

Position Code 1. EQALTAE23R

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.

2. Employee's Name (Last, First, M.I.)	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	10. Division
Environmental Quality Analyst 12	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Lake Erie Coordinator	Surface Water Assessment Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Richard Hobrla, Engineer Manager 14	Great Lakes Management Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Michael Alexander, State Administrative Manager 15	525 West Allegan, Lansing, MI 48933/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

The position serves as the recognized resource and provides administrative and technical support for the planning and implementation of the Michigan Lake Erie Domestic Action Plan (DAP) and Adaptive Management Plan (AMP) Programs under Annex 4 (Nutrients) and Annex 2 Lakewide Action and Management Plan (LAMP) of the Great Lakes Water Quality Agreement (GLWQA), respectively. This position is responsible for coordinating strategic protection and restoration actions for the Department of Environment, Great Lakes, and Energy (EGLE) for the Lake Erie Watershed and St. Clair – Detroit River System (SCDRS), which includes non-Areas of Concern (AOC) interests in the waterbodies of the St. Clair River, Detroit River, Lake St. Clair, and Michigan's portion of the Western Lake Erie Basin. The purpose of this position is to serve as EGLE's primary staff representative and liaison between the GLWQA Annex 4 Subcommittee's Adaptive Management Task Team, Lake Erie LAMP Partnership Working Group, the Lake St. Clair Strategic Implementation Plan (SIP) Management Steering Committee, and the SCDRS Initiative Steering Committee, and coordination activities related to supporting the DAP Team and other external partners planning and implementing DAP and AMP activities.

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 50

Serve as the recognized resource and provide administrative and technical support for the planning and implementation of the Michigan Lake Erie DAP and AMP.

Individual tasks related to the duty.

- Assist in scheduling DAP Team meetings, developing agendas, and leading discussions on setting DAP and AMP priorities, project development, and project implementation.
- Serve as EGLE lead for the DAP and AMP.
- Assist in coordinating DAP and AMP-related planning and implementation activities across the Quality of Life departments, which includes Agriculture and Rural Development (MDARD), Natural Resources (DNR), and EGLE.
- Coordinate solicitation, review, and analysis of public and stakeholder comments on the DAP and AMP.
- Oversee the work of contractors providing logistical and technical support to the DAP and AMP efforts.
- Analyze DAP and AMP-related issues and recommend appropriate courses of action to federal, state, and local agencies.
- Produce DAP and AMP-related progress reporting and other outreach materials for internal and external purposes.
- Represent the EGLE at conferences, workshops, and other public engagements to highlight the planning and implementation of the DAP and AMP.
- Serve as a steering committee member of the Great Lakes Harmful Algal Bloom (HAB) Collaboratory administered by the Great Lakes Commission and U.S. Geological Survey, which helps address DAP Task 4a related to engaging in the HABs Collaboratory and the Western Lake Erie Basin research community.
- Serve as a member of the Great Lakes Coastal Assembly steering committee, which helps address DAP Tasks 10a, 10b, and 10c related to protecting and restoring coastal wetlands and implementing other types of green infrastructure.
- Serve as a member of the Great Lakes Commission ErieStat steering committee, which is a public platform that collectively tracks progress toward the 40% reduction goal established under the GLWQA Annex 4 Subcommittee.

Duty 2

General Summary of Duty 2

% of Time 20

Coordinate the participation of EGLE in the Lake Erie LAMP Partnership Working Group activities.

Individual tasks related to the duty.

- Serve as EGLE’s expert on the Lake Erie LAMP Partnership Working Group, including the LAMP writing team and the outreach and engagement subcommittees.
- Collaborate with other departments and divisions to reach consensus on Michigan Lake Erie priorities and assure they are reflected in the LAMP.
- Advise the Michigan Lake Erie LAMP Management Committee representative on the Lake Erie LAMP issues and opportunities and serve as a backup when needed.
- Collaborate with members of the Lake Erie LAMP Partnership Working Group on Michigan’s activities and state priorities that may benefit or impact the watershed. Member agencies include: U.S. Environmental Protection Agency (U.S. EPA); National Oceanic and Atmospheric Administration; U.S. Army Corps of Engineers; U.S. Fish and Wildlife Service; U.S. Department of Agriculture; U.S. Geological Survey; U.S. Forest Service; U.S. National Park Service; Ontario Ministry of the Environment, Conservation and Parks; Environment and Climate Change Canada (ECCC); Ministry of Northern Development, Mines, Natural Resources and Forestry; Fisheries and Oceans Canada; Parks Canada; New York Department of Environmental Conservation; Ohio Lake Erie Commission; Indiana Department of Environmental Management; and, Pennsylvania Department of Environmental Protection.
- Assist the U.S. EPA, ECCC, and the LAMP Partnership leads with revising and updating Lake Erie LAMP and other LAMP-related materials (e.g., Lake Erie LAMP Annual Report).
- Collaborate with other Michigan agencies to annually track and report on implementation activities related to the Partnership’s formal LAMP progress tracking effort.
- Work with other state departments and EGLE divisions to assure proper program representation in the Lake Erie Watershed planning and implementation discussions.
- Work with the state and Canadian Great Lakes AOC Coordinators in the SCDRS, which is the upstream connecting water between Lake Huron and Lake Erie and covered by the Lake Erie LAMP.
- Participate in the planning and implementation for Lake Erie and SCDRS-related conferences and workshops, including the Lake Erie Millennium Network (coordinates the Lake Erie Cooperative Science and Monitoring Initiative [CSMI] in partnership with the Annex 10 Subcommittee), the GLWQA Annex 4 Subcommittee, and the Great Lakes Coastal Assembly (GLCA) whose pilot geography includes the SCDRS.
- Provide support to the SCDRS Initiative efforts as they relate to the Lake Erie management planning and implementation efforts as required by the GLWQA (i.e., the LAMP Partnership is required to include planning and implementation actions relative to the upstream connecting channel in the LAMP document).

