State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. ENVRMGR4A52N

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 ENVIRONMENTAL MANAGER-4	**10. Division** Geological Resources Management Division
5. Working Title (What the agency calls the position) GROUNDWATER AND GEOLOGICAL SERVICES SECTION MANAGER	**11. Section** Groundwater and Geological Services
6. Name and Position Code Description of Direct Supervisor WYGANT, ADAM W; SENIOR MANAGEMENT EXECUTIVE	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor KEATLEY, AARON B; SENIOR CHIEF DEPUTY DIRECTOR	**13. Work Location (City and Address)/Hours of Work** Stabenow Building, 525 W. Allegan St., Lansing, MI 48933 / Monday-Friday 8:00 AM-5:00 P.M.

14. General Summary of Function/Purpose of Position

Reporting to the State Geologist/Director of the Geological Resources Management Division (GRMD), position manages the implementation of the groundwater and geological services for the Department of Environment, Great Lakes and Energy (EGLE), including the Water Withdrawal Unit and the Groundwater Data Unit. Oversees section with supervisory, professional, technical, and administrative staff, with functions of registering large quantity water withdrawals, collecting and managing annual water use data, evaluating and processing withdrawal permits, managing the groundwater monitoring network and coordinating with the National Groundwater Monitoring Network (NGWMN), managing the EGLE groundwater data management system (GWDMS), and other groundwater initiatives of EGLE. The position is also responsible for coordination of grants to the Michigan Geological Survey (MGS) for funding that flows through EGLE to MGS. Coordinates activities indirectly through a first line supervisor and directly through staff (geologist and geology specialist). Represents the GRMD and EGLE at groundwater related committees, councils, and organizations. Serves as a member of GRMD management team, directs strategic planning, and advises GRMD Director/State Geologist and EGLE Executive Division. The Groundwater and Geological Services section provides groundwater data services, model reviews and modelling, and other groundwater related services to EGLE's several divisions and permitting programs.

This position is designated as security-sensitive and therefore requires a Criminal History Background Check.

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:** **30**

Supervise activities in the Groundwater and Geological Services Section.

Individual tasks related to the duty:

· Schedule work assignments, setting priorities, and directing the work of staff.
· Interview, hire, and promote staff.
· Ensure appropriate labor relations and personnel policies and procedures are maintained. Take corrective and disciplinary action as appropriate.
· Evaluate and verify employee performance through the review of completed work assignments and work techniques. Develop performance objectives and provide performance reviews for supervisory, professional, and administrative staff.
· Review training needs of the Section. Identify staff development and training needs and ensure that training is obtained.
· Oversee completion and coordinate work tasks.
· Review and approve time and attendance.
· Provide or obtain consultation and advice to supervisory and program specialists regarding complex technical issues and sensitive personnel management issues.
· Manage physical facilities, supplies, and equipment needs of the Section.

Duty 2

General Summary: **Percentage:** **30**

Manage and coordinate the functions of the Groundwater and Geological Services Section. Establish priorities, manage budgets, develop program plans, and manage equipment and personnel needs.

Individual tasks related to the duty:

· Prepare and monitor section and unit budgets, work plans, and procedures.
· Ensure effective coordination of groundwater data unit with other EGLE divisions and public availability of groundwater data.
· Monitor public and industry issues and concerns related to groundwater to identify potential GRMD/EGLE priorities.
· Review and authorize highly complex or controversial water withdrawal permit decisions.
· Ensure that all Section activities and work products conform to State of Michigan and EGLE standards and legal requirements.
· Coordinate groundwater and other related activities with the Michigan Geological Survey (MGS), including funding that flows through EGLE to MGS.

Duty 3

General Summary: **Percentage:** **10**

Participate as member of the GRMD management team, and EGLE Division and Executive teams as requested to ensure coordination of groundwater data, modeling, or other geological related services.

Individual tasks related to the duty:

· Research and discuss issues with other GRMD and EGLE managers.
· Provide policy, procedural, technical, and legal input to other GRMD managers, GRMD Director/State Geologist, and EGLE leadership related to groundwater.
· Participate in preparation, monitoring, and evaluation of GRMD strategic planning, budget, and policies.
· Present and support section staffing and budget needs.
· Coordinate operations of Groundwater and Geological Services Section with Administration Section.
· Represent GRMD upper management on work groups and committees as assigned.
· Leads GRMD if party in contested matters or other enforcement actions related to groundwater withdrawals, modelling, or data.
· Assist GRMD Director/State Geologist in matters such as legislation analysis, audits, and required annual reporting related to groundwater or geological services.

Duty 4

General Summary: **Percentage:** **20**

Serve as an EGLE and GRMD representative with other divisions of EGLE, other state and federal agencies, local government officials, legislators, administrative hearings, courts, and non-governmental organizations.

