

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 MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Environmental Health
4. Civil Service Position Code Description Environmental Manager-3	10. Division Toxicology and Response
5. Working Title (What the agency calls the position) Unit Manager	11. Section Chemical Planning and Response
6. Name and Position Code Description of Direct Supervisor TIERNAN, GERALD G; STATE ADMINISTRATIVE MANAGER-1	12. Unit Public Health Drinking Water Unit
7. Name and Position Code Description of Second Level Supervisor PAUST, AMANDA; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 333 S. Grand Avenue, Lansing / 40 hours per week, various
14. General Summary of Function/Purpose of Position This position functions as a first-line professional manager of professional positions in a complex work area. The function of this position is to supervise, manage, and coordinate professional staff in the implementation of the Environmental Health Bureau's Public Health Drinking Water Program operated out of the Public Health Drinking Water Unit. This position is responsible for the review and approval of work generated by subordinates. This position is designated as security-sensitive and therefore requires a criminal history background check.	

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: 45**

Manage and supervise unit staff through planning, making assignments, and coordinating the implementation of the Public Health Drinking Water Program.

Individual tasks related to the duty:

- Identify and define the types and volume of the workload for the unit.
- Organize and assign the performance of the work within the unit.
- Assign priorities, resolve priority conflicts and coordinate workloads within the unit.
- Develop improvements to processes, systems and procedures for doing the work.
- Specify expectations through position descriptions, performance objectives and other appropriate means.
- Approve leave requests, expense reports and time reports of direct reports.
- Develop and track annual unit budgets. Providing timely information to senior leadership on budget status.
- Provide input to the section, division, bureau and department planning processes.
- Review of all written work products of unit staff.
- Train and direct staff in performance of the division's work in the area served by the unit.
- Conducts regular one-on-ones with all direct reports to provide an open line of communication.
- Encourages staff participation in technical training and career training.
- Ensure analytical data and associated information collected by the unit related to the investigation of contaminants are stored in a single, searchable operational data system which allows data and information for an individual address and community to be queried, analyzed and reported accurately.

Duty 2**General Summary:****Percentage: 35**

Coordinate and maintain a functional continuity between the various technical and administrative staff involved in the day-to-day activities within the Public Health Drinking Water Program.

Individual tasks related to the duty:

- Communicate effectively with program staff regarding general program activities, issues and policies.
- Identify and delegate program work requests based on understanding of need; determine and designate appropriate actions on behalf of the senior leadership; identify and establish response deadlines for actions.
- Initiate meetings, coordinate, schedule, facilitate, prepare agendas, track follow-up actions, and document program meeting action items.
- Meet weekly with program core team members to review project timelines, address operations barriers, and plan for future needs.
- Develop and track annual program budgets. Providing timely information to senior leadership on budget status.
- Recommend changes to improve the program policies and/or procedures.
- Review program technical reports, budget narratives, memos, and other program related materials
- Serve as coordinated point of contact for senior leadership related to actions and functions completed by the Public Health Drinking Water Program.
- Serve as a liaison between the Public Health Drinking Water Program and drinking water programs within other Michigan departments.

Duty 3**General Summary:****Percentage: 15**

Initiate response to emergent drinking water problems

Individual tasks related to the duty:

- In conjunction with the Public Health Drinking Water Program core team, senior leadership, and partner agencies identify emergent drinking water contaminants.
- Initiate and mediate discussions between key interested parties to ensure an appropriate response to emerging contaminants.
- Ensure programmatic response to drinking water assistance requests and complaints from the public, and/or ensure that such requests and complaints are properly addressed by applicable division staff for referral to appropriate MDHHS staff and/or programs.

Duty 4**General Summary:****Percentage: 5**

Provide additional support to the Department of Health and Human Services as requested.

