

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 & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Environmental Quality Analyst	Finance
5. Working Title (What the agency calls the position)	11. Section
Environmental Quality Analyst 9-11	Underground Storage Tank Authority (MUSTA)
6. Name and Position Code Description of Direct Supervisor	12. Unit
REISNER, ROBERT S. STATE DIVISION ADMINISTRATOR 17	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
JAROCHE, DANIEL STATE BUREAU ADMINISTRATOR 18	525 W ALLEGAN ST; LANSING, MI 48933 Monday - Friday, 8:00a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position serves as an Environmental Quality Analyst for the Michigan Underground Storage Tank Authority (MUSTA). This position makes determinations on the eligibility of claims, work invoices and appeals for compliance with Part 215 of Act 451 and complete duties required to successfully implement the Underground Storage Tank Cleanup Fund. Those affected are claimants, underground storage tank owners and operators, the Michigan Underground Storage Tank Authority (MUSTA) Board of Directors (Board), project managers from EGLE's Remediation and Redevelopment Division (RRD), environmental consultants, and local units of government.

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 75**

Complete reviews of work invoices to determine whether the work performed was necessary and appropriate considering the conditions at the site of a release from underground storage tanks.

Individual tasks related to the duty.

- Review work invoices for compliance with Sections 21515(3)(b) and (d). These reviews are specific to determining whether or not the work performed is consistent with Part 213, Leaking Underground Storage Tanks of Act 451, and whether the activities are consistent with achieving site closure.
- Meet or otherwise correspond with project managers from the Department of Environment, Great Lakes, and Energy Remediation and Redevelopment Division (RRD), if necessary, to make the compliance determinations described above.
- Analyze and provide results of the reviews to the MUSTA Administrator

Duty 2

General Summary of Duty 2 **% of Time 10**

Perform reviews of files as they relate to the reporting of releases from underground storage tanks.

Individual task related to the duty.

- Review RRD files to determine whether a release from a petroleum underground storage tank system occurred on or after December 30, 2014, and whether the release was reported within 24 hours of its discovery.
- Meet or otherwise correspond with project managers from RRD, if necessary, to make the compliance determinations described above.
- Provide results of the reviews to the MUSTA Administrator.

Duty 3

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

Perform audits and complete special projects assigned by the MUSTA Administrator

Individual task related to the duty.

- Perform audits based on an established audit matrix. Involves file reviews, site visits, and potential meetings with consultants to assure that work was actually performed and was necessary and appropriate.
- Prepare reports on the findings of the audit and recommend further steps, if appropriate.
- Provide results of the reviews to the MUSTA Administrator.
Complete special projects assigned by the MUSTA Administrator related to the progress of cleanups at facilities with approved MUSTA claims and other projects that may arise.

Duty 4

General Summary of Duty 4 **% of Time 5**

Support the administrative appeals process.

Individual task related to the duty.

- Review appeals of work invoices to determine whether or not initial determination should be upheld and provide recommendation to the Fund Administrator.
- Prepare correspondence related to the outcome of the review.

- Compile information for the Fund Administrator to present to the Board of Directors, if necessary.
- Provide assistance to the Attorney General's Office as required to support appeal determinations.

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

Position will make independent determinations as to the eligibility of work invoices and appeals for compliance with Part 215, Underground Storage Tank Corrective Action Funding of the NREPA. Those affected are claimants, underground storage tank owners and operators, the MUSTA Board of Directors, and other EGLE staff.

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

Those that affect the work of others in the Authority or those that may have policy/precedent setting impacts. Assistance in setting priorities where conflicts may be present.

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.

In addition to normal conditions encountered in a business office environment, this position requires sitting for extended periods of time; moderate amount of standing, bending and walking, operating a computer, and transporting boxes (normally less than 50 lbs.). Position may also require overnight travel for meetings and training and occasional site visits.

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. |

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?

To review documents for compliance with Part 215, Underground Storage Tank Corrective Action Funding of the NREPA, as related to the appropriateness of work performed and to support the decisions made as a result of these reviews. To assist the Administrator with current and future legislative amendments.

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

Requesting to downgrade position for recruitment and training purposes. This position makes determinations on the eligibility of claims, work invoices and appeals for compliance with Part 215 of Act 451 and complete duties required to successfully implement the Underground Storage Tank Cleanup Fund. Those affected are claimants, underground storage tank owners and operators, the Michigan Underground Storage Tank Authority (MUSTA) Board of Directors (Board), project managers from EGLE's Remediation and Redevelopment Division (RRD), environmental consultants, and local units of government.

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

The work area is responsible for administrating the Underground Storage Tank Cleanup Fund established in Part 215 of PA Act 451. This position provides duties necessary to successfully implement the Authority and make determinations required by Section 21515 of Act 451 in terms of making compliance determinations for work invoices.

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 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 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:

- Knowledge of Parts 211, 213 and 215 of PA 451.
- Knowledge of the principles and practices of remediating sites contaminated by releases from petroleum underground storage tanks.
- Knowledge of state and federal environmental protection regulations and reimbursement program procedures.
- Knowledge of sampling procedures.
- Ability to interpret complex scientific and/or legal documents.
- Ability to understand engineering drawings, site plans, and maps.
- Ability to organize and present information effectively.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to maintain favorable relations with staff from the EGLE, other state agencies, the regulated community, the legislature, and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS:

- 40-hour HAZWOPER training and is in compliance with 29 CFR 1910.120(e).

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.