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| CS-214  Rev 11/2013 |  | Position Code   1. RESRALTEA72R |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| 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 |
|  | 5901 TRANSPORTATION CENTRAL OFFICE |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | Development |
| 4.Civil Service Position Code Description | 10. Division |
| Resource Analyst-E (9/10/P11) |  |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Resource Analyst | Environmental Services |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Ann Lawrie, Environmental Manager-3 (14) | Project Coordination |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Margaret Barondess, Transportation Planning Manager-4 (15) | 425 W. Ottawa Street, Lansing, MI 48909  8:00 a.m. – 5:00 p.m. (or as approved by supervisor) |
| 14. General Summary of Function/Purpose of Position | |
| Responsible for completing a variety of assignments to protect, develop, and maintain the state’s environmental resources, which include the National Environmental Policy Act (NEPA) review, classification, and certification of department trunkline projects, mitigation follow-up, and updating environmental databases. | |
| 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 50**  Participates in the review process of new department projects for potential environmental impacts. This position is responsible for maintaining the databases and tracking projects through the NEPA classification process. This position must analyze and coordinate environmental classification activities within the department, which includes receiving project authorization, reviewing changes in scope of work, and initiating classification. | |
| **Individual tasks related to the duty.**   * Develop knowledge of the project development process and develop a positive working relationship with staff within the section and in other areas of MDOT who depend on Environmental Services. * Meet with all environmental section staff specialists to understand pertinent environmental laws and procedures. * Classify department highway projects into three federal NEPA classes based upon the potential impact to the environment. * Function as a liaison to the department’s design staff and others, as required. * Attend scoping meetings, plan review meetings, final project completion meetings, region meetings, and public meetings, as required. * Occasionally conduct field reviews at project sites that may involve environmental concerns. * Collect mapping information utilizing geographic information systems (GIS) and consults databases. * Advise the department’s design and finance staff of the environmental classification status of projects. * Develop agendas for coordination meetings between Specialists, Design Engineers and Construction Engineers. | |
| Duty 2 **General Summary of Duty 2 % of Time 25**  Assists in the mitigation follow-up of environmental impacts on department projects. It is responsible for notification and follow-up on the determined mitigation to ensure that all measures have been put in place on the project. Additionally, this position is responsible for certifying the completion of environmental commitments. | |
| **Individual tasks related to the duty.**   * Notify the design project manager, the region resource specialist, and the region permit specialist of the determined mitigation measures to be incorporated into the highway plans. * Review final plans to ensure all mitigation measures have been addressed. * Correspond with the region resource specialists and design, as needed. * Perform field review of the project area and attendance at pre-construction meetings as required. | |

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| Duty 3 **General Summary of Duty 3 % of Time 15**  Assist in the integration of GIS data into the project clearance process. |
| **Individual tasks related to the duty.**   * Modify, edit, reformat and scale geographic data files for the environmental review process. * Review and analyze existing and incoming geographic database files for accuracy, usefulness, quality and documentation. * Work with digital images and attribute database files from land resource inventory, soil, land use/land cover, watersheds, wetlands, floodplains, and plat maps for use in the environmental clearance process and in environmental documents. |
| Duty 4 **General Summary of Duty 4 % of Time 10**  Other duties as assigned by supervisor. |
| **Individual tasks related to the duty.**   * Complete special research projects. * Prepare reports. * Compile information for contracting. * Represent the department at meetings. |

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| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.  Independently applies state and federal regulations to the environmental clearance process, which can affect the schedules and content of transportation projects. Affected parties include the public, stakeholders, environmental regulatory agencies, and MDOT design and construction. Sensitivity to project schedules is necessary. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  Guidance is requested when conflicting environmental concerns arise, problem situations arise which are outside of the normal operating procedures, the legislature or other elected officials have expressed interest, or management approval is required to implement the process. | | | |
| 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. Refer to instructions.  Walking over difficult terrain – occasionally. Driving or riding to project locations or training facilities – regularly. Operating a computer and sitting at a desk for extended periods of time - regularly. | | | |
| 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
| NONE |  |  |  |
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| 20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):  **Complete and sign service ratings. Assign work.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. Train employees in the work.** | | | |

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| 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?  Duties 1 and 2 are most essential. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  No changes. |
| 25. What is the function of the work area and how does this position fit into that function?  This work area facilitates environmental clearance of department projects. It provides expertise to evaluate, avoid, minimize, or mitigate environmental impacts of department projects. It provides expertise on environmental laws and regulations and ensures compliance with the same.  This position coordinates environmental clearances for MDOT projects, follows-up on environmental mitigation, updates databases, and helps improve processes contributing to the departments’ compliance with environmental laws. |
| 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 a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field. |
| EXPERIENCE:  **Resource Analyst 9**  No specific type or amount is required.  **Resource Analyst 10**  One year of professional experience in the protection, development and maintenance of land, water, or natural resources.  **Resource Analyst P11**  Two years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the intermediate (10) level in state service. |
| KNOWLEDGE, SKILLS, AND ABILITIES:  This position works in interpreting and applying federal and state environmental laws; using methods of environmental research and analysis to maintain records and prepare reports and correspondence; and effectively communicating with others. Skills in gaining the cooperation of others and in working as a member of an interdisciplinary team. Skills in organization, prioritizing, and communication. The ability to maintain a professional demeanor under stressful circumstances. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Possession of a valid driver’s license |
| *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** |
| 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.**