

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.

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-E 9-P11	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Enforcement Analyst	Field Operations Support Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Lucas Trumble, Engineer Manager Licensed 14	Dam Safety Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Lounds, Amy; State Administrative Manager 15	Location To be determined 8:00 a.m. – 5:00 p.m., Monday - Friday

14. General Summary of Function/Purpose of Position

This position will serve as a compliance and enforcement coordinator in the Department of Environment, Great Lakes and Energy (EGLE), Water Resources Division (WRD), Dam Safety Unit. These cases generally involve violations of Part 307, Inland Lake Levels; and 315, Dam Safety; but may also involve violations of Part 31, Water Resources Protection (Floodplains); Part 301, Inland Lakes and Streams; and Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and other state statutes and rules relevant to the implementation of the WRD's programs. This position will also administer the Dam Risk Reduction Grant Program and coordinate emergency orders and emergency projects under Sections 31518 and 31521 of Part 315 for the DSU.

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 35

Serve as the compliance and enforcement coordinator for the DSU.

Individual tasks related to the duty.

- Coordinate unit actions relating to compliance and enforcement. Follow WRD and Department of Environment, Great Lakes, and Energy's (EGLE) compliance and enforcement procedures. Ensure actions are prioritized and addressed appropriately.
- Coordinate and manage DSU complaints in MiEnviro Portal. Coordinate response to complaints received via telephone, mail, email, or personal observation regarding potential violations of statute with DSU regional engineers.
- Assist DSU regional engineers in conducting in-office reviews and field investigations to determine whether reported complaints, permitted projects, and observed deficiencies are violations of statute or permit. Coordinate inspections by other district staff as appropriate. Document investigations following rules of evidence, scientific procedures, and WRD guidelines.
- In cases of violations or noncompliance, send out violation notices, restoration orders, and noncompliance letters consistent with EGLE's Enforcement Procedures and WRD's Enforcement Manual.
- Prepare files for supervisor's review and referral to the Department of Natural Resources' Law Enforcement Division, the WRD's Resources Enforcement Unit, and the Department of Attorney General.
- Meet with property owners and their representatives to bring sites into compliance.
- Provide lay person and expert testimony in court proceedings.
- Assist in the development and implementation of necessary procedures to carry out DSU compliance and enforcement actions.
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Duty 2

General Summary of Duty 2

% of Time 30

Coordinate Emergency Orders and Emergency Projects as authorized under Sections 31518 and 31520 of Part 315.

Individual tasks related to the duty.

- Issue orders under Section 31518 when a dam owner does not submit an inspection report or a dam safety inspection report reveals a condition that endangers a dam or the need for a more detailed investigation or evaluation.
- Issue emergency orders under Section 31521 when dam failure is imminent or threatening to cause harm to public health, safety, welfare, property, or the natural resources of the public trust in those natural resources.
- When a dam owner does not comply with an order issued under Section 31518 or 31521, have a report prepared or initiate actions to alleviate the danger.
- Coordinate emergency projects for DSU in coordination with Department of Management, Technology, and Budget using Dam Safety Emergency Action Funds.
- Coordinate with WRD Resources Enforcement Unit and Department of Attorney General to recover costs incurred in a civil action brought by the Department.

Duty 3

General Summary of Duty 3

% of Time 30

Coordinate the Dam Risk Reduction Grant Program for dam repair, alteration, or removal activities necessary to address risk associated with publicly or privately owned dams

Individual tasks related to the duty.

- Conduct outreach to dam owners who may be eligible for grant funding.
- Review grant applications.
- Participate in the ranking and selection of grant applications for funding.
- Execute grant agreements and the awarding of grant funds.

- ### Duty 4

% of Time 5

Other responsibilities as assigned by the supervisor.

- Provide information and advice to the general public and others.
- Give presentations to local units of government, professional organizations, school groups, the general public, and other interested parties.
- Follow the WRD standard operating procedures regarding office protocol (maintaining calendars, submitting timesheets, submitting travel reimbursement requests, filing procedures, phone calls/greetings, email, etc.).
- Participate in training to enhance professional and administrative skills.
- Perform other duties as assigned by the supervisor, such as special projects, committee assignments, etc.
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- Some decisions are made independently on basic interpretation of laws, rules, and policies. Position requires independence in making decisions on noncomplex violations.

- When a decision will be precedent setting and/or controversial or may have a significant impact on the WRD's programs. Matters of significant public concern, matters that impact EGLE or WRD policy, and situations not well defined by statute, rules, or guidelines would be discussed with the supervisor. Any order issued to a dam owner will require supervisor review and signature.

- The person in this position spends considerable time sitting, typing, and using a computer. May have to transport large and heavy files occasionally. Occasional field investigations may involve exposure to potentially hazardous conditions at commercial/industrial sites, in construction areas, and on undeveloped lands. Occasional driving in all weather conditions and the possibility of overnight travel.

<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):

☐ 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.
☐ Orally reprimand.	☐ 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 DSU compliance and enforcement coordinator in the Department of Environment, Great Lakes and Energy (EGLE), Water Resources Division (WRD), Dam Safety Unit. This position will also administer the Dam Risk Reduction Grant Program and coordinate emergency orders and emergency projects when EGLE is required to step in to eliminate a dam safety emergency.

23. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
This is a new position in DSU.

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

The function of the Dam Safety Unit is to carry out the state's responsibilities involving the administration of the state's Dam Safety Program as authorized by Part 307 and Part 315 of the NREPA. This position performs the technical aspects for the administration of these functions as it relates to compliance and enforcement activities and managing emergency projects

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, environmental studies and sustainability, 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, ecology, engineering, environmental health, environmental science, environmental studies and sustainability, forest management, geology, meteorology, microbiology, physical geography, physics, remote sensing, resource development, resource management, toxicology, or zoology.

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:

Outstanding writing and verbal communication skills are required. Experience in drafting technical or legal documents. Superior analytical skills and the ability to effectively manage difficult people and situations. The person must be comfortable in handling adversarial situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license in the State of Michigan is 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.