

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 Environmental Manager-3	10. Division Geological Resources Management Division
5. Working Title (What the agency calls the position) Supervisor	11. Section Groundwater and Geological Services Section
6. Name and Position Code Description of Direct Supervisor PAPPAS, LENA K; STATE ADMINISTRATIVE MANAGER-1	12. Unit Groundwater Data
7. Name and Position Code Description of Second Level Supervisor WYGANT, ADAM W; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work Stabenow Building, 525 W. Allegan, Lansing, MI / 40 hours / week, M-F

14. General Summary of Function/Purpose of Position

The position is responsible for administering the operations of the Groundwater Data Unit (GDU). The GDU manages the development of the Groundwater Data Management System (GWDMS) and development of the state-wide Groundwater Monitoring Network (GWMN). The GDU is responsible for administration of technically complex funded projects which have a focus on geologic or hydrologic topics. The GDU is also responsible for providing services related to evaluation or development of hydrogeologic datasets, including those developed using geographic information services (GIS) software, finite difference and analytic element numeric modeling software, or geostatistical methodology. Additionally, this position is responsible for oversight of the GDU staff including all supervision and management duties.

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: 50

Monitors, directs, and provides technical implementation of unit assignments, either directly or through staff.

Individual tasks related to the duty:

- Develop workplans to integrate identified datasets into the Groundwater Data Management System. Oversee system administrators' work and approve workflows associated with the creation of the database. Plan messaging to identify communication opportunities to facilitate the creation of the database.
- Oversee the creation of the state-wide groundwater monitoring well network, including approving new well locations, installation and well network maintenance, data collection strategies, and abandonment of wells as needed. Review and approve wells identified to contribute to the United States Geologic Survey National Groundwater Monitoring Network (USGS GWMN). Provide support on the grant administration and review associated reports with the USGS GWMN.
- Review work completed by groundwater modelers, including providing support to staff creating or reviewing numerical or analytic element groundwater flow models. Provide guidance on modeling or geostatistical techniques used for this purpose. Identify software and recommend licensing needed. Identify conferences or training opportunities for staff to develop and stay current with technical skills.
- Oversee the creation of groundwater modeling guidance documents.
- Participate in the Water Use Advisory Council (WUAC). Coordinate grants and contracts resulting from funding allocated from the WUAC or other sources.
- Oversee the standardization of Groundwater and Geologic Services Section Geographic Information System (GIS) maps, including the contribution of the developed GIS maps to division-wide platforms, including adhering to EGLE GIS data standards.
- Oversee the development and launch of the Michigan Hydrologic Framework (MHF) and the Michigan Water Management Database (MIWMD).
- Completes other tasks and assignments as directed by supervisor.

Duty 2

General Summary:

Percentage: 25

Supervises division staff, budgets, and activities in the Groundwater Data Unit.

Individual tasks related to the duty:

- Reviews and approves leave, time, and attendance.
- Prioritizes and makes work assignments.
- Reviews and provides direction for quality and quantity of work output.
- Prepares and monitors budget, approves purchases and expense reimbursements in the unit.
- Develops work plans, oversees the annual report and other strategic planning activities for the unit.
- Conducts performance reviews and employee disciplinary actions.
- Provides for training opportunities and ensures staff have and utilize the correct Personal Protection Equipment
- Mentors new and existing staff and ensures staff are trained in their job functions
- Completes other administrative tasks and work assignments as directed by supervisor.

Duty 3

General Summary:

Percentage: 5

Present Division and Department programs to the public and the regulated community.

Individual tasks related to the duty:

- Prepare and present talks to public and private groups.
- Communicate division concerns and negotiate conflict resolution where feasible.
- Respond or ensure response to all public and private complaints using written, verbal, or face-to-face communication as necessary.
- Give information or testimony at public hearings and court proceedings as necessary.
- Be available to conduct these activities during non-regular work hours when problems, complaints, or other activities suddenly arise.

