

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 Spl 2	10. Division Remediation and Redevelopment
5. Working Title (What the agency calls the position) MSHDA Redevelopment Specialist	11. Section Brownfield Assessment and Redevelopment Section
6. Name and Position Code Description of Direct Supervisor GEYER, CARRIE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MOSHER, JOSHUA M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Constitution Hall / 80 hours per pay period
14. General Summary of Function/Purpose of Position	
<p>This position is the statewide Michigan State Housing Development Authority (MSHDA) Redevelopment Specialist for the division and will serve as the EGLE point of contact for MSHDA redevelopment projects.</p> <p>In this role, the specialist will work closely with MSHDA, developers, consultants, and communities to address due diligence and the environmental obligations needed for the safe reuse of contaminated properties. They will provide both technical assistance and perform proactive outreach to bring greater understanding of how to safely reuse contaminated properties for a residential purpose.</p> <p>They will prioritize the review of MSHDA submittals and assist in interpreting and establishing policies and procedures to make MSHDA reviews more efficient and predictable.</p> <p>They will also assist BARS with other due diligence /due care related activities including the brownfield site assessment program and vapor intrusion.</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**

As the statewide MSHDA Redevelopment Specialist, provide expertise and coordination with relevant partners on due diligence and environmental actions necessary for the safe reuse of contaminated property. Develop and recommend Policies and Procedures associated with review of MSHDA submittals associated with redevelopment of brownfield property.

Individual tasks related to the duty:

- Recommend, develop, and coordinate policies, procedures, processes, and guidelines for the efficient review of MSHDA submittals.
- Make recommendations to management and assist management and professional staff in resolving complex, unusual, or unexpected problems associated with the safe reuse of contaminated properties that are utilizing MSHDA funds.
- Recommend, develop, and implement program goals and plans associated with MSHDA related submittals and reviews.
- Investigate, review, and/or oversee the most sensitive and controversial environmental due diligence matters associated with MSHDA related redevelopment projects.
- Maintain programmatic knowledge of due diligence and brownfield program legislation, policies, procedures, processes, and requirements.
- Maintain knowledge and understanding of MSHDA environmental requirements and how they relate to EGLE programs.
- Organize and lead stakeholder discussions on program and policy related to the reuse of brownfield properties for MSDHA housing projects.
- Meet with landowners, developers, attorneys, communities and MSHDA to discuss complex redevelopment activities and project alternatives; present resource management issues; and attempt to resolve conflict by recommending alternative options.
- Attend relevant community meetings to serve as a technical resource on environmental requirements and activities needed for the safe reuse of contaminated properties for MSHDA related projects
- Provide technical reviews and expertise on the most complicated and unique MSHDA related projects. Perform review of MSHDA submittals in a timely fashion
- Review and evaluate submittals associated with the most complex MSHDA projects to determine compliance with state requirements and ensure the plans are technically adequate and feasible. This could include Response Activity Plans, No Further Action determinations, and vapor mitigation system designs. Provide response to submittals in a timely and efficient fashion. This duty requires knowledge of a wide range of regulations, policies, and procedures associated with due diligence and brownfield redevelopment including Part 201, Part 213, Part 196, and Act 381.
- Provide efficient and knowledgeable service to MSHDA, developers, attorneys, Remediation and Redevelopment Division (RRD) staff, and local units of government regarding EGLE requirements for projects seeking MSHDA funding.
- Serve as technical consultant and liaison for landowners, developers, consultants, attorneys, communities, and MSHDA staff. Lead EGLE response on complex MSHDA related redevelopment activities and politically sensitive issues.
- Work with MSHDA to provide assistance, education, and support on both current and future submittals.
- Work with MEDC to coordinate proposed brownfield redevelopment activities on the site and relay the environmental status of the properties.
- Consult with Michigan State Land Bank Authority when proposed properties are owned by the land bank.
- Consult with local units of government to provide assistance, education, and support when they are involved in projects under review.
- Identify and evaluate alternative environmental protection strategies and approaches that will attain compliance with Parts 201 and 213.
- Gather and assimilate technical information regarding remedial challenges and the strategies utilized to address them on MSHDA projects. Generate annual report summarizing the environmental conditions addressed, the strategies utilized to address them, and the resulting environmental, economic, and social project outcomes realized.

Duty 2**General Summary:****Percentage: 30**

Serve as liaison for MSHDA projects that require EGLE RRD approval. Provide outreach and education to stakeholders and staff on program requirements and process associated with the review of MSHDA submittals.