Duty 3

General Summary of Duty 3

% of Time 10

Represent EGLE on the GLWQA’s Annex 4 (Nutrients) Subcommittee.

Individual tasks related to the duty.

- Present and summarize to the Annex 4 Subcommittee EGLE’s actions to meet the requirements under the GLWQA.
- Coordinate Annex 4 planning and implementation activities across the Quality of Life departments.
- Represent EGLE on the Annex 4 Subcommittee’s Adaptive Management Task Team.
- Analyze DAP and AMP-related issues and recommend appropriate courses of action where applicable through the Annex 4 process.
- Coordinate and assist other binational and state jurisdictions on the Annex 4 Subcommittee planning and implementation activities, as required.
- Represent the state at Annex 4-related conferences, workshops, and other public engagements to highlight the planning and implementation of the DAP and AMP.

Duty 4

General Summary of Duty 4

% of Time 10

Coordinate EGLE's work on Lake Erie and the SCDRS non-AOC restoration and protection activities that achieve priority actions identified in the Lake Erie LAMP, the Lake Erie Biodiversity Conservation Strategy, Lake St. Clair SIP, and the SCDRS Initiative Partnership Agreement and Strategic Vision.

- Analyze Lake Erie and SCDRS issues and recommend appropriate courses of action to federal, state, and local agencies.
- Coordinate with other state agencies on Lake Erie and SCDRS restoration and protection activities.
- Interpret agency policies and procedures as to their effect on Lake Erie and the SCDRS management activities.
- Work with binational, federal, and state agencies and other stakeholders to provide Lake Erie and the SCDRS protection and restoration updates, as requested.
- Collaborate with federal and state agencies to coordinate lake-specific work under the Lake Erie CSMI.
- Serve as a steering committee member of the SCDRS Initiative.
- Provide information and input to the Four Agency Management Committee related to Lake St. Clair.
- Liaise with MDARD's Senior Environmental Strategist for the Western Lake Erie Basin, DNR's Fisheries Division Basin Coordinators, Great Lakes Fisheries Commission's Lake Erie Committee, and the SCDRS Initiative Steering Committee member agencies on Lake Erie and the SCDRS-related fisheries habitat and population protection, restoration, and enhancement efforts.
- Coordinate with the Aquatic Invasive Species Prevention Program and the Cooperative Invasive Species Management Area partners on planning and implementation actions in Michigan's portion of the Lake Erie Watershed and in the SCDRS to reduce the risk of introduction and spread of new invasive species.
- Assist in the development and dissemination of Lake Erie and the SCDRS outreach and educational materials to inform decision-making at the binational, federal, state, and local levels.
- Present on Lake Erie and the SCDRS issues and activities to interested stakeholder groups.
- Serve as a steering committee member planning and implementing the Lake St. Clair Management Plan and companion SIP.
- Lead or assist in planning the binational Lake St. Clair Conference held every two to three years (alternates between the United States and Canadian sides of the lake).

Duty 5

General Summary of Duty 5

% of Time 5

Coordinate state of Michigan priorities for Great Lakes Restoration Initiative (GLRI) Focus Area 3 (Nonpoint Source and Nearshore Health).

Individual tasks related to the duty.

- Serve as the state of Michigan lead for GLRI Focus Area 3.
- Coordinate with representatives from other divisions and departments to determine funding needs and potential future project actions under the GLRI.
- Communicate state of Michigan priorities to the U.S. EPA for potential funding under Focus Area 3.
- Administer grants and contracts as assigned under GLRI Focus Area 3.
- Assist state and local partners in the development of project concepts and proposals for potential funding under Focus Area 3.

Duty 6

General Summary of Duty 6

% of Time 5

Perform other various duties and special assignments as directed by the supervisor.

Individual tasks related to the duty.

- Serve on special committees or teams to represent Water Resources Division (WRD) and/or EGLE.
- Assist in the preparation of Michigan-related Great Lakes reports and other outreach materials on protection and restoration accomplishments (e.g., Michigan's State of the Great Lakes Report).

