

Position Code

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 – Water Resources
6. Name and Position Code Description of Direct Supervisor	12. Unit
Audrie Kirk, Environmental Manager 14	Grand Rapids District Office – Water Resources Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Kyle Alexander, State Administrative Manager 15	350 Ottawa Ave, NW, Grand Rapids, MI 49503/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

Review permit applications; conduct field investigations; and prepare reports, permits, denials, and correspondence relative to land and water use programs and statutes administered by the Water Resources Division within assigned counties. Exercise judgment to apply and adapt knowledge of policies, procedures, and regulations to specific situations.

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

Schedule and conduct field inspections of proposed activity sites or complaint locations. Develop expertise to make site-specific scientific determinations on coastal, wetlands, streams, and lake resources.

Individual tasks related to the duty.

- Be knowledgeable of wetland identification techniques, aquatic lake and stream systems, and general construction techniques.
- Make biological/ecological observations.
- Take on-site measurements (distances of related site landmarks) to document resources and areas of impact.
- Gather site information to make regulatory determinations.
- Delineate wetland areas and/or confirm wetland delineations conducted by consultants for permit application review, complaint investigations, and wetland assessments consistent with the Regional Supplement to the U.S. Army Corps of Engineers' Wetland Delineation Manual using professional knowledge of plants, soils, and hydrology.
- Document field determinations using project review reports, wetland data forms, site sketches, photographs, and physical samples.
- Meet on-site with permit applicants, landowners, and professional consultants to review site findings and assessments.
- Schedule trips that minimize travel and field time.
- Maintain field equipment.

Duty 2

General Summary of Duty 2

% of Time 25

Review applications for permit in assigned counties for activities at the land/water interface under field administered statutes to include Part 31, Water Resources Protection; Part 301, Inland Lakes and Streams; Part 303, Wetlands Protection; Part 323, Shorelands Protection and Management; Part 325, Great Lakes Submerged Lands; and Part 353, Sand Dunes Protection and Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Make recommendations for the proper use of the land and water resources, including approval, modification, or denial of applications for permit.

Individual tasks related to the duty.

- Compile available information, i.e., wetland maps, aerial photographs, soils maps, and fisheries reports.
- Determine if activity is regulated and which statutes apply.
- Identify protected natural resources and evaluate the impact of the activity on the protected resource, public trust, and riparian interest.
- Coordinate and evaluate information obtained from other agencies and sources including public comment received.
- Assist in conducting public hearings.
- Prepare project review reports, environmental assessments, and decision documents as appropriate consistent with permitting criteria established by statute, administrative rules, and Water Resources Division (WRD) guidelines.
- Review and comment on wetland and lake/stream mitigation plans using professional expertise.
- Independently prepare permits, modification letters, and denials on noncontroversial and noncomplex files.
- Document actions in the appropriate WRD database and office file.
- Meet with permit applicants to review statutory criteria and offer suggestions to modify projects to comply with statutory requirements.
- Defend environmental assessments, findings, and permit decisions in meetings with permit applicants, professional consultants, administrative hearings, and court proceedings.
- Complete file reviews within statutory, WRD, and/or district established time frames.

Duty 3

General Summary of Duty 3

% of Time 20

Public Assistance/Customer Service

Individual tasks related to the duty.

- Answer questions from the public via telephone, e-mail, or letter regarding regulations, the permitting process, and general questions on land and water resources to include statutes, rules, and guidelines of Parts 31, 301, 303, 323, 325, and 353 of the NREPA.
- Meet with property owners, consultants, attorneys, and local government officials to discuss permit requirements on potential development sites.
- Prepare fact sheets, presentations, and other educational materials regarding regulatory requirements and natural resource values.
- Prepare written communications to address concerns and questions of the public, elected officials, and others regarding site evaluations.

Duty 4

General Summary of Duty 4

% of Time 15

Compliance and Enforcement

Individual tasks related to the duty.

- Receive complaints via telephone, mail, e-mail, or personal observation regarding potential violations of statute.
- Conduct in-office reviews and/or field investigations in accordance with WRD priorities to determine whether reported complaints are violations of statute. 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 Department of Environment, Great Lakes, and Energy (EGLE) 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.
- Conduct site inspections of permitted projects to determine compliance with permit conditions.
- Meet with property owners and their representatives to review complaints and requirements to bring sites into compliance.
- Provide lay person and/or expert testimony in court proceedings on complaint investigations.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Represent the EGLE as a resource to provide guidance to other government or related organizations such as watershed groups and lake associations.
- Represent the WRD or district on divisional or departmental committees.
- Participate in training to enhance professional and administrative skills.
- Attend meetings in place of the district supervisor when assigned.
- Meet with local government officials to educate them regarding WRD programs.
- Give presentations about WRD programs to environmental groups, school groups, local government groups, or professional organizations.

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

Position requires independence in making decisions on noncomplex applications and violations. These decisions affect how property owners can use their property. Position may determine whether the EGLE will seek prosecution for a violation of relevant statutes.

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

Matters of significant public concern or potential controversy, matters that impact EGLE or WRD policy, and situations not well defined by statute, rules, or guidelines would be discussed with the supervisor.

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.

Work involves both office and field working environments. Must be capable of a full range of physical activity on all types of terrain and under variable weather conditions. Normal driving is required.

Physical Activities: Standing, sitting, walking, climbing, wading, stooping, digging, kneeling, jumping, and carrying are all done routinely during field investigations. Many field investigations are on undeveloped property. Field work will require walking, wading, and climbing across rough terrain, with thick vegetation and/or other adverse natural conditions.

Conditions/Hazards: Wet, cold, heat, noise, dust, poisonous vegetation, insects and wildlife, wading in water, and working in traffic areas are all encountered when working in the field. Field work constitutes about 35% of the job.

During some types of field work or field responses, the person in this position may walk upon land occupied by either current or historic agricultural, commercial, or industrial activities or through such site types or facilities. During these inspections/responses, the person in this position could occasionally be exposed to wastewater, storm water, fumes, and soil or airborne contaminants from or on the site, or from chemical storage or processes on the site, or other sources. Division safety procedures must be followed in all activities.

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.

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?

The essential duties of this position are to process applications for construction projects, defend permit decisions in contested case hearings and lawsuits against the EGLE; initiate and coordinate enforcement actions where violations have occurred; and provide assistance to property owners, contractors, and professional consultants. This requires the incumbent to be able to communicate well, both verbally and in writing; use a computer, telephone, and other office equipment; sit for long periods of time in meetings or legal proceedings; and maintain a calm professional demeanor during confrontational situations. The position also requires frequent independent travel, sometimes overnight, and field work involving walking or wading on uneven ground and exposure to various weather conditions, insects, wildlife, and plants.

To be successful in this position, the following competencies have been identified as being essential: Building Strategic Working Relationships; Continuous Learning; Decision Making; Initiating Action; Innovation; and Technical/Professional Knowledge.

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?

Administer several complex regulatory statutes for the protection and conservation of lakes, streams, wetlands, floodplains, and Great Lakes shoreline. Review and process applications for construction projects affecting riparian owners, local units of government, and federal agencies. This position, along with the other staff in the district, is responsible for administering these programs in an assigned geographic area within the district and one adjacent district.

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, resource management, or related field.

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 ability to communicate effectively, interpret directives, and perform well under pressure with litigation and controversial issues. The ability to identify plants and animals, and characterize soils. Knowledge of biological sciences to evaluate the impact of projects on natural resources. The ability to use a GPS and to create maps and exhibits using GIS is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan 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

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.