Individual tasks related to the duty:

· Represent EGLE or GRMD at formal or informal meetings and hearings.
· Serve as associate member, committee member, or GRMD/EGLE representative for groundwater related organizations, councils, or committees as appropriate.
· Provide information or testimony at public hearings and court proceedings as necessary.
· Represent EGLE or GRMD on interdivisional and interagency work groups and committees as assigned.
· Ensure participation and coordination of the Water Use Advisory Council (WUAC) is established under Part 328 of the Natural Resources and Environmental Protection Act (NREPA)
· Manage and ensure effective administration of Water Withdrawal Legislation (Part 327 of the NREPA), Groundwater Dispute Legislation (Part 317 of the NREPA), and water use reporting.

Duty 5

General Summary: **Percentage: 10**

Manage and ensure the Groundwater Data Unit effectively manages statewide groundwater related data and makes data available to EGLE divisions, other state agencies, research institutions and the public.

Individual tasks related to the duty:

· Develop and maintain EGLE Groundwater Data Management System (GWDMS), participating in the development, ownership, and maintenance of the system.
· Ensure Groundwater Data Unit coordination of data input from EGLE divisions and any integrations with other systems is consistent with information technology standards of the State of Michigan, data is properly classified, and that data is documented for source and quality.
· Other special projects and duties as assigned.

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

Provide technical and policy direction to unit supervisors and staff. Review and approve work products of Section staff; set section and unit priorities; approve work plans. In the absence of the GRMD Director/State Geologist, may be called upon to represent the Division on groundwater matters, issue orders or take emergency action to suspend operations. These decisions affect all GRMD staff, other governmental agencies, operators, property owners, and interest groups.

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

Changes in GRMD or EGLE policy; creating or abolishing positions or filling vacant positions; changes in organizational structure.

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.

Sitting at desk or in meeting or hearing room – 85%. Driving or riding in a passenger vehicle – 10%. Walking at regulated sites where physical hazards (including steep terrain, tripping or falling hazards, falling objects, and moving machinery) may be present, in all types of weather conditions – 4%. Flying in passenger aircraft – 1%.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
BLACK, ESTALITAJUNEAL	SECRETARY-A 9	LEBARON, ANDREW W	ENVIRONMENTAL QUALITY ALT-A 12
MILNE, JAMES F	ENVIRONMENTAL MANAGER-3 14	RUHALA, SYDNEY S	ENVIRONMENTAL MANAGER-3 14

Additional Subordinates

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

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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?

This position manages groundwater related data, water withdrawal, modelling, and other geological related activities of the Groundwater and Geological Services Section of the Department. Coordinates geologic and groundwater matters with the Michigan Geological Survey.
The following competencies are critical for this position: Communication, Customer Focus, Decision Making, Delegating Responsibility, developing a Successful Team, Planning and Organizing, and Technical/Professional Knowledge and Skills.

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

Position converting from Group 4 classification to Group 3 manager classification due to pay compression issues related to 10/01/2025 special pay increase in certain classifications. Duties of the position remain the same.

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

The GRMD and its Director who serves the capacity of State Geologist is responsible for providing for the conservation and efficient production of natural resources while preventing damage to the environment, natural resources, and public health and safety. This position manages the groundwater data system and water withdrawal assessment/permitting, including modelling and technical evaluations of groundwater models for GRMD and EGLE. Position also represents and advises GRMD and EGLE on groundwater science and data related matters. Coordinates geologic and groundwater matters with the Michigan Geological Survey.

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 the physical sciences, biological sciences, resource management, sanitary science, environmental health, engineering, geology, or in geological, petroleum, or mining engineering.

EXPERIENCE:

Environmental Manager 15
Seven years of professional experience in an engineering or scientific field carrying out geological and/or environmental activities to protect, develop and maintain natural resources; working in an environmental protection program; or, enforcing environmental health or environmental protection laws, including three years equivalent to the advanced (12) level, two years equivalent to a 13-level specialist or manager, or one year equivalent to a 14-level specialist or manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to instruct, direct, train, and evaluate employees; manage budget; and conduct strategic planning.
Ability to interpret complex technical and legal documents.
Ability to communicate effectively, both verbally and in writing, with managers, employees, industry representatives, other governmental personnel, and the public.
Knowledge of basic geologic and groundwater principles and the geology of Michigan in particular.
Knowledge of groundwater hydrogeology, Michigan aquifer systems, well construction, and data systems is necessary.
Knowledge of natural resources and environmental statutes and rules, administrative procedures, and enforcement procedures.
Ability to use computers and standard software.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License

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.

I certify that the entries on these pages are accurate and complete.

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