

POSITION DESCRIPTION

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| 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 Departmental Analyst-E | 10. Division Drinking Water and Environmental Health Division (DWEHD) |
| 5. Working Title (What the agency calls the position) Departmental Analyst | 11. Section Environmental Health Section |
| 6. Name and Position Code Description of Direct Supervisor HOEH, JEREMY W; ENGINEER MANAGER LICENSED-3 | 12. Unit Environmental Health Programs Unit |
| 7. Name and Position Code Description of Second Level Supervisor DEBRUYN, DANA L; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work Constitution Hall 525 W. Allegan St., Lansing, MI / 80 hrs/pay period |
| 14. General Summary of Function/Purpose of Position | |
| <p>This position serves as a program analyst supporting Michigan Environmental Health Drinking Water Information System (MiEHDWIS) and the Septage Program. The position is also responsible for conducting the review of educational course material for use as Continuing Septage Education credits.</p> <p>This position also assists the Onsite Wastewater Program in collecting, assembling, and analyzing quarterly and annual reporting data required to be submitted by all Local Health Departments (LHD) implementing an onsite wastewater treatment management program in Michigan.</p> | |

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: 70

This position serves as a program analyst responsible for providing analytical system support within MiEHDWIS for the septage program.

Individual tasks related to the duty:

- Design test scenarios and test software updates and enhancements for the septage program within MiEHDWIS.
- Develop and recommend policies and procedures relating to the Septage Program workflows within MiEHDWIS.
- Run and analyze reports from MiEHDWIS for verifying receipt of inspection reports and supporting the amount for payment to the local health departments (LHD).
- Analyze ongoing Septage Program operations within MiEHDWIS in coordination with the DWEHD IT team and make recommendations to management for changes and/or improvements.
- Serve as the primary point of contact for MiEHDWIS issues for the Septage Program.
- Monitor, analyze, and maintain MiEHDWIS hauler and vehicle information in preparation for annual fee invoicing of haulers in January.
- Analyze, track, and monitor payments, and other required annual report submittals within MiEHDWIS.
- Review and analyze annual report data and conduct follow-up activities to ensure that all payments and other required annual reports have been received and ensure compliance with policies and procedures. Liaise with DWEHD Administration Section on any needed financial adjustments.
- Monitor and maintain accurate information in MiEHDWIS on the number of Septage Vehicles, Land Sites, and SWRFs inspected annually, and as requested for new applications, by each LHD. Follow up with LHDs, as needed, to ensure compliance that all inspections are being conducted annually as required by Part 117.
- Issue licenses and other approval paperwork through MiEHDWIS to complete the database record for the activity.
- Run reports from MiEHDWIS to determine appropriate LHD allocation estimates for each annual contract. Coordinate with DWEHD Administration Section on any needed mid-year amendments to the annual contract.
- Analyze and approve payment amounts to DWEHD Administration Section.
- Collect application fees and record pertinent information in MiEHDWIS.

Duty 2

General Summary:

Percentage: 10

Evaluate documents and applications from third-party providers for approval of Continuing Septage Education (CSE) credits; determining eligibility or compatibility with the objectives and priorities of the Septage Program and Part 117.

Individual tasks related to the duty:

- Review application forms for completeness and content. Evaluate course materials to determine if content meets the intent of Part 117 and Septage Program policies. Approve or deny courses for CSE credits or ask for additional information to make a decision. Monitor the receipt of CSE credit application documents and supporting materials through MiEHDWIS, email, or mail.
- Create a posting of approved CSE credits available for upload to the Septage Program website. Continuously review posted information to make sure it is user friendly, contains the most up to date forms, and contains proper educational information.
- Assist and answer questions with regard to CSE credit requirements, availability, and approval process.

Duty 3

General Summary:

Percentage: 10

Evaluate LHD contract activities for compliance with policies and procedures to recommend payments.

