

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 and Energy (EGLE)
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Student Assistant	Drinking Water and Environmental Health
5. Internship Working Title	11. Section
PFAS Incidence Data Gap Analysis Intern	Executive
6. Name of Intern's Direct Supervisor	12. Unit
Ian Smith, Environmental Manager 14	Emerging Contaminants
7. Name of Next Level Supervisor	13. Work Location (City and Address)/Hours of Work
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

The Michigan Department of Environment, Great Lakes, and Energy Drinking Water and Environmental Health Division (EGLE DWEHD) and the Michigan PFAS Action Response Team (MPART) have accumulated a wealth of PFAS data from sampling water wells across Michigan, during compliance monitoring and investigations related to PFAS sites of contamination.

This project would involve using available tools to analyze this data, to provide a spatial representation of where sampling has been done; where PFAS contamination has occurred; where sensitivities exist for PFAS contamination of drinking water; where gaps exist to be addressed through EGLE's future sampling efforts. The outcome of this work will provide the means to more equitably and efficiently prioritize regions of our state for PFAS investigation using a data driven approach.

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 PFAS incidence in regional groundwater in Michigan.

Individual tasks related to the duty

- Achieve a base level of efficiency with the GIS tools accessible to State of Michigan employees.
- Identify a region of interest within Michigan for PFAS incidence gap analysis; this region must have sufficient PFAS groundwater incidence data available
- Research available geospatial data sources for inclusion in statistical predictive modeling (population, weather, geology, aquifer vulnerability, potential sources, etc.)
- Develop an approach to predict PFAS incidence based on these available data
- Illustrate areas of potential or suspected impact, cross referenced with areas of current and past investigation, to effectively identify gaps in the existing understanding of that impact.
- Seek input on approach from EGLE DWEHD and Michigan PFAS Action Response Team 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.