

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 Intern	Drinking Water and Environmental Health
5. Internship Working Title	11. Section
<i>Revised Total Coliform Rule Intern</i>	Community Water Supply
6. Name of Intern's Direct Supervisor	12. Unit
Kristofer Dorcy	Technical Support Unit (TSU)
7. Name of Next Level Supervisor	13. Work Location (City and Address)/Hours of Work
Kris Philip	<i>Deborah A. Stabenow Building 525 West Allegan, Lansing, MI. Hybrid Schedule. No more than 29 hours per week in the office/hybrid.</i>

14. General Summary of Function/Purpose of Position

The Michigan Safe Drinking Water Act, PA 399 (Act 399), Revised Total Coliform Rule (RTCR), requires that community water supplies (CWS) monitor their water for bacteriological contamination. Routine total coliform monitoring results for community water supplies are submitted to EGLE and this data set is maintained by DWEHD staff. This project would utilize available total coliform monitoring data, publicly available weather data, and tools for statistical analysis to seek out and identify correlations between changing weather patterns and observed variations in total coliform detections. Outcomes of this project could include presenting to community water supply program staff on findings and modifying or creating resources that support project findings. This project requires focus and a desire to understand the overall impact of climate change on our state and its abundant and vital resources, including our water.

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%

This position will be responsible for supporting the community water supply program, by researching and comparing climate and analytical data related to bacteriological sampling. Investigate correlations between total coliform-positive data and weather factors, such as (but not limited to) temperature and precipitation.

Individual tasks related to the duty

- Work with program staff and supervisor to learn about the Safe Drinking Water Act, including the RTCR.
- Familiarize with interpreting bacteriological sample reports.
- Utilize existing IT systems to view and gather bacteriological records.
- Enter data into IT systems, e.g. Safe Drinking Water Information System
- Research and gather weather data across the state of Michigan.
- Utilize available IT tools and software for analyzing and comparing data
- Review RTCR dedicated resources, provided feedback based on findings.
- Attend relevant meetings, including but not limited to department, division, and unit meetings.
- Other duties as assigned.

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, procedures, 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 and/or in-person 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.

Normal physical effort as expected in an office environment. Frequent and long periods of sitting, typing, and exposure to a screen is to be expected. To gain access to the workstation, staff will have the option of using an elevator or stairs. There may be occasional visits to district offices, water systems, and various locations to conduct training.

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 includes gaining familiarity with the Safe Drinking Water Act RTCR requirements, sample analysis reports, and processes surrounding data entry. Furthermore, using available data to research and investigate any correlation between bacteriological data and weather data.

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

This is a newly established internship.

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

Function of work area will be determined based on where the internship project will take place.

The TSU provides support and expertise to CWS program staff, management, and CWSs to ensure safe and healthy drinking water to the public. This position will assist staff in analyzing bacteriological and weather data to help fulfill the mission.

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

EDUCATION:

Current enrollment in college or university and pursuing a degree in biological sciences, engineering, environmental studies, physical sciences, resource development/ management, environmental data analysis, or a related field.

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).

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.