Individual tasks related to the duty:

- Act as a liaison with MSHDA, communities, developers, other stakeholders, and EGLE staff to coordinate MSHDA related submittals/reviews and address questions and concerns regarding environmental contamination on brownfield sites.
- Plan, coordinate, and provide focused training and outreach to MSHDA, communities, developers, and other stakeholders to promote a better understanding of the requirements and process related to obtaining EGLE approval on MSHDA projects.
- Coordinate and disseminate policy and technical information to MSHDA and EGLE staff on means for ensuring compliance with state requirements and regulations.
- Provide technical direction and assistance to professional MSHDA and EGLE staff regarding the safe reuse of contaminated property when MSHDA funding is involved.
- Attend relevant community meetings to serve as a technical resource on environmental requirements and activities needed for the safe reuse of contaminated properties for MSHDA related projects.
- Work closely with MSHDA, the applicants, and their environmental consultants to provide education and guidance on best practices. This may take the form of educational training opportunities and/or the dissemination of training materials to ensure that submissions to EGLE are complete and ready for review.

Duty 3**General Summary:****Percentage: 10**

Oversee and perform due diligence and due care related activities associated with brownfield redevelopment projects. Participate in Brownfield Assessment and Redevelopment Section meetings, special assignments, and projects as assigned by the Section Manager.

Individual tasks related to the duty:

- Manage and/or assist with oversight of Brownfield Site Assessment Projects.
- Provide technical assistance related to proposed due diligence/due care activities for brownfield projects, including vapor intrusion.
- Special projects may include working with partner agencies such as MSHDA, the Michigan Economic Development Corporation, the Michigan Department of Transportation, the U.S. EPA, and local units of government.
- Activities may include participating in workshops or other educational/outreach activities; developing reports; documenting outcomes of previous brownfield projects; drafting press releases, legislative responses, and database queries.
- Assist in analysis of program success.

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

Determine the adequacy, review, and approve or deny submittals that address MSHDA redevelopment requirements and are provided to EGLE for approval. This may affect the redevelopment possibilities for brownfield properties and in turn, affect both investors and local governmental units.

Provide technical assistance and guidance to developers, local governments, state agencies, and other stakeholders regarding regulatory issues associated with the redevelopment of contaminated properties that utilize MSHDA funding. These decisions affect the implementation of response actions and the redevelopment of properties.

Suggest resolutions for issues that may impede the redevelopment of a property including, specific environmental challenges, liability concerns, and various other project-specific issues. These affect the implementation of response action and the redevelopment of properties.

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

Decisions that may establish or modify RRD or EGLE policies and decisions regarding state expenditures for remedial or redevelopment projects.

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.

Occasional site visits where contaminated soil, air, or ground water may be present. The site visits may involve exposure to heat, cold, or wet conditions. Most of the work is in an office environment with either long hours at a computer terminal or at off-site meetings with communities, developers, local units of government, consultants, and brownfield redevelopment authorities. Off-site meetings will require traveling via a vehicle or plane travel.

- Sitting- 70%
- Standing- 10%
- Driving- 10%

Walking, kneeling (site visits, meetings, assessment activities)- 10%

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?

The primary duties of this position are to serve as a technical resource and liaison for MSHDA related projects requiring EGLE review and approval; develop policy, process, and guidance around these functions; and develop outreach and training to bring greater understanding of how to safely reuse contaminated properties for a residential purpose.

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 function of this work area is to encourage appropriate redevelopment of contaminated properties by providing outreach, funding, and technical assistance to local units of government for environmental responses that lead to new economic development, resulting in new private investment and private-sector jobs.

The person in this position will provide direct assistance when a redevelopment is proposed on a contaminated property that requires EGLE review and approval of proposed environmental response actions. In addition, the position will work closely with MSHDA staff as a liaison and provide outreach and education regarding requirements associated with safely redeveloping brownfield properties. The position is critical to the success of the section and division, and has unique tasks and duties that must be accomplished in a knowledgeable and timely manner, with a minimum of management oversight.

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, 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, engineering, environmental health, environmental science, forest management, geology, ecology, meteorology, microbiology, physics, remote sensing, resource development, resource management, toxicology, or zoology.

EXPERIENCE:

Environmental Quality Specialist 13

Four years of professional engineering or scientific experience in an environmental protection or regulatory program equivalent to an Environmental Quality Analyst, including two years equivalent to an Environmental Quality Analyst P11 or one year equivalent to an Environmental Quality Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Detailed knowledge of State cleanup program, including Parts 201 and 213

Detailed knowledge of the methods for corrective action at sites of contamination

Knowledge of MSHDA process

Knowledge of brownfield policies and procedures

Ability to interpret complex scientific and legal documents

Ability to communicate complex issues effectively, both verbally and in writing

Ability to respond appropriately to requests from media and legislators

Ability to appropriately manage conflict

Organizational skills and knowledge of project management

Ability to use Microsoft software products (Word, Access, Excel, PowerPoint) and e-mail

CERTIFICATES, LICENSES, REGISTRATIONS:

40-hour Hazwoper certification and 8-hour annual refresher training

Valid Michigan driver's license

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

10/12/2022

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