

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 Departmental Technician-E	10. Division Remediation and Redevelopment
5. Working Title (What the agency calls the position)	11. Section Information Management Section
6. Name and Position Code Description of Direct Supervisor EKEL, NICHOLAS T; 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 525 W. Allegan St. Lansing, MI / 40 hours per week

14. General Summary of Function/Purpose of Position

This position provides support to the Remediation and Redevelopment Division (RRD) by serving as the primary administrator for reports submitted through the Remediation Information Data Exchange (RIDE) database under both the Part 201, Environmental Remediation, and Part 213, Leaking Underground Storage Tank programs.

The primary function of this position is to review and evaluate documents submitted through the RIDE portal to ensure that they meet certain statutory and policy requirements to be considered administratively complete and by accepted by the RRD. This involves ensuring that the report has been entered into RIDE correctly, entered into Content Manager (CM) correctly, and the appropriate staff has been notified. The position will also review RIDE submittal processes and provide recommendations for improving system efficiency and user guidance. The position will assist in the writing of procedures for both third-party RIDE users who are submitting reports and RRD internal staff responsible for processing reports. The position will also follow up with RIDE users to answer technical questions about database functionality, field complaints, and provide general customer support.

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: 65

The position is responsible for ensuring that reports submitted through the RIDE database are processed pursuant to statute and policy, are administratively complete, have the appropriate report classification, and include all required forms. When all conditions are successfully met, the report is reviewed for Personally Identifiable Information (PII), redacted, and processed into CM along with data entered into RIDE. This position also gathers metrics/statistics on submittals.

Individual tasks related to the duty:

- * Monitor the RIDE Production Drive and the RIDEEDM mailboxes for submissions from Third-Party users.
- * Ensure that reports are reviewed for administrative completeness including adherence to statutory requirements described in Part 201 and Part 213 of the Natural Resources and Environmental Protection Act, along with RRD policies including RRD-21 and RRD-26.
- * Ensure that reports for Personally Identifiable Information (PII) and perform document redaction per EGLE Freedom Of Information Act (FOIA) policy.
- * Combine all relevant documentation and process following RRD Electronic Document Management (EDM) policies and procedures.
- * Index documents into CM ensuring they are placed in the correct containers and that a proper data connection will be maintained between the RIDE and CM databases.
- * Notify district project managers, supervisors and secretaries that a submittal has been received and entered into RIDE/CM for their review, and ensure that third-party users have received acknowledgment of the provided report.
- * Document and track information submitted and provide statistical data for division metrics.

Duty 2

General Summary:

Percentage: 20

This position serves as a point of contact for the regulated community by responding to inquiries related to database function, administrative rules and requirements, and EGLE policy on submitting reports through RIDE. This includes assistance in setting up and troubleshooting RIDE accounts, providing guidance on submitting documentation, fielding complaints and providing customer support, and ensuring that submitters understand and provide all required documentation.

Individual tasks related to the duty:

- * Serve as a resource for RIDE Third-Party users by monitoring the RIDE-Admin mailbox.
- * Provide instruction to the regulated community on how to access and interpret RRD guidance that describe proper methods for accessing information and uploading reports using RIDE.
- * Provide instruction to the regulated community on how to provide documentation to RRD that is inclusive of insurance policies, delegation of authority letters, statutorily-required documentation and all other documentation necessary to be considered administratively complete and accepted by the department.
- * Conduct interviews and collect feedback from third-party users to determine the need for updated policy, procedure, and system functionality based on investigation findings.
- * Field complaints by RIDE users and provides customer service, technical troubleshooting, and elevate issues to higher organizational levels when warranted.

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

This position is responsible for maintaining processes and recommending changes as needed to meet the needs of the program.

Individual tasks related to the duty:

*Based on information and experience fielding questions and complaints from third-party users, develop proposed changes to the submittal process and present findings to the RIDE Database Team for review and approval.

* Review information required by individual submittal forms to ensure that they contain necessary information as required by the relevant statutes and RRD policies. As necessary, present findings and propose revisions to forms and related guidance documents to the RIDE Database Team.

* Review changes to RIDE database that modify the submittal process. Plan, develop, and provide updated report processing procedures for lower level staff to follow that accommodate the changes.

* Oversee work of others and provide training as necessary to support the proper processing of reports through RIDE.

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

Other duties as assigned.

Individual tasks related to the duty:

*Support RIDE activities as needed.

* Support the Electronic Records Unit as needed.

* Provide data cleanup of the RIDE system as needed.

* Other duties consistent with Department Technician responsibilities necessary to implement RRD programs.

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

Independent decision making is required for the review and acceptance of reports provided through RIDE, customer service and fielding complaints related to use of RIDE, training other staff on how to properly review and process reports submitted through RIDE, and presenting proposals for optimizing system performance and updating user guidance to senior management. These decision will affect all users of RIDE, including the State of Michigan, Third-Party Users, and the citizens of Michigan.

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

Decision related to changing processes, database functionality, and updating user guidance will be done in coordination with a supervisor and/or the RIDE Database Team and/or Specialist. Direction to other RRD staff to perform tasks will be made using supervisor support.

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.

Normal condition associates with office environments. 90 - 100 percent of the time with be spent working at a computer workstation

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"/> 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's primary function is to ensure that all Third-Party submittals to RRD through the RIDE Database following the statutory requirements of Part 213, and Part 201 of the Natural Resources and Environmental Protection Act, as amended. Provide customer support for Third-Party users and present proposed changes to the RIDE Database Team as needed.

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

New position.

25. What is the function of the work area and how does this position fit into that function?

The RRD has three cleanup programs (Environmental Remediation Program, the Leaking Underground Storage Tank Program, and the Federal Superfund Program) along with being responsible for EGLE's implementation of Brownfield Redevelopment Financing. Within each of these programs are a number of subprograms. The major programs have overarching program objectives and expectations. The subprograms may have detailed compliance and funding objectives based on specific regulations and/or program authorizations. RIDE is being developed to support the cleanup, compliance and enforcement activities for all RRD programs. This position will perform administrative functions required to allow Third-Party documentation submittals to RIDE.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the techniques of using reference materials and organizing data for reports Ability to interpret and apply complex laws, rules and regulations. Ability to analyze data and operations to make recommendations for change. Ability to communicate effectively both verbally and written.

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

8/22/2024

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