Individual tasks related to the duty:

- Provides briefings on drinking water sampling or analysis issues for upper management in support of departmental goals.
- Conducts and attends meetings and conferences on related technical topics and issues.
- Reviews related literature and keeps abreast of technical developments.
- Prepares or oversees preparation of periodic and special technical and scientific reports and articles.
- Assists in seeking additional funding through grant writing and reporting.

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

Direction received or guidelines are generally defined or available. Work methods are determined in accordance with general methods, procedures, and policies. Considerable independent judgement is needed to adapt and apply these methods procedures, and policies to specific situations under the direction of the section manager.

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

The person in this position is a highly skilled and educated professional. Guidance is required of the Section supervisor and the Division Director regarding political and financial feasibility of data acquisition, analysis, and reporting efforts and for issues where policy, procedure or guidance materials do not address or are unclear. The plan of work and decision on priorities will be done in concert with the Section manager and the Division Director. Any document with political or institutional ramifications must be reviewed by the Section manager and the Division Director to determine the appropriate dissemination plan. Any decisions related to funding must be approved by the Section manager prior to implementation.

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.

Most of the job functions are in the office: sitting, standing, writing, and working on a computer. Travel for meetings, conferences, public hearings, etc. is required. Site visits and inspections may include limited exposure to contaminated media.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
SESTI, TONY	ENVIRONMENTAL ENGINEER-E P11	MORROW, MICHAEL K	GEOLOGIST-E P11

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

The position serves as a unit manager in the Chemical Planning and Response Section. The function/purpose of this position is to supervise professional and support staff in the operation of the statewide Public Health Drinking Water Program. This position is responsible for establishing priorities for programmatic actions including the intake, investigation, and intervention actions necessary to assure compliance with the public health code; and reviewing and approving work generated by subordinates. The position also participates in the management team in the Chemical Planning and Response Section.

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?

This is a unit within the Chemical Planning and Response Section of the Bureau of Environmental Health; its primary function is the statewide implementation of the Public Health Drinking Water Program. This position provides direct supervision of various professionals and serves as the Public Health Drinking Water Program Coordinator to coordinate and maintain functional continuity between the various technical and administrative staff involved in the day-to-day activities of the Public Health Drinking Water Program. The position also contributes to the management team in the Chemical Planning and Response Section, assisting in establishing policies, procedures, and practices to effectively implement planning and response actions across Michigan to reduce negative exposures to humans from chemicals within the environment.

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 physical sciences, biological sciences, resource management, sanitary science, environmental health, engineering, geology, or in geological, petroleum, or mining engineering.

EXPERIENCE:

Environmental Manager 14

Five years of professional experience in an engineering or scientific field carrying out geological and/or environmental activities to protect, develop and maintain natural resources; working in an environmental protection program; or, enforcing environmental health or environmental protection laws, including three years equivalent to the experienced (P11) level, two years equivalent to the advanced (12) level, or one year equivalent to a 13-level specialist or manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed in the Civil Service job specifications. In addition:

- Thorough knowledge of the principles and practices of physical or biological sciences, sanitary science, or environmental health.
- Thorough knowledge of the method and techniques of collecting and analyzing drinking water data.
- Thorough knowledge of the function and authority of state and local health departments.
- Knowledge of environmental risk assessment procedures and applications including quantitative evaluation of human exposure to environmental contaminants.
- Ability to instruct, direct, and evaluate employees.
- Ability to observe critically and evaluate findings.
- Ability to take appropriate action based on investigation reports.
- Ability to advise local authorities, sanitarians, representatives of industry, the public and others on environmental protection and/or environmental health problems.
- Ability to develop plans and specifications for field surveys.
- Ability to develop detailed training programs.
- Ability to interpret complex scientific and legal documents.
- Ability to deal effectively with people at all levels of society.
- Ability to maintain records, prepare reports, and compose correspondence related to the work.
- Ability to communicate effectively and to maintain favorable public relations.
- Ability to maintain records and prepare public health assessments and consultations in accordance with ATSDR guidance.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

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.

LIBERTY IRWIN

3/18/2026

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