

## POSITION DESCRIPTION

<p>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.</p>	
<p><b>2. Employee's Name (Last, First, M.I.)</b></p>	<p><b>8. Department/Agency</b> ENVIRON, GREAT LAKES &amp; ENERGY</p>
<p><b>3. Employee Identification Number</b></p>	<p><b>9. Bureau (Institution, Board, or Commission)</b></p>
<p><b>4. Civil Service Position Code Description</b> Laboratory Scientist-E</p>	<p><b>10. Division</b> Remediation and Redevelopment Division</p>
<p><b>5. Working Title (What the agency calls the position)</b> PFAS Laboratory Scientist</p>	<p><b>11. Section</b> Laboratory Services</p>
<p><b>6. Name and Position Code Description of Direct Supervisor</b> HAYWARD, SCOTT M; LABORATORY SCIENTIST MANAGER-3</p>	<p><b>12. Unit</b> Semi-volatile Organic Unit</p>
<p><b>7. Name and Position Code Description of Second Level Supervisor</b> SHANE, KIRBY; STATE ADMINISTRATIVE MANAGER-1</p>	<p><b>13. Work Location (City and Address)/Hours of Work</b> 3350 N. Martin Luther King Jr Blvd, Lansing, MI / 80 hours per pay period</p>
<p><b>14. General Summary of Function/Purpose of Position</b> Perform analyses of priority pollutants in air, water, soil and other environmental matrices using various analytical instruments such as Gas Chromatography/Mass Spectrometry (GC/MS), and Liquid Chromatography / Tandem Mass Spectrometry (LC/MS/MS). Extract and cleanup of samples as needed.</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: 60**

Perform routine analysis for perfluoroalkyl substances (PFAS) in drinking water, surface water and ground water by using LC/MS/MS.

**Individual tasks related to the duty:**

- Prepare calibration standards and other quality control (QC) samples.
- Extract and cleanup samples as needed.
- Analyze samples on LC/MS/MS instrumentation.
- Review raw data for accuracy, interferences, and proper integration and identification.
- Enter data into the Laboratory Information Management System (LIMS).
  - Scheduling work to ensure that sample holding times are not exceeded and customer service goals for turnaround times are met.
- Perform routine instrument maintenance including changing/clipping columns, cleaning sample inlets, and injectors.
- Order supplies.
- Keep area organized, neat and clean of contaminants.

**Duty 2**

**General Summary:**

**Percentage: 20**

Maintain a QC program to ensure all reported data is of the highest quality.

**Individual tasks related to the duty:**

- Prepare QC spikes and standards.
- Review QC data for acceptability and correcting data that is out of control limits.
- Review QC data for biases, trends, and accuracy.
- Enter QC data in LIMS.
- Review data analyzed by other analysts.
- Annual review of SOPs pertinent to the work area.
- Review USEPA methods and compare to our SOPs.
- Perform MDL studies.
- Completing tracking logbooks for standards and QC.
- Analyzing annual blind performance samples.

---

**Duty 3**

**General Summary:**

**Percentage: 15**

Perform routine analysis for organic contaminants using GC/MS.

**Individual tasks related to the duty:**

- Prepare calibration standards and other QC samples.
- Analyze samples on GC/MS and/or HPLC instrumentation.
- Review raw data for accuracy, interferences, and proper integration and identification.
- Enter data into the LIMS.
- Scheduling work to ensure that sample holding times are not exceeded and customer service goals for turnaround times are met.
- Perform routine instrument maintenance including changing/clipping columns, cleaning sample inlets, and injectors.
- Order supplies.
- Keep area organized, neat and clean of contaminants.

**Duty 4**

**General Summary:**

**Percentage: 5**

Performing other duties as may be assigned by the Laboratory's Unit Supervisor or designee.

**Individual tasks related to the duty:**

- Performing other duties as may be assigned by the Laboratory's Unit Supervisor or designee.
- Develop new methods as needed and assigned by supervisor.
- Review draft reports.

**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 supervisor or lead worker

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

Out of quality control situations, changing of analysis protocols.

**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.**

Lifting of incoming packages and potential exposure to toxic chemicals used in laboratory procedures found from sampling sites. Transport of gas cylinders from the basement using a gas tank dolly.

**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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | 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?**

The essential duties of this position are to prepare and analyze samples for PFAS contaminants by LC/MS/MS and ensure high quality data.

**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 essential function of the work area is to analyze samples for organic contaminants. The laboratory's primary function is the testing of samples. This position analyzes samples for PFAS and other organic contaminants.

**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 chemistry, biochemistry, biology, microbiology, forensic science, or a related pure or applied science.

**EXPERIENCE:**

**Laboratory Scientist 9**

No specific type or amount is required.

**Laboratory Scientist 10**

One year of professional experience carrying out a variety of tests, analyses, or production and research activities involving chemical, biochemical and biological samples, specimens, and products equivalent to a Laboratory Scientist 9.

**Laboratory Scientist P11**

Two years of professional experience carrying out a variety of tests, analyses, or production and research activities involving chemical, biochemical and biological samples, specimens, and products equivalent to a Laboratory Scientist, including one year equivalent to a Laboratory Scientist 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Laboratory safety knowledge, computer skills, ability to communicate effectively with co-workers and supervisor, and good organizational skills. At the 10 and 11 level must be able to interpret data for proper identification of analytes and proper quantitation and must be knowledgeable in the routine maintenance of instrumentation.

**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.

N/A

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

LAUREN FELDPAUSCH

1/12/2022

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