

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STDDADM1L17N

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 STATE ADMINISTRATIVE MANAGER-1 | 10. Division Water Resources Division |
| 5. Working Title (What the agency calls the position) Section Manager | 11. Section Permits Section |
| 6. Name and Position Code Description of Direct Supervisor ALEXANDER, CHRISTINE F; STATE DIVISION ADMINISTRATOR | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor SANDERS, JERROD; SENIOR MANAGEMENT EXECUTIVE | 13. Work Location (City and Address)/Hours of Work 525 W ALLEGAN ST; LANSING, MI 48915 / 8:00 a.m.-5:00 p.m., Monday-Friday |

14. General Summary of Function/Purpose of Position

Supervise all aspects of the Permits Section and ensure productivity of the section. This includes establishing the role of the section in the overall water pollution control, and Aquatic Nuisance Control; setting section work objectives and priorities; assigning programs; organizing personnel within the section to achieve objectives; reviewing progress of the work; making decisions on controversial permits requiring management judgment; providing a satisfactory working environment; handling personnel matters; evaluating the success of section programs; and determining future courses of action based on these evaluations. Direct supervision of five 14-level unit supervisors and three Specialist 13s. May be called to testify as an expert witness on permit decisions.

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: 34

Coordinate and manage the process of issuing groundwater and surface discharge permits for the state of Michigan

Individual tasks related to the duty:

- Organize the process for receiving permit applications, obtaining input from other organizational units and the public, developing the permit documents, and issuing the permits.
- Coordinate the process of obtaining timely input from various organizational units in the permitting process.
- Manage and ensure the productivity of section employees.
- Establish fiscal year issuance priorities and hold regular meetings with supervisors to monitor progress.
- Sign and issue the permits after making ensuring compliance with applicable statutes and rules.
- Participate in contested case hearings as necessary.
- Ensure that engineering decisions such as wastewater treatment process capability and mathematical modeling of lakes and streams are carried out properly.

Duty 2

General Summary:

Percentage: 33

Supervise 5 Unit Supervisors, 3 Specialist 13s, and provide leadership for a staff of approximately 50 employees, including approximately 44 environmental professionals.

Individual tasks related to the duty:

- Set an appropriate example of professionalism for staff of the section.
- Manage the process of establishing performance factors and carrying out performance evaluations for all employees in the section.
- Ensure that employees have proper training, including facility site visits and cross training with compliance staff.
- Participate in the budgetary process as necessary to ensure that the needed resources are available to staff.
- Provide communications necessary so that the section functions efficiently

Duty 3

General Summary:

Percentage: 33

Oversee the section's responsibility for providing expertise on technical aspects of wastewater treatment.

Individual tasks related to the duty:

- Work with staff to provide expertise to determinate what types of wastewater treatment are available and what treatment-based permit limitations are appropriate.
- Work with staff to provide expertise to determine what types of treatment are available for eliminating exotic species from ships' ballast water.
- Provide expert testimony in administrative hearings and in state and federal court.

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

Decisions on priority of section tasks necessary to achieve annual goals and targets. Decisions on permits and other regulatory programs. Almost all permitting and regulatory decisions are related to maintaining satisfactory water quality in Michigan and maintaining a cost-effective pollution control program for industries and municipalities.

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

Decisions on permits where there are substantial and relevant unresolved issues. Decisions that are likely to generate public outrage or particular attention by legislators or the press.

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.

This position is mostly office work. Some driving is needed to attend meetings around the state.

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.

| NAME | CLASS TITLE | NAME | CLASS TITLE |
|-------------------------|-------------------------------|-------------------|------------------------------------|
| ALWIN, CHRISTE | ENVIRONMENTAL MANAGER-3 14 | BOSAK, AMANDA M | ENVIRONMENTAL MANAGER-3 14 |
| BUCKMASTER, TAREK R | ENVIRONMENTAL MANAGER-3 14 | DEPETRO, PHILLIP | ENVIRONMENTAL ENGINEER SPL 2 13 |
| GELDERLOOS, ANDREW R | GEOLOGY SPECIALIST 2 13 | NOLL, NATHAN R | ENVIRONMENTAL QUALITY SPL 2 13 |
| RENDON, KRISTINE R | ENVIRONMENTAL MANAGER-3 14 | STARON, MATTHEW F | ENGINEER MANAGER LICENSED-3 14 |
| Additional Subordinates | | | |

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

| | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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?

To manage the regulatory programs for wastewater discharge permits, dam safety, hydrologic studies, aquatic nuisance control permits, and ships' ballast water. To supervise all aspects of the Permits Section and ensure its productivity. To provide technical expertise in wastewater treatment technology.

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

Update PD to reflect current duties. This PD has been revised to accurately represent the classified employees that this position directly supervises and oversees. Furthermore, there have been slight modifications to incorporate current program details that were previously absent.

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

One primary function of the Water Resources Division is water pollution control. This position is for the manager of the programs that impose regulatory requirements under the water pollution control function.

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 any major.

EXPERIENCE:

State Administrative Manager 15
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15
Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to manage multiple complex programs. Ability to lead and motivate people. Ability to communicate effectively, both in writing and orally, and in court or other hostile situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Professional engineering registration is desirable. Valid driver's license preferred.

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.

None

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

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