Duty 4

General Summary:

Percentage: 5

Coordinate Groundwater Data Unit programs with other programs in the Department of Environment, Great Lakes, and Energy, and with other local, state, and federal agencies.

Individual tasks related to the duty:

- Communicate formally and informally with other district supervisors within the Department of Environment, Great Lakes, and Energy to ensure that program issues are recognized and addressed.
- Attend local meetings to represent the Geologic Resource Management Division programs when controversy arises.

Duty 5

General Summary:**Percentage: 15**

Provide policy, procedural and technical assistance to the division director and management team, and other duties as assigned.

Individual tasks related to the duty:

- Serve on committees and task forces as requested.
- Perform special assignments as requested.
- Serves as a member of and provides information to the Geologic Resource Management Division management team regarding performance of strategic plan, means and measures.
- Provide input and participate in the creation, updating, and maintenance of Geologic Resource Management Division policies.
- Other duties as assigned.

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

This position evaluates and provides recommendations, instructions, and requirements for activities related to development of EGLE-wide geologic and hydrologic databases in both the GWDMS and MHF, the statewide groundwater monitoring network and contribution to the USGS GWMN, groundwater modeling, GIS, and geostatistics. This position also evaluates personnel matters such as work assignments, work hours, procedures, annual and sick leave approval, discipline, and training. These decisions affect the oil and gas industry, their contractors, GRMD staff, and frequently the general public

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

Decisions on guidance documents, technical approaches, final determination on groundwater flow modeling and reviews which can be controversial in nature. Decisions on data maintenance and records, accessibility, and interpretation.

Decisions regarding change of priorities, are precedent setting, large budget expenditures, disciplinary actions, significant conflicts and changes in policy or procedure.

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.

Frequent physical activities include sitting at a desk to write or utilize a computer, driving a vehicle on highways and unimproved roads, minor carrying of equipment. These activities are conducted year-round, mostly during the day, but sometimes at night. Exposure to wet, cold, and dust for a short 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
RUHALA, SYDNEY S	GEOLOGY SPECIALIST 2 13	VANDYKE, JILL	GEOLOGY SPECIALIST 2 13
NEGASSA, TARIKU I	GEOLOGIST-E P11	CAMERON, MEGAN S	GEOLOGIST-E P11
VACANT	GEOLOGY SPECIALIST 2		

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

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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?

This position manages staff and programs in the Groundwater Data Unit. This includes reviewing written documents, entering computer data, on-site inspections at monitoring well sites, communicating with staff and public. The position is responsible for making decisions based on knowledge of the hydrogeology, data management, and geologic interpretation and computer modeling.

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

New position. The responsibilities of this position are currently completed by the Groundwater and Geologic Services Section Manager.

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

The Groundwater Data Unit is responsible for creation of the Groundwater Data Management System and the Groundwater Monitoring Network. The Groundwater Data Unit is responsible for technical groundwater model reviews and conceptual site model development when needed. The Groundwater Data Unit is responsible for maintaining GIS based data layers and coding based productivity tools for the Groundwater and Geologic Services Section. This position oversees this unit and facilitates its success in achieving its goals.

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 the physical sciences, biological sciences, resource management, sanitary science, environmental health, engineering, geology, or in geological, petroleum, or mining engineering.

EXPERIENCE:

Environmental Manager 14

Five years of professional experience in an engineering or scientific field carrying out geological and/or environmental activities to protect, develop and maintain natural resources; working in an environmental protection program; or, enforcing environmental health or environmental protection laws, including three years equivalent to the experienced (P11) level, two years equivalent to the advanced (12) level, or one year equivalent to a 13-level specialist or manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general geologic principles as applied to hydrogeologic systems and resource management is required, specific knowledge of Michigan geology is extremely desirable.

Knowledge of geostatistics, groundwater modeling, coding languages, geographic information systems, monitoring well network design and maintenance is essential.

Knowledge of employee supervisory methods.

Ability to supervise others.

Ability to perform public speaking activities.

Ability to use a computer in the completion of work duties.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Michigan Driver's License is 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.

RYAN STARKWEATHER

10/20/2025

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