

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 (EGLE)   |
| <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>  |
| Internship  | Water Resources Division   |
| <b>5. Internship Working Title</b>  | <b>11. Section</b>   |
| Water Toxics Unit Toxicology Intern   | Great Lakes Watershed Assessment Restoration and Management Section (GLWARMS)                            |
| <b>6. Name of Intern's Direct Supervisor</b>  | <b>12. Unit</b>  |
| Kevin Cox, Toxicologist Manager 14  | Water Toxics Unit (WTU)  |
| <b>7. Name of Next Level Supervisor</b>   | <b>13. Work Location (City and Address)/Hours of Work</b>  |
| Gary Kohlhepp, State Administrative Manager 15  | 525 West Allegan Street, Lansing, MI 48933 /<br>Work hours will vary and cannot exceed 29 hours per week |
| <b>14. General Summary of Function/Purpose of Position</b><br>Assist WTU toxicologists in performing human health and aquatic life risk assessments in support of Rule 57, Aquatic Nuisance Control (ANC) and Water Treatment Additive (WTA) programs. The Intern will learn fundamentals of chemical risk assessment with an end of summer project being the development of a Rule 57 risk assessment (both human health and aquatic life) for a selected environmental contaminant with low complexity dataset. |  |

**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 70%\***

Primary focus of the internship will be to learn chemical risk assessment approaches for both human health and aquatic life following procedures set forth under Rule 57 and how they can be applied in support of Rule 57, ANC and WTA programs. The intern will receive instruction from the Water Toxics Unit Supervisor (Kevin Cox), Human Health Toxicologist (Geoff Rhodes) and Aquatic Life Toxicologist (Ashley Hanas).

**Individual tasks related to the duty**

- The intern will learn how to perform literature reviews to identify the appropriate data to incorporate into a human health and aquatic life risk assessments
- With guidance from WTU staff, the intern will learn to assess study quality as well as identify key information from each acceptable study (including adverse effects and dose-response).
- The intern will be able summarize available toxicity information and help WTU staff with the identification of the key study and critical effect that will be used to establish a human health risk value.
- The intern will learn which aquatic species are relevant for Michigan surface water risk values.
- The intern will assist WTU toxicologists with establishing a species sensitivity curve to identify the aquatic species most impacted by the presence of an environmental contaminant.
- Following Rule 57 procedures, the intern will learn how to derive both acute and chronic aquatic life values
- Human health and aquatic life value assessments assisted by the interns are in support of Rule 57, Aquatic Nuisance Control and Water Treatment Additive priority projects.

Duty 2

**General Summary of Duty 2                      % of Time 25%\***

Secondary focus of the internship will be to assist WTU staff in relevant field work areas including *E. coli* surface water monitoring, PFAS surface water sampling, FCMP fish collections as well as cross-training field opportunities with GLWARMS staff.

**Individual tasks related to the duty**

- Assist with sampling rivers and streams for *E. coli* and other water quality parameters and related data management.
- Assist with sampling rivers, lakes and streams for PFAS.
- Assist FCMP staff with collection of fish samples. Assist FCMP staff with processing fish samples for submittal to state laboratory.
- Assist with data entry of lab results as they are received, combining lab data with field measurements and recorded observations.
- Participate in cross-training field opportunities with GLARMS staff

Duty 3

**General Summary of Duty 3                      % of Time 5%**

Create and present an overview of our project work to be presented at the end of the internship to staff and stakeholders.

**Individual tasks related to the duty.**

- Document key tasks and accomplishments throughout project.
- Develop presentation materials using data and knowledge gained in project work.
- Prepare 45 minutes to 1 hour presentation to be given virtually to EGLE staff and other project stakeholders.

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

Prioritization of daily work assignments based on general guidance from supervisors or lead worker.

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

Daily work assignments require supervisory review.

**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.**

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 15% of the job. Division safety procedures must be followed in all activities

This position may require sitting in front of a computer for an extended period of time.

**Boxes 19-22: Have been purposely removed and are not relevant to this internship role.**

**23. What are the essential functions of this position?**

Assist WTU toxicologists in performing human health and aquatic life risk assessments in support of Rule 57, Aquatic Nuisance Control (ANC) and Water Treatment Additive (WTA) programs. The intern will learn fundamentals of chemical risk assessment with an end of summer project being the development of a Rule 57 risk assessment (both human health and aquatic life) for a selected environmental contaminant with low complexity dataset. Secondary focus of the internship will be to assist WTU staff in relevant field work areas including *E. coli* surface water monitoring, PFAS surface water sampling, FCMP fish collections as well as cross-training field opportunities with GLWARMS staff

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

This is a newly established position.

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

The WTU assesses the potential impacts of toxic substances to aquatic life, wildlife, and human health to the groundwater and surface water programs. Staff routinely assess the hazards of chemicals to wildlife, aquatic life, and human health and derive water quality values that are used in regulatory programs. The unit also provides information and advice on the physical, chemical, and toxicological characteristics of chemicals to staff, the regulated community, and the public upon request. The unit is responsible for implementing the wildlife, beach, and fish contaminant monitoring components of the WRD's monitoring strategy. Staff also provide technical expertise on issues dealing with whole effluent toxicity (WET), water treatment additives, water effect ratios, and site-specific criteria.

This intern will assist WTU toxicologists in risk assessment projects in support of Rule 57, Aquatic Nuisance Control (ANC), and Water Treatment Additive programs. The intern will learn fundamentals of chemical risk assessment, how to conduct literature searches, identify relevant studies and interpretation/analysis of toxicity data. Additionally, the intern will provide assistance to WTU staff in relevant field work areas including *E. coli* surface water monitoring, PFAS surface water sampling, FCMP fish collections as well as cross-training field opportunities with GLWARMS staff.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

See educational and experience qualifications listed below

**EDUCATION:**

Toxicology, Ecotoxicology, Biochemistry, Environmental Sciences, Molecular Biology, Natural Resource Management field of study or similar. Completion of 55 semester hours (or 83 term hours) in college toward the degree.

**EXPERIENCE:**

The intern should have a strong interest in environmental protection with a focus on assessment of environmental contaminants and their impacts. Candidate should have interest in toxicology as well as an aptitude for field work. Preferred experience in chemical risk assessment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Excellent interpersonal, organizational and communication skills, including the ability to listen actively, express complex ideas clearly and succinctly. Willingness to work collaboratively with EGLE staff in a strongly teamwork-oriented setting. Knowledge and ability to operate common business software (e.g. MS Office, Excel). Experience with GIS is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Michigan driver's license 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**

10/24/25  
\_\_\_\_\_  
**Date**

***I have reviewed the project and approve the allocation of funds to cover payroll for the selected interns or interns.***

\_\_\_\_\_  
**Division Director'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.**