

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Environmental Quality Analyst 9-P11	Drinking Water and Environmental Health
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Enforcement Analyst	
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Matt Allen, Environmental Manager 14	Enforcement
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Brian Thurston, State Division Manager 17	To Be Determined Monday - Friday, 8:00 a.m. - 5:00 p.m.

**14. General Summary of Function/Purpose of Position**

This position will serve as an entry-level enforcement case manager in the Drinking Water and Environmental Health Division (DWEHD). With the assistance and consultation of the Enforcement Specialist and supervisor, this position coordinates escalated enforcement actions triggered by referrals from program and district staff unable to achieve compliance with statutes and rules in the following programs:

- Public Water Supplies, regulated under the Safe Drinking Water Act, 1976 PA 399, as amended;
- Certified Drinking Water Operators, regulated under the Safe Drinking Water Act, 1976 PA 399, as amended;
- Septage Waste Haulers, regulated under Part 117, Septage Waste Services of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended;
- Campgrounds and Swimming Pools, regulated under Part 125, Campgrounds, Swimming Areas, and Swimmers' Itch, of the Public Health Code, 1978 PA 368, as amended; and
- Water Well Construction, regulated under Part 127, Water Supply and Sewer Systems, of the Public Health Code, 1978 PA 368, as amended.

The Enforcement Analyst will manage cases from initial case development through final settlement that may include administrative and/or civil actions that may lead to litigation. This position analyzes cases and recommends escalated enforcement action in consultation with the Enforcement Specialist and DWEHD referring staff and management. This may include drafting of Administrative Consent Orders (ACO), Administrative Consent Agreements (ACA), Notices of Intent (NOI), Enforcement Notices (EN), and referrals to the Department of Attorney General (DAG) and the Department of Natural Resources (DNR) Environmental Investigation Section (EIS). This position may also include scheduling and/or mediating hearings in accordance with the Administrative Procedures Act. This position also has responsibility for reviewing and collaborating in the development of applicable template, procedure, and guidance documents.

**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 60**

Serve as an enforcement case manager for the DWEHD. Review and evaluate the specific facts of each case assigned and, under the direction of the section manager or Enforcement Specialist, determine what laws and rules are violated and a strategy for resolving the violations.

**Individual tasks related to the duty.**

- With oversight as needed, evaluate the factual circumstances of each case to determine violations of law.
- Develop and recommend enforcement case strategies to the supervisor or Enforcement Specialist for each assigned case and track future timeline for compliance.
- Draft ACO/ACAs, review ACO/ACAs, draft ENs, NOIs, scheduling informal hearings and formal contested case hearings, and referrals to the DAG and EIS.
- With oversight, conduct negotiations with responsible parties.
- Notify other DWEHD staff and/or management of any interdivisional or sensitive issues regarding the case.
- Assist staff from the DAG in settlement discussions with opposing counsel and propose settlement options to management for approval.
- Maintain current enforcement tracking spreadsheets by updating at least monthly.
- Draft updates to be included in reports for the United States Environmental Protection Agency (U.S. EPA) related to DWEHD enforcement actions regarding Public Water Supplies.

Duty 2

**General Summary of Duty 2**                      **% of Time 20**

Serve as an enforcement contact for DWEHD staff. Conduct frequent discussions with DWEHD staff and local health department (LHD) staff, if applicable, knowledgeable of the factual circumstances of each case. Provide training to DWEHD staff and LHD staff.

**Individual tasks related to the duty.**

- Serve as an enforcement contact for both DWEHD staff and LHD staff that work in the DWEHD programs.
- As this position becomes familiar with the applicable laws, rules, policies, and procedures, provide expert advice to staff.
- Develop and provide enforcement training and guidance materials for DWEHD staff, LHD staff, and the regulated community.

Duty 3

**General Summary of Duty 3**                      **% of Time 10**

Assist in the development and implementation of necessary procedures to carry out DWEHD enforcement policies and actions.

**Individual tasks related to the duty.**

- Assist other staff and supervisor or Enforcement Specialist in the development and implementation of necessary procedures to carry out DWEHD enforcement policies on permit revocations, contested case hearings, administrative actions, civil litigation, and procedures involving other enforcement activities.
- Provide review and comment on procedure and policy initiatives.
- Attend training with DWEHD and other EGLE staff, or other state agencies or groups, as available to keep current on best practices related to compliance and enforcement.
- Participate in the development and testing of the Michigan Environmental Health and Drinking Water Information System (MiEHDWIS), the new data system that tracks regulated DWEHD entities and will in the future store enforcement documentation and workflows to track compliance and enforcement cases.
- Participate in drafting new operating procedures as DWEHD migrates to utilizing MiEHDWIS for enforcement tracking and case management.

Duty 4

**General Summary of Duty 4**

**% of Time 10**

Other responsibilities as assigned by the supervisor.

**Individual tasks related to the duty.**

- Various tasks as assigned.

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

Some decisions are made independently on basic interpretation of laws, rules, and policies. Examples include initiation of potential case discussions, case development recommendations, case initiation recommendations, and enforcement strategies. Those affected include DWEHD program staff, and regulated campgrounds, public pool owners, public and private water supplies or other facilities and license holders.

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

When a decision will be precedent setting and/or controversial or may have a significant impact on DWEHD's programs. Formal referrals to the DAG for litigation. Decisions regarding referrals for criminal enforcement or to the U.S. EPA for federal action. All final settlements and any proposed changes to procedures or guidelines.

**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.**

A considerable amount of time is spent sitting, reading, typing, using a personal computer, and organizing and evaluating case-relevant evidence/documents. May have to transport large and heavy files occasionally. May be exposed to potentially hazardous conditions during field visits. Occasional driving in all weather conditions and the possibility of overnight travel.

**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?**

Serve as an enforcement case manager coordinating the evaluation, review, and tracking of escalated enforcement actions for DWEHD. This position will coordinate with a team of program staff and supervisors from the various DWEHD programs and may include staff from LHDs. The goal is to achieving compliance with violations of law to protect public health and the environment.

**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?**

This position provides support to DWEHD programs, with a focus on protection of public health for Michigan's citizens. Support is furnished in the form of advice on enforcement issues, coordination of enforcement with DWEHD staff, LHD staff, other divisions, the DAG, U.S. EPA and other state departments, and the drafting, negotiation, and execution of escalated enforcement documents including the collection of penalties.

**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:**

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.

A working knowledge of environmental laws, plus experience in interpreting the provisions of these types of law with emphasis in regulatory application, is desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Outstanding written and verbal communication skills are required. Experience in drafting technical or legal documents and in conducting settlement negotiations is desirable. Analytical skills and the ability to effectively manage difficult people and situations. The person must be comfortable handling adversarial situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license 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

<b>TO BE FILLED OUT BY APPOINTING AUTHORITY</b>
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.
<div>_____ Appointing Authority Signature</div> <div>_____ Date</div>
<b>TO BE FILLED OUT BY EMPLOYEE</b>
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.
<div>_____ Employee's Signature</div> <div>_____ Date</div>

**NOTE: Make a copy of this form for your records.**