

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>                                       |
| Student Assistant   | Drinking Water and Environmental Health                   |
| <b>5. Internship Working Title</b>                                      | <b>11. Section</b>  |
| Environmental Justice in Drinking Water and Environmental Health Intern | Executive   |
| <b>6. Name of Intern's Direct Supervisor</b>                            | <b>12. Unit</b>   |
| Ian Smith, Environmental Manager 14                                     | Emerging Contaminants                                     |
| <b>7. Name of Next Level Supervisor</b>                                 | <b>13. Work Location (City and Address)/Hours of Work</b> |
| Brian Thurston, State Division Administrator 17                         | TBD - 29 hrs per wk / 129 hrs per calendar month max      |

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

MiEJScreen is an online tool to communicate environmental justice concerns in Michigan, identifying areas that are most affected based on environmental conditions and population characteristics. The current scoring system takes into account a variety of available environmental, health-related, and socioeconomic indices, but does not directly incorporate Drinking Water and Environmental Health (DWEHD) data.

This position will participate in a project aimed at identifying and incorporating DWEHD data appropriate to include in MiEJScreen. Drinking Water and Environmental Health concerns are important considerations for environmental justice, with EGLE focused on providing drinking water funding and assistance for small, disadvantaged, and underserved communities. Updating MiEJScreen with DWEHD data would enhance the State of Michigan's environmental justice efforts, assuring access to safe drinking water for all.

**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 90%\***

Collection, illustration, and analysis of geospatial data related to environmental justice considerations for drinking water and environmental health in Michigan.

**Individual tasks related to the duty**

- Achieve a base level of efficiency with the GIS tools accessible to State of Michigan employees.
- Become familiar with MiEJScreen, Michigan's environmental justice screening tool, specifically which geospatial data resources are utilized in its screening methodology.
- Research available drinking water related geospatial data resources, for consideration/inclusion in MiEJScreen
- Develop updated environmental justice scoring matrix incorporating drinking water related geospatial data
- Seek input on proposal/prototype scoring update from EGLE DWEHD and MI Office of the Environmental Justice Public Advocate personnel

**Duty 2**

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

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.**

Office work (90%)

Occasional on-site visits (< 10%)

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

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

The essential duties of this position are to assist staff within assigned work area.

**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 function of the EGLE DWEHD Emerging Contaminants Unit is to identify and assess emergent issues related to Michigan's drinking water resources, through the analysis of existing data and the collection of new data. By doing so, the aim is to assist in identifying new objectives for the DWEHD, EGLE, and other state and local agencies utilizing a data-driven approach.

This position focuses on that data collection and analysis, and contributes to the unit's efforts to inform DWEHD, EGLE, and other state and local agencies in developing their own objectives.

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

No specific experience required but you must be actively enrolled in a college or university

**EDUCATION:**

Current enrollment in college or university and pursuing a degree in Geology; Hydrogeology; Civil and Environmental Engineering; Any Environmental Science; Environmental Health; Environmental Policy; Statistics; Data Science; GIS/Spatial Data Applications

**EXPERIENCE:**

Candidate must possess proficiency with Microsoft Office applications. Experience working with spreadsheets is required. Experience in Database development/maintenance or geographic information systems (GIS) is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge and ability to operate common business software (e.g. MS Office, Excel).

GIS training and experience preferred.

Ability to spend multiple hours working at a computer workstation.

Ability to read and think critically.

Ability to write descriptively and succinctly.

Ability to understand and follow direction.

Ability to communicate effectively, orally and in writing.

Ability to organize, plan, and complete projects efficiently.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid 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

---

Date

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