State of Michigan
Civil Service Commission

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

Position Code
1. ENVRMGR4A57N

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)** N/A
4. Civil Service Position Code Description ENVIRONMENTAL MANAGER-4	**10. Division** Geological Resources Management Division
5. Working Title (What the agency calls the position) Permitting and Technical Services, Supervisor	**11. Section** Permitting and Technical Services
6. Name and Position Code Description of Direct Supervisor SNOW, MARK J; STATE DIVISION ADMINISTRATOR	**12. Unit** N/A
7. Name and Position Code Description of Second Level Supervisor WYGANT, ADAM W; SENIOR MANAGEMENT EXECUTIVE	**13. Work Location (City and Address)/Hours of Work** 525 W ALLEGAN ST; LANSING, MI 48915 / 8:00 am - 5:00 Monday-Friday 40 hours weekly

14. General Summary of Function/Purpose of Position

Manages the implementation of the Geological Resources Management Division (GRMD) central office programs for oil and gas, mineral wells, and mining. Oversees Section supervisory, professional, technical, and administrative staff, with functions of permitting, compliance, escalated enforcement, bonding, record-keeping, internal and external databases, website content, oil and gas production, Freedom of Information Act, and administrative hearings. Coordinates activities indirectly through first line supervisors. Serves as the division Enforcement Chief. Represents the GRMD as an associate member or committee member at organizations such as Groundwater Protection Council and Interstate Oil and Gas Compact Commission. Serves as a member of GRMD management team, directs strategic planning, and advises GRMD Assistant Director.

This position functions as a second line manager of professional positions through first line managers in a complex work area. The work area is considered complex due to its leadership responsibilities and oversight of functions that support the ongoing operations of multiple environmental programs. These programs often involve controversial and highly sensitive issues, requiring sound judgement and strategic decision-making. Additionally, this position is responsible for developing policies and guidance, managing section or unit staff, overseeing budget development, and serving as a member of the division's leadership team, all of which contribute significantly to the complexity of the position.

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**

Supervises activities in the Permitting & Technical Services Section by scheduling work assignments, setting priorities, and directing the work of staff. Interviews, hires, and promotes staff. Ensures appropriate labor relations and personnel policies and procedures are maintained. Takes corrective and disciplinary action as appropriate. Evaluates and verifies employee performance through the review of completed work assignments and work techniques. Identifies staff development and training needs and ensures that training is obtained.

Individual tasks related to the duty:

• Make assignments, oversee completion, and coordinate work tasks
• Review and approve time and attendance.
• Develop performance objectives and provide performance reviews for supervisory, professional, and administrative staff.
• Review training needs of the Section.
• Provide or obtain consultation and advice to supervisory and program specialists regarding complex technical issues and sensitive personnel management issues.
• Coordinate the review of sand dune mining permit applications with permit, bonding, and field staff. Recommend actions to GRMD Director for approval.
• Ensure proper calculation and collection of oil, gas, mineral well, and mining surveillance fees.
• Prepare and send annual Part 631 Severance Tax letters to appropriate townships and municipalities.

Duty 2

General Summary: **Percentage:** **25**

Manage and coordinate the functions of the Permitting and Technical 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.
• Manage physical facilities, supplies, and equipment needs of the Section.
• Monitor public and industry issues and concerns to identify potential GRMD priorities.
• Review and authorize voluntary pooling and administrative exception to spacing applications.
• Review and authorize highly complex or controversial permit decisions.
• Ensure that all Section activities and work products conform to State of Michigan and EGLE standards and legal requirements.

Duty 3

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

Serves as GRMD Enforcement Chief and lead administrator of the statewide compliance and enforcement program for the GRMD.

Individual tasks related to the duty:

• Coordinate and develop escalated enforcement proceedings for violations of Parts 327, 615, 625, 631, 632, and 637 of the NREPA.
• Negotiate stipulation and consent agreements with permittees that are willing to voluntarily resolve violations for cases referred by district compliance coordinators for escalated enforcement
• Prepare cases for referral to the Department of Attorney General, which may be referred by District Geologist, District Compliance Coordinator, or other authorized professional staff.
• Provide format template language for escalated enforcement actions.
• Provide review and comment for district prepared notices of missed deadlines for violations of stipulation and consent agreements and transfer settlement agreements.
• Provide review and comment for district prepared notices of demand for payment of stipulated penalties.
• Maintain and update the active/referred compliance case status, compliance chronologies, active stipulation and consent agreements, active transfer settlement agreements, and all demands for payment of stipulated penalties.
• Provide expert testimony at administrative, civil, and criminal hearings when needed.
• Serve as the GRMD representative in administrative, civil, and criminal hearings.
• Track the progress of all escalated enforcement and assigned compliance cases within RBDMS.NET
• Attends and represents the GRMD at monthly EGLE C/E Managers Meetings.