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

This position routinely decides which agency representatives need to be consulted or informed on Lake Erie, SCDRS, and DAP-related protection and restoration issues and activities. These decisions may affect other state departments and divisions, including MDARD, DNR, Health and Human Services, and EGLE. This position determines when Lake Erie and SCDRS issues are of sufficient importance to bring them to the attention of higher-level management. These decisions may affect EGLE division directors, assistant division directors; and other state departments, divisions, and office managers.

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

This position requires supervisor's review of decisions that have significant policy or budget implications for the Great Lakes Management Unit (GLMU), WRD, or EGLE.

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.

75% - In general, physical effort is limited to normal office work. This includes spending several hours each day typing on a computer, speaking on the telephone, and occasionally filing documents.

25% - The position frequently travels to attend meetings both within Michigan and out-of-state. The position occasionally participates in inspections, sampling excursions, and tours that may include travel by boat, vehicle, train, hiking over rough terrain in inclement weather and carrying sampling gear.

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>

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. | <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?

Coordinates EGLE's activities related to restoring and protecting water quality in the Western Lake Erie Basin. This position shares experience and provides leadership, expert advice, and assistance to other state and federal agencies, regional bodies, universities, communities, businesses, industries, local units of government, and the general public on aspects of EGLE's DAP and AMP-related programs that involve nutrient management actions to support the reduction of nutrients driving harmful algal blooms and help sustain the chemical, physical, and biological integrity of the Great Lakes ecosystem with an emphasis on Michigan's portion of the Western Lake Erie Basin. This position serves as the staff lead responsible for planning and implementation of the DAP and AMP, including associated programs and projects to address Great Lakes nutrient management research and policy priorities more broadly. This position coordinates EGLE's participation in the planning and implementation of the DAP and AMP, Lake Erie LAMP, Lake St. Clair SIP, and SCDRS Initiative non-AOC restoration and protection actions.

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

Since 2010, the USEPA has administered the GLRI, which has provided additional funding to the states and other partners to plan and implement projects that address Measures of Progress outlined in the GLRI Action Plans I, II, and III (2010-2024). This effort has required more enhanced coordination at the federal, state, and local levels. The GLWQA was also renewed in 2012 and went into effect in February 2013. Under the GLWQA, there was a renewed commitment by the Parties to the Agreement (i.e., U.S. EPA and ECCC) to engage state jurisdictions in the planning and implementation of GLWQA Annex Subcommittee commitments, especially related to the nutrient issues facing Lake Erie. This position serves as the recognized resource and plays a key role in the development, planning, and implementation of Michigan's Lake Erie DAP and AMP under the Annex 4 Subcommittee process. This position assists in leading meetings of the DAP Team of senior management staff of the Quality of Life departments. In addition to greater coordination of Annex 4, DAP, and AMP efforts, this position has taken a greater role in reengaging partners to achieve Annex 2 (LAMP) commitments related the Lake Erie LAMP Partnership Working Group and other Annex Subcommittees where the state has a vested interest (e.g., Annex 7 - Habitat and Species Subcommittees). The SCDRS Initiative was formalized in 2013, and in 2014 the state of Michigan signed onto the Partnership Agreement that committed staff by way of joining the SCDRS Steering Committee and ad hoc planning committees to develop science, monitoring, and communications strategies that would aid the SCDRS Initiative federal, provincial, and state agency members in achieving a suite of collaborative-based management objectives and outcomes between 2013-2023, as described in the SCDRS Initiative Strategic Vision.

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

The function of the GLMU is to be the lead program within state government to develop planning and implementation efforts to protect, enhance, and manage the biological integrity of the Great Lakes in partnership with United States and Canadian federal, provincial, state, and local governmental agencies in support of the GLWQA. This position is specifically responsible for coordinating DAP, Lake Erie, and SCDRS protection and restoration efforts that help achieve binational and domestic Lake Erie LAMP Program priorities with an emphasis on the management of nutrients driving HABs.

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 biological sciences, engineering, physical sciences, resource development, or resource management.

OR

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following: biochemistry, biology, botany, chemistry, crop and soil science, engineering, environmental health, environmental science, forest management, geology, ecology, meteorology, microbiology, physics, remote sensing, resource development, resource management, toxicology, or zoology.

EXPERIENCE:

Three years of professional experience equivalent to an Environmental Quality Analyst, including one-year equivalent to an Environmental Quality Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have a working knowledge of state and federal water pollution control statutes and regulations, and natural resource issues, particularly those related to the Great Lakes. Must be self-motivated and be able to work independently. Must be able to communicate clearly and concisely both verbally and in writing. Must be able to deal effectively with program staff, elected officials, citizens, scientists, members of the news media, and representatives of various levels of government and industry. Must be available and able to travel regularly to meetings within Michigan and out-of-state.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid driver's license is preferred. A passport or enhanced driver's license allowing travel to Canada is desired.

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.