate water quality trends.
- Evaluating the acceptability of water quality monitoring-related grant proposals submitted by outside entities.
- Determining the appropriate sampling frequency to support project objectives.

These decisions affect how water quality data collected by EGLE (and outside entities) are interpreted; whether specific monitoring projects receive EGLE funding; and whether water quality data collected by EGLE are scientifically defensible.

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

- Developing new section procedures.
- Designating department representatives to participate on specific water quality monitoring projects.

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.

The majority of tasks are performed at a desk or in meetings. However, lifting heavy equipment, wading and operating watercrafts are required periodically during the field season, for approximately 8 hours/day. Working in waders during hot and/or rainy conditions and periodic use of sharp fillet knives to process fish samples is also required.

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

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| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

22. What are the essential functions of this position?

Serve as the statewide specialist for the development and implementation of the "Strategic Environmental Quality Monitoring Program for Michigan's Surface Waters."

Serve as EGLE's primary contact on water quality monitoring issues.

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

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

The function of the Lakes Erie, Huron, and Superior Unit is to monitor the quality of the state's surface waters and provide necessary water quality-based technical expertise to various EGLE pollution prevention, regulatory and remediation programs to eliminate or reduce conventional and toxic pollutant contamination. The unit is also responsible for implementing the "Strategic Environmental Quality Monitoring Program for Michigan's Surface Waters."

This position plays a critical role in the water quality monitoring work performed by the unit.

25. 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 natural or physical sciences with at least 24 semester (36 term) credits in one or a combination of the following: aquatic biology, aquatic entomology, environmental science, environmental toxicology, fisheries biology, hydrology, limnology, statistics, water science or wetland ecology.

EXPERIENCE:

Aquatic Biology Specialist 13

Four years of professional experience in assessing the effects of pollution or aquatic life equivalent to an Aquatic Biologist, including two years equivalent to an Aquatic Biologist P11 or one year equivalent to an Aquatic Biologist 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

This position requires a thorough knowledge of aquatic biology beyond that required of a journey aquatic biologist and considerable experience in water quality monitoring and data analysis; be competent in computer applications, including databases, word processing and Internet use; possess good organizational and communication skills; and work well with managers, staff and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS:

Fish Collector's Permit preferred, Valid Driver's License preferred, CPR preferred, First Aid preferred, and Watercraft Safety Certifications preferred.

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.