State of Michigan
Civil Service Commission

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

Position Code
1. STUDASTE

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 Student Assistant-E	**10. Division** Water Resources Division
5. Working Title (What the agency calls the position) Student Assistant	**11. Section** Emerging Pollutants Section
6. Name and Position Code Description of Direct Supervisor KAMMER, STEPHANIE R; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor ALEXANDER, CHRISTINE F; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 525 W. Allegan Street, Lansing, MI 48933 / Vary and cannot exceed 29 hours per week

14. General Summary of Function/Purpose of Position

This student assistant position will assist Emerging Pollutants Section (EPS) staff with the implementation of the land application of biosolids containing PFAS interim strategy and with investigating impacts of legacy land applications in St. Clair County. Job duties include mapping with the ArcGIS software suite; compiling and analyzing regional PFAS data from existing environmental samples; assisting EPS staff with desktop analysis site reviews; and conducting literature reviews and local historical research relating to PFAS and land application.

Additionally, this position will assist EPS staff with the prioritization of facilities with groundwater discharge permits for evaluation under EGLE's compliance strategy for addressing PFAS from public and private municipal groundwater discharges.

Finally, this position will help EPS staff respond to harmful algal bloom reports throughout state. Job duties may include helping collect samples of harmful algal blooms and assisting with responding to harmful algal bloom reports.

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:** **60**

Assist EPS staff with implementation of EGLE's Land Application of Biosolids Containing PFAS Interim Strategy and with investigations of legacy land application impact.

Individual tasks related to the duty:

- Compile, analyze, and interpret PFAS chemical data from environmental samples. This includes researching and applying statistical methods to aid in source identification and PFAS composition fingerprinting.
- Work with the ArcGIS software suite to map biosolids land application record data and environmental sample results, and to create ArcGIS Online deliverables (e.g., dashboard and story map).
- Conduct local historic research about activities that are potential sources of PFAS to the environment.
- Review data submittals and draft letters based on provided guidance and EGLE oversight.
- Assist EPS staff with FOIA requests and desktop analysis site reviews.
- Assist EPS staff with field sampling.

Duty 2

General Summary: **Percentage:** **20**

Assisting EPS staff with prioritization of facilities for evaluation under EGLE's compliance strategy for addressing PFAS from public and private municipal groundwater discharges.

Individual tasks related to the duty:

- Assist EPS staff with updating a master list and accompanying ArcGIS map of facilities with groundwater discharge permits in the state.
- Calculate average effluent flows for municipal wastewater treatment facilities.
- Assist EPS staff classifying groundwater discharge facilities into priority categories for evaluation for groundwater PFAS impacts.
- Assist EPS staff with field sampling.

Duty 3

General Summary: **Percentage:** **15**

Assist EPS staff with collecting harmful algal bloom samples and responding to harmful algal bloom reports.

Individual tasks related to the duty:

- Assist with the collection of harmful algal bloom samples in lakes and rivers in Michigan.
- Help identify harmful algal blooms through submitted pictures and information.
- Assist with correspondence to the public who has submitted harmful algal bloom reports.

Duty 4

General Summary: **Percentage:** **5**

Other duties as assigned.

Individual tasks related to the duty:

- Participate in training to enhance professional and administrative skills.
- Participate in cross-training opportunities in the field with other WRD staff.
- Attend EPS and WRD meetings as assigned.

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

Prioritization of daily work assignments based on general guidance from supervisors or lead worker.

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

Daily work assignments require supervisory review.

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.

Work involves both office and field working environments. Must be capable of full range of physical activity on all types of terrain and under variable weather conditions. Normal driving is required.

Physical Activities: Standing, sitting, walking climbing, wading, stooping, digging, kneeling, jumping, and carrying are all done routinely during field investigations. Many field investigations are on undeveloped property. Field work will require walking, wading, and climbing across rough terrain, with thick vegetation and/or other adverse natural conditions.

Conditions/Hazards: Wet, cold, heat, noise, dust, poisonous vegetation, insects and wildlife, wading in water and working in traffic areas are all encountered when working in the filed. Field work constitutes about 5% of the job. Division safety procedures must be followed in all activities.

This position may require sitting in front of a computer for an extended period of time.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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 essential duties of this position are to assist staff within assigned work area.

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 function of the WRD's Emerging Pollutants Section is to be a technical resource in the development and implementation of WRD programs and policies to address emerging pollutants at various levels from individual sites to statewide issues in a comprehensive and strategic manner, ensure the protection of public health; and preserve and enhance the waters of the State of Michigan.

This student assistant position will assist EPS staff with the development and implementation of EGLE's compliance strategies for addressing PFAS at facilities permitted by EGLE's Water Resources Department, including the land application of biosolids containing PFAS interim strategy and the compliance strategy for addressing PFAS from public and private municipal groundwater discharges. The position will also support EPS investigations of PFAS impacts from legacy and applications.

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

EDUCATION:

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

Prefer: Current enrollment in college or university and pursuing an undergraduate or graduate degree in geographic information systems (GIS), geology, environmental science, hydrogeology, biology, natural resource management, or similar.

EXPERIENCE:

Student Assistant A
No specific type or amount is required.

Prefer: The Student Assistant should have a strong interest in environmental protection. Proficiency with Microsoft Office applications and experience working with spreadsheets is required. Experience in geographic information systems (GIS), data analysis using statistical or programming software, and database development/maintenance are preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and ability to operate common business software (e.g. MS office, Excel)

GIS training and experience preferred.

Some experience with data analysis and visualization in R or other programming language preferred.

Knowledge of environmental chemistry and pollution sources preferred.

Ability to spend multiple hours working at a computer workstation.

Ability to read and think critically.

Ability to write descriptively and succinctly.

Ability to understand and follow direction.

Ability to communicate effectively, orally and in writing.

Ability to organize, plan and complete projects efficiently.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan 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**