

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. EQALTAI56R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Environmental Quality Alt-A	10. Division Remediation and Redevelopment Division
5. Working Title (What the agency calls the position) Environmental Quality Analyst 12	11. Section Field Operations Section - West
6. Name and Position Code Description of Direct Supervisor POLL, JASON E; ENVIRONMENTAL MANAGER-3	12. Unit Immediate Risk Unit
7. Name and Position Code Description of Second Level Supervisor GAMBLE, JAMES M; ENVIRONMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work Statewide / 80 hours per pay period

14. General Summary of Function/Purpose of Position

This position manages all aspects of assessment, investigation, and remediation/mitigation for the most complex environmental contamination sites where hazardous substances have been released into the environment pursuant to Parts 201 and 213 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and other applicable state and federal statutes and regulations. This position serves as an environmental project manager at sites that have been identified as a high-risk to human health or the environment based upon contaminants and exposure pathways and will function to directly conduct investigation, remediation, and mitigation of those risks as well as oversee contractors doing the same. As needed based on project requirements, this position serves on public meeting panels related to assigned complex sites of environmental contamination, responds to public comments, and serves as point of contact for assigned sites. Additionally, this position serves as a mentor for junior staff.

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:

Percentage: 80

Manage/oversee all aspects of state-funded investigation and remediation activities at complex sites of environmental contamination, pursuant to Parts 201 and 213, and other applicable state and federal statutes and regulations. Complex environmental sites include the following factors: high-risk sites with potential or actual exposures to contaminants, multiple contaminant plumes, close proximity to residential receptors, complicated geology (i.e., "fate and transport" which effects how contaminants move through water and soil), higher legal ramifications, high public controversy and visibility, large number of stakeholders, or a significant impact on human health and the environment. Examples of these complex sites include but are not limited to: industrial/manufacturing facilities, dumps/landfills, dry cleaners, petroleum storage/processing facilities, service stations, or areawide landfilling.

Individual tasks related to the duty:

- Conduct research and review file information regarding site's history.
- Perform/update risk evaluations consistent with EGLE policy.
- Manage/oversee all aspects of inspection, investigation, and remediation activities for assigned complex sites of environmental contamination.
- Consult with other professional disciplines (e.g., geologists, toxicologists, environmental engineers) relative to site's complicated geology or fate and transport contaminant movement.
- Serve as the Unit's technical advisor/consultant regarding assigned sites for investigation and remediation activities.
- Request and obtain legal access from property owners to conduct response activities and corrective actions.
- Coordinate project activities with units of government, contractors, and private citizens.
- Oversee the development of project work plans, bid documents, and contract preparation and implementation.
- Estimate project costs, estimate labor necessary, and determine project schedules.
- Prepare and procure state discretionary, hazardous waste, level of effort, expanded environmental remediation, professional, and construction contracts.
- Evaluate conflict of interest issues with contractors.
- Prepare contract change orders and specification change documents and negotiate costs with contractors.
- Oversee work of professional, discretionary, and construction service contractors.
- Review and approve invoices, maintain and track project budget expenses.
- Review the response activities for effectiveness and ability to meet remedial goals, including appropriate application of remedial technologies at sites, including multi-component remediation systems or technologies, innovative technologies, and changes to existing remediation systems and strategies.
- Provide review of verification activities conducted to ensure remedial goals have been met and risks adequately addressed.
- Utilize various environmental sampling and monitoring equipment for collecting samples of various media.
- Interpret and report environmental quality and contamination source data.
- Update and maintain State's tracking and electronic data management systems pertaining to site data.
- Provide assistance to local district in support of cost recovery, enforcement, and due care matters at high-risk sites that have been processed through the Unit.
- Provide support to RRD's Administration Section, the Department of Technology, Management and Budget, and the Department of Attorney General in contract disputes.
- Follow State's worker safety programs and assure others do the same.
- Interface, network, and form partnerships with other local, state, and federal agencies.

Duty 2

General Summary:

Percentage: 10

Serve as a panel member at public meetings and lead workgroups with stakeholders.

Individual tasks related to the duty:

- Serve on public meeting panels related to assigned complex sites of environmental contamination and respond to public comments.
- Serve as technical expert and point of contact for assigned complex environmental contamination sites.
- Interface with local RRD district stakeholders as liaison for the Unit.
- Participate in Technical and Program Support (TAPS) team meetings and other relevant technical support meetings.

Duty 3

Other duties as assigned.

