

Position Code

1.

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 Department of Environment, Great Lakes, and Energy
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Environmental Quality Analyst 12	10. Division Water Resources Division
5. Working Title (What the agency calls the position) Stream Restoration Coordinator	11. Section Field Operations Support Section
6. Name and Position Code Description of Direct Supervisor Anne Garwood, Environmental Manager 14	12. Unit Wetlands, Lakes, and Streams Unit
7. Name and Position Code Description of Second Level Supervisor Amy Lounds, State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work Constitution Hall, 525 W. Allegan St., Lansing, MI 48933/Monday-Friday, 8:00 a.m.-5:00 p.m.

14. General Summary of Function/Purpose of Position

This position is the recognized resource for stream restoration, improvement, and connectivity under Part 301, Inland Lakes and Streams, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), within the Water Resources Division's (WRD) Wetlands, Lakes, and Streams Unit (WLSU). This position is responsible for program development, interpretation of policies and procedures, development of training materials and hosting trainings, and design of guidance and outreach materials on stream restoration, improvement, and connectivity projects. Develop best management practices for stream restoration projects, stream crossings, bankfull identification, and other special project types. This position also participates on statewide and regional stream restoration groups, representing WRD and providing expertise to stream restoration practitioners and professionals.

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 55

Serve as the recognized resource for stream restoration, stream connectivity, and habitat improvement projects under Part 301, Inland Lakes and Streams, of the NREPA.

Individual tasks related to the duty.

- Develop policies, procedures, and guidance on improvements to streams and riparian wetlands for management approval.
- Interpret policies, procedures, and guidance under Part 301 and Part 303, Wetlands Protection, of the NREPA to provide program direction on regulation of projects involving improvements to streams and riparian wetlands, such as dam removals, stream restoration, bank stabilization, habitat improvement, and stream crossings.
- Develop operational procedures, guidelines, and forms for stream restoration for management approval. Communication and input from restoration agencies, organizations, and partners, is used to inform the needs and goals of these materials.
- Recommend and draft new or modify current General Permit Categories or Minor Project Categories for stream restoration and improvement projects.
- Provide technical and regulatory assistance to WRD district staff on review of applications involving improvements to streams and riparian wetlands, such as dam removals, stream restoration, bank restoration, habitat improvement, and stream crossings. Provide comments on permit applications, including providing recommendations on permit conditions and supporting regulatory decisions. Assist with site reviews including assessing stream functions, identifying bankfull, determining regulated activities, and reviewing project alternatives and best management practices for natural channel design.
- Develop and hold training for Department of Environment, Great Lakes, and Energy (EGLE) staff on wetland and stream protection, including improving floodplain connectivity and stream function, bankfull identification, daylighting streams, proper culvert installation, and the use of statewide sediment curves.
- Serve as a liaison to other state, federal or local agencies to update existing policies, and develop new policies, for best management practices for removal of dams and barriers and construction of fish and wildlife habitat structures in wetlands, streams, and lakes.
- Participate on the WRD's 301 Committee to increase communication and improve consistency on stream restoration and improvement.
- Organize, and provide instruction at, bankfull training.
- Develop best management practices for stream restoration and improvement projects.
- Provide recommendations to management on stream restoration and improvement issues relating to Part 301, including process improvements, and special considerations.
- Coordinate with Department of Natural Resources (DNR) to determine ways in which WRD can support, utilize, and promote the Michigan culvert inventory. Facilitate involvement of appropriate WRD programs to support field data collection. Develop processes and training for use of the culvert inventory in decision-making by WRD staff and incorporation of post-construction surveys on newly permitted stream crossings.

Duty 2

General Summary of Duty 2

% of Time 35

Conduct education and outreach activities on stream connectivity to stream restoration organizations, habitat improvement groups, resource managers, and others.

Individual tasks related to the duty.