Individual tasks related to the duty:

- Continuously monitor and maintain accurate information in MiEHDWIS on the number of Septage Vehicles, Land Sites, and SWRFs inspected annually, and as requested for new applications, by each LHD. Follow up with LHDs, as needed, to ensure that all inspections are being conducted annually as required by Part 117.
- Coordinate with the Drinking Water and Environmental Health Division (DWEHD) Administration Section and each LHD to run reports from MiEHDWIS or otherwise verify receipt of inspection reports and support the amount for payment to the LHD. Give Septage Program approval for payment to the DWEHD Administration Section.
- Coordinate with the LHD Environmental Health Director for missing information.
- Review and provide comments on the language of the annual contract with LHDs for the Septage Program. Run reports from MiEHDWIS to determine appropriate LHD allocation estimates for each annual contract. Work with DWEHD Administration Section on any needed mid-year amendments to the annual contract.

Duty 4

General Summary:

Percentage: 5

Collect, analyze, and consolidate annual and quarterly Onsite Wastewater Program report data from LHDs to meet program reporting and evaluation requirements. Handle incoming Notice of Intent submissions.

Individual tasks related to the duty:

- Monitor, review, consolidate, and maintain quarterly and annual report data submitted by LHDs. Notify Onsite Wastewater Program staff of incomplete or missing report data for follow-up with their LHD contacts.
- Create and maintain shared spreadsheets containing all report data for further analysis, as needed.
- Work with Onsite Wastewater Program Staff to update and send out new data collection information annually to LHDs.
- Monitor, collect, and distribute amongst Onsite Wastewater Program Staff all incoming Notices of Intent for condominium and subdivision projects subject to disclosure requirements.

Duty 5

General Summary:

Percentage: 5

Perform other duties as assigned.

Individual tasks related to the duty:

- Complete special projects or tasks by deadlines.
- Prepare reports of findings from MiEHDWIS, as assigned by the Unit Supervisor.

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

This position makes decisions on MiEHDWIS module development and functionality to assist all EGLE Septage Program staff. The departmental analyst is responsible for determining whether new and renewal septage hauler business applications, new and replacement septage vehicle applications, and new septage land site applications and associated submittals are complete and whether the fees paid are adequate. The department analyst also analyzes the final review package for these applications and issues the final approval. These determinations affect the regulated community (small businesses) by whether they receive their license or permit and the amount of fees or late penalties they are assessed, so a prompt review of the submittal is critical. The departmental analyst also determines which third-party provided educational material is approved for CSE credits. These reviews and decisions must ensure that the educational material is related to Part 117, promotes compliance with Part 117, and is posted to the Septage Program website to provide advance notice to responsible agents in need of CSE credit hours to maintain licensure or become licensed.

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

Decisions to issue payment credits or refunds, should involve sign-off by the unit supervisor. Decisions on matters which may impact statewide program policy, regulatory determination, enforcement actions or that may involve litigation are provided by, or in consultation with, the Septage Program Coordinator and/or unit supervisor.

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.

General office environment: stooping, bending, use of computers, filing, carrying files or boxes of documents, etc. Some hazards exist in occasional driving and field work can include exposure to heavy equipment, such as pumper trucks, storage tanks, and land application equipment. Physical hazards could occur during soil evaluation while traversing varying terrain, or through potential exposure to land-applied septage. Potentially occasional fieldwork may require multiple hours of physical labor in supervising land application of septage, inspecting pumper trucks and storage tanks, and walking across acres of property in varying climatic conditions.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

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 serves as a program analyst supporting MiEHDWIS and the Septage Program. The position is also responsible for conducting the review and evaluation of educational course material for use as Continuing Septage Education credits.

This position also assists the Onsite Wastewater Program in collecting and assembling quarterly and annual reporting data required to be submitted by all Local Health Departments (LHD) implementing an onsite wastewater treatment management program in Michigan.

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

New position

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

The EHPU's Septage Program is responsible for statewide administration of Part 117, Septage Waste Servicers, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Overall program responsibilities include the licensing of septage businesses, vehicles, septage waste receiving facilities, septage waste storage facilities, and the permitting of land sites utilized for agronomic application of septage waste. This position is responsible for day-to-day administration of the program workflows and financial tracking and reports directly to the Septage Program Coordinator and Unit Supervisor.

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 any major.

EXPERIENCE:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.

Knowledge of the principles and practices of research and analysis.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

Ability to prepare requests for proposals and program agreements.

Ability to organize, evaluate, and present information effectively.

Ability to interpret laws, rules, and regulations relative to the work.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to learn and utilize computer processes.

Ability to design forms.

Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

None

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

HEATHER KREINER

11/18/2022

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