

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
	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	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
Environmental Quality Analyst	Environmental Health
6. Name and Position Code Description of Direct Supervisor	12. Unit
Emily Peabody, Environmental Manager 14	Noncommunity Water Supplies
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Dana DeBruyn, State Administrative Manager 15	TBD / Monday – Friday / 40 hours per week

14. General Summary of Function/Purpose of Position

This position conducts public water supply regulatory oversight and enforcement activities for standard noncommunity water supplies in accordance with the statutes and administrative rules of the Michigan Safe Drinking Water Act, 1976 PA 399, as amended. The position is responsible for overseeing and supporting county-level regulatory activities for standard local health departments (LHD). This position is responsible for evaluating the contractual performance of standard LHDs, who are responsible for the direct implementation of this and other environmental health programs on behalf of the State of Michigan. This position routinely communicates with LHD personnel, owners and operators of noncommunity drinking water supplies, water well drilling contractors, water treatment consultants, certified water system operators, industry representatives, and other regulatory personnel of the state.

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 40

This position conducts public water supply regulatory oversight and enforcement activities for standard noncommunity water supplies in accordance with the statutes and administrative rules of the Michigan Safe Drinking Water Act, 1976 PA 399, as amended.

Standard noncommunity water supplies involve a simple treatment plan, a water filter or reverse osmosis system, and a single contaminant. Examples of standard noncommunity water supplies include campgrounds and recreation facilities, businesses, children's summer camps, churches, restaurants, and small schools.

Individual tasks related to the duty.

- Provide regulatory guidance to LHD staff in conducting sanitary survey inspections of standard water supply systems.
- Provide guidance and assistance on water quality issues, investigations, and reporting when there is a drinking water maximum contaminant level or action level exceedance. Communicate with other agencies, as necessary, on health-related issues.
- Perform joint investigations and evaluations with LHD staff and NCWS senior staff.
- Oversee the permitting of simple water treatment facilities by providing regulatory guidance to LHD personnel, contractors, treatment engineers/specialists, and others regarding water supply system design.
- Respond to requests for technical information, code interpretation, procedures for the investigation of violations, water quality or quantity concerns, and other assistance. Follow-up activities may include written correspondence and/or field support.
- Provide support to LHDs in pursuing routine escalated enforcement for non-compliant NCWSs when required, based on established EGLE policies, procedure, and templates.
- Prepare handouts for and attend public meetings related to routine permitting or contamination concerns.
- Provide system-specific updates to EGLE management and senior staff.

Duty 2

General Summary of Duty 2 % of Time 25

This position conducts annual program evaluations at standard LHDs. Standard LHDs cover a single county, do not have a history of noncompliance and have minimum program requirements.

Individual tasks related to the duty.

- Conduct annual program evaluations of LHD NCWS program activities through the review of field procedures (sanitary surveys, treatment surveillance visits), office records, and databases to determine compliance with contract requirements, at standard LHDs.
- Review LHD Quarterly Reports (paper and electronic) and direct LHD activities to ensure their quarterly submittals meet data entry and water system oversight requirements.
- Review data queries within the NCWS database and follow up with LHDs regarding any deficiencies.
- Prepare an evaluation summary report that cites evaluation findings for use by LHD management.
- Attend follow-up meetings and conduct program reevaluations as needed.

Duty 3

General Summary of Duty 3 % of Time 25

Gather information and develop informational materials, form letters, and other resources as needed or assigned.

Individual tasks related to the duty.

- Make scheduling arrangements and prepare agendas for various meetings and conferences relating to groundwater, public water supplies, and public health.
- Work with a team to prepare and deliver presentations and trainings related to drinking water regulations and public health for various audiences.
- Prepare informational materials such as brochures, fact sheets, template letters, and desk manuals.
- Meet with LHD personnel and other groups to discuss regulatory and programmatic information; share experiences, improve communications, tackle problems, and resolve issues.
- Respond to complaints from citizens and requests for information from EGLE management, legislators, or the governor's office.

Duty 4

General Summary of Duty 4

% of Time 10

Participate in special projects related to public health protection as assigned by the unit supervisor or section manager.

Individual tasks related to the duty.

- Other duties as assigned.

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

Determination and citation of imminent public health hazards during routine sanitary surveys, site visits, or water quality monitoring. Evaluation of potential threats to public health based on water sample results and knowledge of water system deficiencies and vulnerability. Consumers of the water and providers of water could be affected by these decisions.

Determination of LHD compliance with contract requirements, which may affect their program funding.

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

When conditions are encountered in which precedence may be important, when situations are encountered for the first time, when an LHD is found in significant noncompliance with contractual obligations, when severe public health concerns exist that require a public water supply to close, or when situations exist that require consultation with management to formulate a proper course of action to remedy.

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 job responsibilities of the person in this position require extensive travel and field work throughout the state.

Physical Activities: Sitting, standing, walking, reaching, bending, lifting, and carrying materials and equipment. A significant amount of computer work, including typing and reading emails, documents, etc.

Conditions/Hazards: Field work, including visits to well drilling sites, onsite wastewater installations, and drinking water supplies. Conditions/hazards include, but are not limited to, the following: wet, cold, heat, humidity, noise, dust, smoke, fumes, biting and stinging insects, prolonged standing, rugged uneven walking terrain, and potentially contaminated soil and water. Typical hazards encountered when driving or riding in an automobile to a field location. All field activities require the appropriate use of personal protective equipment such as hardhats, safety shoes, safety glasses, and hearing protection.

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>
N/A			

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.

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 conducts public water supply regulatory oversight and enforcement activities for standard noncommunity water supplies in accordance with the statutes and administrative rules of the Michigan Safe Drinking Water Act, 1976 PA 399, as amended. The position is responsible for overseeing and supporting county-level regulatory activities for standard LHDs. This position is responsible for evaluating the contractual performance of standard LHDs, who are responsible for the direct implementation of this and other environmental health programs on behalf of the State of Michigan. This position routinely communicates with LHD personnel, owners and operators of noncommunity drinking water supplies, water well drilling contractors, water treatment consultants, certified water system operators, industry representatives, and other regulatory personnel of the state.

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

New position.

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

The Environmental Health Section (EHS) of DWEHD oversees environmental health programs administered through the LHDs, including the program that oversees noncommunity public water supplies. This position draws upon the support of other units within the EHS, as well as on DWEHD's Community Water Supply Section, to carry out oversight of standard noncommunity programs in an assigned group of LHDs.

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 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 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:

- A thorough understanding of public health and environmental protection principles and water supply construction.
- Comprehensive knowledge of applicable laws and understanding the reasoning behind the regulations are essential.
- Ability to organize and coordinate work and collect and analyze data.
- Ability to work with complex databases and other computer programs.
- Ability to set priorities and communicate effectively with others, ability to maintain favorable public relations and deliver good customer service.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid driver's license is required.

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.