

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
Vacant	Environment, Great Lakes and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Librarian 9-P11 (PART TIME)	Remediation and Redevelopment Division
5. Working Title (What the agency calls the position)	11. Section
Librarian	Executive Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Eric Wildfang, Toxicologist 14 Manager	Toxicology Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Joshua Mosher, State Division Administrator 17	525 West Allegan, Lansing 40 hours per pay period
14. General Summary of Function/Purpose of Position	
The primary purpose of this position is to provide information and research services to support Remediation and Redevelopment Division (RRD), Water Resources Division (WRD), Air Quality Division (AQD), and Materials Management Division (MMD) staff. The person in this position will conduct online scientific literature searches, maintain the department's science reference library and digital catalog, obtain scientific materials from various sources, assist staff in the use of the library and its resources, and manage library software subscriptions. The position will be supported by RRD, WRD, and AQD.	

**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 25% of Time

Conduct computerized literature searches as requested by RRD, WRD, AQD, and MMD staff. This position will primarily provide support to program toxicologists in these divisions but will also assist other division staff with research needs. Obtain scientific articles and research materials through interlibrary loans and other available lending resources.

Individual tasks related to the duty.

- Search online databases and other internet resources for scientific information requested by RRD, WRD, AQD, and MMD staff.
- Provide scientific or other data search findings to staff that requested the information.
- Develop an organized system for saving search results so they can be accessed and updated as requested.
- Manage incoming and outgoing requests for interlibrary loans.
- Obtain and provide physical or electronic copies of requested articles to staff.
- Arrange for purchase of requested materials that are not available via loan after obtaining management approval.
- Conduct research at the Library of Michigan and local university libraries.
- Maintain metrics of literature searches, article requests, and material purchases.
- Manage the subscription for the department's literature search software.
- Conduct staff training on performing literature searches, reference management, and submitting library requests, as needed.

Duty 2

General Summary of Duty 2 30% of Time

Maintain the department's science reference library and digital library catalog for RRD, WRD, AQD, and MMD.

Individual tasks related to the duty.

- Collect materials owned by the divisions and catalog the material.
- Re-shelve library materials used by staff and add new material to the library as needed or requested.
- Perform periodic updates to the digital library catalog and assure that it is electronically accessible to all library patrons.
- Work with IT staff to maintain and update the digital library catalog database as needed.
- Compare the contents of digital library catalog against the physical library holdings to identify missing materials.
- Cull library reference materials that are electronically or otherwise available to minimize the footprint of the physical library holdings.
- Locate and make electronic copies of toxicity studies used to derive aquatic life values by the WRD.
- Advise RRD, WRD, AQD, and MMD management on issues related to library maintenance, including such areas as space, structural, equipment, software, and resource needs.

Duty 3

General Summary of Duty 3

25% of Time

Assist RRD toxicologists with organizing and maintaining files related to the collection of chemical-specific information and related scientific materials. Provide support to RRD toxicologists as needed in the development of the Part 201 generic cleanup criteria.

Individual tasks related to the duty.

- Assist RRD toxicologists with the organization and maintenance of electronic and hard copy cleanup criteria-related files.
- Support electronic data management of cleanup criteria-related files.
- Conduct internet research in support of the development of the generic and site-specific cleanup criteria.
- Conduct internet research in support of program policy and protocol development.
- Conduct internet research in support of special assignments as directed by division management.
- Attend and participate in RRD Toxicology Unit meetings.

Duty 4

General Summary of Duty 4

10% of Time

Keep current on advancements in library science best practices and scientific literature searches. Pursue professional development opportunities. Attend toxicology staff meetings.

Individual tasks related to the duty.

- Keep current on the most cost-effective and efficient methods for obtaining scientific information.
- Keep current on enhanced methods of conducting literature searches.
- Attend meetings with other librarians in state government or local academic institutions, as appropriate.
- Identify and pursue professional development opportunities such as webinars, workshops, and conferences.
- Attend RRD, WRD, AQD, and MMD toxicology staff meetings to learn about various toxicology issues that may assist with the quality of information searches.
- Attend Toxics Steering Group meetings.

Duty 5

General Summary of Duty 5 **10% of Time**

Collect current toxicology and risk assessment related information and disseminate to staff toxicologists on a regular basis. Assist in the preparation of a toxicology-related newsletter for department staff.

Individual tasks related to the duty.

- Track toxicology and risk assessment related websites, emails, and other electronic media for relevant information, including news, webinars, training opportunities, professional seminars, workshops and conferences, policy updates, databases, guidance documents, technical materials, and other pertinent announcements.
- Collate toxicology and risk assessment related information into an organized format for regular dissemination to RRD, WRD, AQD, and MMD toxicologists.
- Collaborate with Toxic Steering Group members on publication of the group's newsletter.

Duty 6

General Summary of Duty 6 **% of Time _____**

Individual tasks related to the duty.

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

Decisions on the most appropriate online database and literature search strategies; what items will be added to or discarded from the library collection; the best sources from which to obtain library materials and how they will be cataloged.

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

Purchases of library-related materials and software. Prioritization of requests and activities, particularly when the workload is excessive.

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 job requires extended periods of time sitting at a desk and working on a computer. The job also requires maintenance of a library which could result in exposure to dust and would require the lifting of books and documents onto shelves and into filing cabinets.

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>
NONE			

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 employee in this position is responsible for performing computer literature searches on chemical substances, organizing, and maintaining the results of the searches, obtaining copies of requested materials, maintaining a physical and digital reference library, and ordering technical reference materials. The person in this position also supports RRD toxicologists in development of generic and site-specific cleanup criteria.

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

The position is equally funded by three divisions: WRD, RRD, and AQD. The position was previously funded by RRD but all on-line literature sources were coded and charged to the division that requested the search.

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

The RRD Toxicology Unit provides toxicology and other technical support to the division and department, most specifically related to the remediation of environmentally contaminated sites. The Unit generates the generic cleanup criteria for the state cleanup program and evaluates the risks related to exposure to hazardous substances present in the environment. This position will provide support to the toxicologists and other staff working in RRD, WRD, AQD, and MMD.

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

EDUCATION:

Bachelor's degree in biological, chemical, or physical sciences with a graduate degree in library science (MLS).

EXPERIENCE:

Must have experience in performing literature searches, searching online databases, and maintaining physical and digital library collections.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be knowledgeable in library science best practices; must be self-motivated, highly organized, and able to work well with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.