

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
Environmental Quality Analyst	Field Operations Section - Lakes Michigan and Superior
6. Name and Position Code Description of Direct Supervisor	12. Unit
Jennifer Klang, Environmental Manager 14	Kalamazoo District Office - Water Quality Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Cheri Meyer, State Administrative Manager 15	6938 Elm Valley Drive, Kalamazoo, MI 49009/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position performs district compliance and enforcement duties in the Water Resources Division's (WRD) Kalamazoo District Office for the National Pollutant Discharge Elimination System (NPDES) Program and the Groundwater Discharge Permits Program (GWP). This position is responsible for compliance oversight requiring professional judgment to assure the laws and regulations pertaining to water pollution in the State of Michigan for which the WRD is responsible for administering are effectively and uniformly applied to protect public health and prevent pollution of waters of the state. Responsibilities also include facility inspections and emergency response.

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	45
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Implement the compliance and enforcement activities of the NPDES Program in an assigned area of the state with the nature of duties being a combination of routine and nonroutine tasks.

Individual tasks related to the duty.

- Conduct facility inspections in accordance with the WRD's strategic plan to determine compliance with permits, statutes, and/or administrative rules.
- Pursue enforcement remedies to ensure compliance when necessary.
- Evaluate discharge permits (new or renewable), permit application and termination requests, and permit schedules of compliance and suggest modifications where appropriate to the WRD's Permits Section.
- Provide guidance and assistance to the public and regulated community.
- Participate in public meetings, hearings, and conferences with industrial and municipal officials concerning the need for corrective programs where unlawful pollution problems exist or additional treatment is needed to assure the long-range protection of public health and water quality.
- Resolve compliance problems through the use of various approaches. Personal contact, regular correspondence, notice letters, district compliance agreements, violation notices, or enforcement referrals may be utilized as the situation dictates.
- Enter inspection data into the MiEnviro database.

Duty 2

General Summary of Duty 2	% of Time
1. <u>General Summary of Duty 2</u>	45

Implement the compliance and enforcement activities of the GWP in an assigned area of the state with the nature of duties being a combination of routine and nonroutine tasks.

Individual tasks related to the duty.

- Evaluate compliance of industrial and municipal facilities with applicable regulations, notices, orders, and issued groundwater permits.
- Perform compliance evaluation and sampling inspections of treatment facilities and review monthly Compliance Monitoring Reports. Evaluate the effectiveness of treatment facility operation and maintenance practices and laboratory quality assurance/quality control programs. Generate inspection reports and transmit them to the facility. Track schedules and report inspection activity. Review and/or approve various submittals related to permit requirements.
- Resolve compliance problems using various approaches. Personal contact, regular correspondence, notice letters, district compliance agreements, violation notices, or enforcement referrals may be utilized as the situation dictates. Provide technical assistance and excellent customer service to facility operators, managers, and consultants to help minimize instances of noncompliance.
- Pursue enforcement remedies to ensure compliance when necessary.
- Review and evaluate groundwater permit applications and other submittals for issuances, modifications, terminations, and monitoring frequency reduction requests.
- Enter inspection data into the MiEnviro database.

Duty 3

General Summary of Duty 3	% of Time 10
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Perform other district activities as needed or assigned by the district supervisor.

Individual tasks related to the duty.

- Provide guidance, support, and training to other district staff regarding NPDES and GWP related activities.
- Represent the district on committees and attend conferences and workshops as assigned by the district supervisor.
- Participate in available training and conferences.
- Respond to surface water pollution events, which include citizen complaints or pollution incidents on accident spills, sewage overflows, animal waste incidents, and illegal waste dumping. These are conducted at any time of the day or night to ensure direct action, if necessary, for containment or cleanup of the pollution event and to coordinate with other agencies for technical support, direction, and oversight.
- Maintain files and databases in a timely manner per the WRD's strategic plan.
- Follow the district Standard Operating Procedures and/or department/division policies regarding office protocol (maintaining calendars, submitting timesheets, submitting travel reimbursements, filing procedures, phone calls/greetings, e-mail, etc.).

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

Independently determine work priorities and schedules within the framework of division policy. Duties requiring independent decisions include: determining acceptability of environmental reports, identifying appropriate remediation measures during pollution emergencies, and determining if violations occurred for the Part 5 Rules, Spillage of Oil and Polluting Materials; and Part 22 Rules, Groundwater Quality, promulgated under Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); and Part 41, Sewerage Systems, of the NREPA, and decide on the appropriate action to be taken. The public, environment, and local and county government officials are all affected by these decisions to varying degrees.

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

The district supervisor is consulted on anything required by WRD policies and procedures. The district supervisor is consulted when a decision may become highly controversial, if it may generate a significant amount of public interest, involve escalated enforcement actions, or if it is an event that may set or alter WRD policy.

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.

Field work constitutes approximately 40 percent of the job and often includes travel to the site; walking through municipal and industrial facilities' storage, processing, and operations areas; working in or near various depths of water or wastewater; working in close proximity to heavy equipment; and navigating uneven terrain, wet or slippery surfaces, thick vegetation, or steep slopes. During inspections or responses, the person in this position is occasionally exposed to physical and mechanical hazards, chemicals, wastewater, contaminated storm water or soil, airborne contaminants, and fumes from chemical storage areas, processes, and operations. Each site has its own set of physical demands which often include bending, stooping, lifting, climbing, carrying, balancing, kneeling, and wading. Weather conditions may be wet, snowy, cold, hot, or humid.

Office work constitutes approximately 60 percent of the job and includes general office duties (working on a computer, attending meetings, etc.).

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):

☐ Complete and sign service ratings.
☐ Provide formal written counseling.
☐ Approve leave requests.
☐ Approve time and attendance.
☐ Orally reprimand.

☐ Assign work.
☐ Approve work.
☐ Review work.
☐ Provide guidance on work methods.
☐ 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?

Compliance and enforcement activities for the NPDES Program, GWP, and response to pollution emergencies. Specific duties include NPDES and GWP permit processing, permit compliance and enforcement activities, facility inspections, emergency spill response, complaint response, information dissemination, special projects as assigned, and providing excellent customer service.

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

No change.

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

The WRD's Kalamazoo District Office – Water Quality Unit implements a water pollution control program designed to assure the protection of public health, safety, and welfare, and the protection and enhancement of water quality of the surface waters and groundwaters of the state. This position contributes to this function by administering the NPDES Program, GWP, statutes, rules, and other commitments.

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 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, engineering, environmental health, environmental science, environmental studies and sustainability, forest management, geology, ecology, meteorology, microbiology, 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: The entry level employee will develop knowledge of environmental pollution sources, industrial and municipal discharges, knowledge of state and federal pollution control laws and regulations; and become skilled in inspection, sampling, and emergency response procedures and techniques. The entry level employee should have the ability to communicate well, both verbally and in writing.	
CERTIFICATES, LICENSES, REGISTRATIONS: Valid Michigan driver's license is preferred.	
<i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i>	
<i>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.</i>	
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>I certify that the entries on these pages are accurate and complete.</i>	
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.