Duty 4

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

Participate as member of the GRMD management team. Serve as a 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:

• Research and discuss issues with other GRMD and EGLE managers.
• Provide policy, procedural, technical, and legal advice and counsel to other GRMD managers and Director.
• Participate in preparation, monitoring, and evaluation of GRMD strategic planning, budget, and policies.
• Present and support section staffing and budget needs.
• Coordinate operations of Permitting & Technical Services Section with Field Operations Section, Underground Injection, Storage, and Carbon Management Section, and Administration Section.
• Represent GRMD top management on work groups and committees as assigned.
• Leads GRMD with Field Operations Section Supervisor and Underground Injection, Storage, and Carbon Management Section Supervisor when GRMD is party in contested matters before the Supervisor or Assistant Supervisor of Wells.
• Assist GRMD Assistant Director and Director in matters such as legislation analysis, audits, and required annual reporting
• Represent EGLE or GRMD at formal or informal meetings and hearings.
• Serve as associate member, committee member, or GRMD representative for organizations such as Interstate Oil and Gas Compact Commission, Association of American State Geologists, Ground Water Protection Council, and Michigan Oil and Gas Association.
• 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.
• Serve on ICC Mining Team and assist in mining application review team activities as needed.

Duty 5

General Summary: **Percentage:** **5**

Completes other duties as assigned by GRMD Assistant Director or GRMD Division Director.

Individual tasks related to the duty:

• Perform other duties or special projects as assigned and as appropriate.

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. Determine and recommend terms and conditions set forth in compliance documents for escalated enforcement cases for upper management consideration. Reply to inquiries from the public and regulated community regarding requesting general information about GRMD programs, compliance and enforcement, conformance bonding, and supervisor's hearings. Assist with inter-office problems and offer solutions. These decisions affect all GRMD staff, other governmental agencies, well and mine owners, property owners, and interest groups.

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

Changes in GRMD 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 sites of wells, mines, and associated facilities where poisonous and/or flammable products and occasional other 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
MELCHIORI, JOLENE T	ENVIRONMENTAL MANAGER-3 14	CAREY, KEVIN P	ENVIRONMENTAL MANAGER-3 14
VACANT	ENVIRONMENTAL MANAGER-3	CATER, MAKENZIE L	SECRETARY-A 9

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 the central GRMD staff and programs involved with permitting, technical review, collection and analysis of geologic and production information, and administrative hearings.

In order to perform the essential duties, incumbent must be able to communicate clearly, both verbally and in writing; utilize a computer and telephone; attend meetings or legal proceedings which may be lengthy; instruct, direct and evaluate employees; travel independently; coach employees on technical, procedural, and communications matters; and maintain a calm professional demeanor during confrontational situations.

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.

Overall duties remain the same. Minor updates required to match the current position responsibilities.

Duty 1 remains the same with percentage reduced to 30%.

Duty 2 remains the same with the removal of task to review and approve escalated enforcement activities according to Compliance and Enforcement procedures and supervise bonding and enforcement staff specialist.

Duty 3 Added to include and expand on responsibility as the GRMD Enforcement Chief and lead administrator of the statewide compliance and enforcement program for GRMD.

Duty 4: Combination of the original Duty 3 and Duty 4.

Duty 5: Removed to serve as Assistant Supervisor of Wells and/or Supervisor of Minerals Wells when delegated.

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

The GRMD is responsible for providing for the conservation and efficient production of oil, gas, and minerals while preventing damage to the environment, natural resources, and public health and safety. This position manages the centralized permitting and technical evaluation activities for the GRMD and is the lead administrator of the statewide compliance and enforcement program for the GRMD.

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 principles and the geology of Michigan in particular. Knowledge of oil, gas and mineral exploration and production; knowledge of design, construction, operation, and abandonment of wells and mines. Knowledge of natural resources and environmental statutes and rules, administrative procedures, and enforcement procedures. Skill in use of 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.

None

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

CARLY MEEKER | 10/21/2026

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**