Individual tasks related to the duty:

- Provide support to Unit Supervisor.
- Review and provide comments for state-wide policy.
- Function as a key stakeholder in program outreach and ongoing development of the Unit.
- Development and modifications of internal operating procedures.
- Evaluate and approve/deny work plans and reports that are presented by other staff in District Peer Review Meetings.

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

The individual in this position makes decisions involving acceptable and unacceptable risks to public health and the environment. Associated work activities include writing or reviewing technical work plans, reports, and other documents; and planning, implementing, or managing site investigations, remedial actions, or other corrective actions/response activities. Decisions on appropriate direction for site remediation are made when planning, directing, and/or overseeing investigations and remediation of sites of environmental contamination. These decisions affect public health, the environment, and future redevelopment. Those affected by these types of decisions include the general public, liable/responsible parties, consultants, contractors, and EGLE personnel.

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

The nature of supervisor review on decisions is generally that of seeking concurrence with independently made decisions, ideas, plans, and suggestions, as opposed to seeking general direction on how to proceed. Situations that may require supervisor review include, but are not limited to:

- Nomination of sites for state-funding authorization
- Procurement issues
- Issues with contractors and subcontractors
- Remedial activities/corrective actions involving division policy

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Generally, the amount of time spent can be broken into these categories: 80% Office; 20% Field (outdoors). Driving to and from meetings and sites of environmental contamination is required. Office work includes: sitting, reading, typing, and talking on the telephone. Field work includes standing, walking long distances and/or on uneven terrain, occasional bending, stooping, crouching, kneeling, reaching, twisting, bailing, sampling, climbing, and lifting/carrying heavy objects (less than 30 pounds). Environmental conditions include periodically encountering atmospheres containing elevated levels of organic, inorganic, corrosive, and/or otherwise hazardous vapors and/or materials, heavy equipment traffic and noise, and exposure to weather conditions ranging from hot to very cold and wet to dry. Personal protection equipment may be necessary to minimize potential exposure to hazardous materials and site conditions. This position requires 40-hour OSHA HAZWOPER training, annual 8-hour refresher courses on hazardous materials, and annual physical examinations. The employee must be able to recognize conditions that necessitate removal of personnel from the area when exposures could exceed safe levels.

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.

Additional Subordinates

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. |

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?

This position manages all aspects (beginning to end) of assessment, investigation, remediation, and mitigation activities for the most complex environmental contamination sites where hazardous substances have been released into the environment pursuant to Parts 201 and 213 of NREPA, and other applicable state and federal statutes and regulations with a focus on sites or contaminants that pose a high risk to human health or the environment. This position may serve on public meeting panels related to assigned complex sites of environmental contamination and responds to public comments. This position participates in Technical and Program Support (TAPS) team meetings. Additionally, this position serves as a mentor for junior staff.

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

New establishment.

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

The RRD Immediate Risk Unit is responsible for the assessment, investigation, remediation, and mitigation of sites located statewide that represent a high-risk to human health and the environment based on known contamination and exposure pathways, pursuant to Part 201 and Part 213 of NREPA, and other applicable state and federal statutes and regulations. This mission is accomplished through risk assessment, liability screening, and state-funded work which includes projects managed directly by EGLE staff and through the use of contractors. The individual in this position is essential in the implementation of Part 201 and Part 213 of NREPA, to ensure adequate protection of public health, safety and welfare, and the environment. This position manages all aspects of investigation, remediation, and enforcement activities for assigned complex environmental contamination sites where hazardous substances have been released into the environment. This position serves on public meeting panels related to assigned complex sites of environmental contamination, responds to public comments, and serves as point of contact for assigned sites. This position may also provide assistance to local districts and other units within the EGLE for policy and program development.

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 the 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 12

Three years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Expertise in environmental laws, regulations, and programs, particularly Part 201 and Part 213 of the NREPA.
- Expertise in state-funded investigations, contracting, contract management, and invoicing.
- Expertise in state databases including: RIDE, Content Manager, and Sigma.
- Knowledge of remedial technologies.
- Knowledge of chemistry, mathematics, biology, hydrology, and geology.
- Strong technical writing and communication skills.
- Word processing, spreadsheet, and database software skills.
- Ability to collect, interpret, and analyze scientific data.
- Ability to effectively communicate verbally with the regulated community and general public.
- Ability to manage internal and external conflict.
- Ability to prioritize workload and meet deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

- 40-hour OSHA HAZWOPER training with annual 8-hour refresher
- Medical monitoring program
- Valid driver's license preferred

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

LAUREN FELDPAUSCH

5/13/2026

Appointing Authority

Date

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

Date