

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>  	<b>8. Department/Agency</b> Department of Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b>  
<b>4. Civil Service Position Code Description</b> Environmental Quality Analyst 9-P11	<b>10. Division</b> Water Resources Division
<b>5. Working Title (What the agency calls the position)</b> Stream Restoration Coordinator	<b>11. Section</b> Field Operations Support Section
<b>6. Name and Position Code Description of Direct Supervisor</b> Anne Garwood, Environmental Manager 14	<b>12. Unit</b> Wetlands, Lakes, and Streams Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> Amy Lounds, State Administrative Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b> 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 administers Part 301, Inland Lakes and Streams of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA) and assists the Inland Lakes and Streams Program staff by providing technical support on stream restoration, habitat improvement, and stream connectivity projects. Promote best management practices for stream restoration projects, stream crossings, bankfull identification, and other special project types. This position also assists with program development efforts and coordination with several other statewide programs.



Duty 3

**General Summary of Duty 3**

**% of Time 20**

Participate in streams program development for Part 301, Inland Lakes and Streams, in conjunction with Wetlands, Lakes, and Streams Unit (WLSU) staff and others in the Field Operations Support Section (FOSS).

**Individual tasks related to the duty.**

- Participate in coordinating bankfull training, including suggesting instructors and venues, providing agenda items, and assisting with other class logistics.
- Participate in drafting processes and procedures to promote and efficiently review dam removal and stream restoration projects for management review.
- In coordination with the WLSU supervisor and technical staff, develop training for EGLE staff on wetland and stream protection and restoration, including confirming instructors, finding venues and sites, drafting agendas, and coordinating other class logistics.
- Assist with development of 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 EGLE resource staff and incorporation of postconstruction surveys on newly permitted stream crossings.
- Participate in updates and revisions of the expedited permit categories under Part 301.

Duty 4

**General Summary of Duty 4**

**% 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 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.**

Provide assistance to internal or external contacts on established stream program regulations and restoration. Evaluate current program, determine program difficulties, and recommend solutions. WLSU and WRD staff are affected by these decisions, as well as program credibility and effectiveness. At the entry level, staff is expected to work closely with the supervisor to make decisions, but it is expected that as staff develops experience and program knowledge, decision-making responsibilities will increase.

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

New or revised interpretations of programs and environmental laws, new and revised procedures and guidance, public complaints, and controversial issues. When decisions are not clearly covered by departmental policy, procedure, or precedent. Unresolved issues with staff or the public. 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?**

Administer Part 301, Inland Lakes and Streams, of the NREPA, and provide technical support to WRD staff regarding stream restoration, habitat improvement, and stream connectivity projects. Conduct education and outreach activities on stream restoration, stream connectivity, and habitat improvement projects to stream restoration organizations, habitat improvement groups, resource managers, and others. Participate in streams program development for Part 301 in conjunction with WLSU staff and others in the FOSS.

Provide assistance to external customers and WRD staff; participating in development of procedures, guidance documents, and other program documents; provide regulatory support and training for stream connectivity and stream restoration; and work collaboratively with external and internal partnerships.

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 administers Part 301 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 9

No specific type or amount is required.

Environmental Quality Analyst 10

One year of professional experience equivalent to an Environmental Quality Analyst 9.

Environmental Quality Analyst P11

Two years of professional experience equivalent to an Environmental Quality Analyst including one year equivalent to an Environmental Quality Analyst 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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.**