

Position Code
1. RESRALTEB26R

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909
POSITION DESCRIPTION

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
	TRANSPORTATION CENTRAL OFFICE
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Bureau of Development
4.Civil Service Position Code Description	10.Division
Resource Analyst-E	
5.Working Title (What the agency calls the position)	11.Section
Local Agency Program Environmental Coordinator	Environmental Services Section
6.Name and Position Code Description of Direct Supervisor	12.Unit
WOODWARD, DEENA S; TRANSPORTATION PLANNING MGR-3	Environmental Local Agency Programs
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
BARONDESS, MARGARET M; TRANSPORTATION PLANNING MGR-4	425 W. Ottawa Street, Lansing, MI 48933 / M-F, 8 a.m.-5 p.m. or as approved by supervisor

14. General Summary of Function/Purpose of Position

The position is responsible for completing a variety of assignments to protect, develop, and maintain the state's environmental resources which includes the National Environmental Policy Act (NEPA) review and classification of department Local Agency Program (LAP) projects, and updating environmental databases. This position will also function as a resource for local agencies for environmental permitting through the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

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 70

Ensure local agency NEPA documents comply with state and federal regulations for the rural, bridge, and enhancement program areas. Maintain databases and track projects through the NEPA classification process. 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 Michigan Department of Transportation (MDOT) who depend on Environmental Services Section (ESS) services.
- Meet with all ESS staff specialists to understand pertinent environmental laws and procedures to form a basic understanding of all the environmental factors while reviewing environmental documents, as well as forming relationships with other staff to know which specialist to go to with potentially complicated resource-specific questions.
- Classify LAP projects into three federal NEPA classes based upon the potential impact to the environment. After projects are classified, the NEPA document is reviewed more thoroughly in order to certify that it meets all of the state and federal requirements.
- Review local agency NEPA Categorical Exclusion (CE) documents to ensure that the local agencies have addressed all applicable federal and state environmental laws and regulations for their transportation project(s). Once the review is completed, this position will certify (sign) the document, which is one of the requirements the local agencies must fulfill in order to be eligible for federal funding. The signed document is stored in ProjectWise, and the appropriate LAP staff engineer is notified that NEPA is complete, so that they may continue with final designs, etc. on their end.
- Work with ESS and LAP staff to communicate about project schedules, timing of the environmental review, and environmental concerns.
- Guide local officials, the Federal Highway Administration (FHWA), and MDOT staff in the resolution of questions regarding NEPA classification.

Duty 2

General Summary of Duty 2 % of Time 25

Participate in the review process of LAP projects for potential environmental impacts. Assist in the identification of environmental impacts on LAP projects. Organize and coordinate access to environmental data for local agencies.

Individual tasks related to the duty.

- Serve as a liaison to local agencies regarding environmental permitting through EGLE.
- Incorporate changes in environmental guidelines, procedures, and law into the LAP application process.
- Deliver training presentations and material to local agencies.
- Understand and analyze data sources available to local agencies.
- Identify gaps in information such as discovering broken links on websites to identify topics that we could provide more guidance on.
- Recommend strategies to address data gaps such as finding an alternate source of information if the one typically used is no longer available or becomes outdated. Possibly even creating a new resource for information if an alternate can't be identified.
- Correspond with regulatory and resource agency staff, as needed regarding process improvements or to discuss solutions to issues with projects.
- Occasionally conduct field reviews of the project area and attend pre-construction meetings, as required

Duty 3

General Summary of Duty 3

% of Time 5

Other duties as assigned by supervisor.

Individual tasks related to the duty.

- Complete special research projects.
- Prepare training materials.
- Represent the department at meetings.
- Other duties as assigned.

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

Independently apply 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 local agency 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.

Occasionally traversing difficult terrain. Occasionally driving or riding to project locations or training facilities. Operating a computer for extended periods of time. Position may require availability outside normal working hours based on operational needs.

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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input 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 is responsible for completing a variety of assignments to protect, develop, and maintain the state's environmental resources which includes the National Environmental Policy Act (NEPA) review and classification of department Local Agency Program (LAP) projects, and updating environmental databases. This position will also function as a resource for local agencies for environmental permitting through the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

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

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 LAP projects. It provides expertise to evaluate, avoid, minimize, or mitigate environmental impacts of LAP projects. It provides expertise on environmental laws and regulations and ensures compliance with the same.

This position coordinates environmental clearances for LAP projects, updates databases, and helps improve processes contributing to the department's 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 on 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 is required.

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.

ASHLEY PARSONS _____
Appointing Authority Signature

11/13/2024 _____
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.