- Promote best management practices, stream function, natural channel design, and fundamentals of wetlands and stream connectivity to drain commissioners, land managers environmental consultants and engineers, local communities, habitat enhancement organizations, restoration professionals, and other stakeholders.
- Develop stream-related outreach materials and conduct presentations.
- Provide information and training to organizations planning restoration projects to avoid and minimize stream impacts and increase project success, as well as improving connectivity and stream function, bankfull identification, daylighting streams, and proper culvert installation.
- Serve as a point of contact for agencies on stream protection and stream restoration.
- Participate in meetings, conferences, and work groups concerned with stream restoration and improvement issues.
- Participate on the Michigan Stream Team.
- Develop information for EGLE's Web site.
- Attend external partner meetings, professional conferences, trainings, and work groups to increase understanding of stream restoration goals, case studies, funding sources, metrics, and monitoring techniques.
- Give presentations, host workshops, and coordinate tracks at professional meetings and conferences, representing WRD.

Duty 3

General Summary of Duty 3

% of Time 10

Complete additional tasks as assigned by WLSU, WRD, and EGLE management.

Individual tasks related to the duty.

- Provide information and advice on stream program issues to the general public and others.
- Respond to correspondence from citizens, interest groups, and legislators.
- Prepare briefings and special reports on stream program issues.
- Give stream-related presentations to local units of government, professional organizations, school groups, the general public, and other interested parties
- Follow the WRD standard operating procedures regarding office protocol (maintaining calendars, submitting timesheets, submitting travel vouchers, filing procedures, phone calls/greetings, e-mail, etc.).
- Participate in training to enhance professional and administrative skills.
- Perform other duties as assigned by the supervisor, such as special projects, committee assignments, etc.

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

Interpretation of policies, procedures, and guidance. Development of internal and external guidance, training material, identification of program development needs, and promotion of best management practices for stream restoration and improvement at external professional meetings, conferences, and workshops. Providing guidance to stream restoration professionals through interpretation of policies and procedures in trainings and workshops and representing EGLE on professional work groups and committees. These decisions affect how wetland restoration professionals prioritize and design projects and seek grant funds. Stream professional organizations and other stakeholders are affected by the training, forms, and guidelines. WRD staff are affected by these decisions, as well as program credibility and effectiveness.

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

Changes in policies or procedures, and development of new policies or procedures. Handling of new restoration techniques that have not been addressed previously in policies or procedures; legislative inquiries; or highly controversial issues. When instructions or decisions are not clearly covered by department or division policy, procedure, or precedent. Conflicts in workload demands.

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.

The office duties involve sitting at a desk and using the telephone and a computer for extended periods of several hours (80%). The field duties involve data collection in rough terrain, wet conditions, and extremes of heat, cold, and humidity (20%). Field work may also result in exposure to poison ivy, poison sumac, poison oak, and stinging nettles. Field work involves long drives (2 or more hours) and long days (10 or more hours).

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. |

21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

22. What are the essential functions of this position?

Serves as the recognized resource for stream connectivity and stream restoration regulation and program development. Develop and interpret policies and procedures, develop training materials and host trainings, and design guidance and outreach materials on stream restoration, improvement, and connectivity, best management practices for stream restoration projects, stream crossings, bankfull identification, and other special project types. Participate on statewide and regional stream restoration groups, representing WRD and providing expertise to stream restoration practitioners and professionals.

To be successful in this position, the following competencies have been identified as essential: Contributing to Team Success, Communication, Decision-Making, Technical/Professional Knowledge and Skills, Building Strategic Working Relationships, and Planning and Organizing Work.

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

New position.

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

The WLSU provides technical expertise and regulatory support for Lansing and district permitting and enforcement staff for Part 301, Inland Lakes and Streams; and Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. The WLSU also coordinates with other agencies and organizations to assist in management of lake, stream, and wetland resources at the land/water interface in accordance with provisions of Parts 301 and 303. This position serves as the recognized resource and administers Part 301 of the NREPA and provides technical and regulatory support for stream restoration projects.

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

EXPERIENCE:

Environmental Quality Analyst 12

Three years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ability to communicate effectively, interpret directives, and perform well under pressure. Basic understanding of stream functions and ecology, state and federal laws related to stream protection and management, and experience in stream management and regulation. Excellent oral and written communication skills. Good conflict resolution skills. The ability to relate technical and legal language concepts to the general public. A working knowledge of Microsoft Office applications. Prior experience with stream assessment and restoration is helpful, but not required. The successful candidate should be able work cooperatively with others, be flexible as the workload demands, organize their workload, and deal with difficult people.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is preferred.

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.