

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>	<b>10. Division</b>
Student Assistant	Water Resources Division
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Student Assistant	Great Lakes Watershed Assessment Restoration and Management Section (GLWARMS)
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Kevin Cox, Toxicologist Manager 14	Water Toxics Unit (WTU)
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Gary Kohlhepp, State Administrative Manager 15	525 West Allegan Street, Lansing, MI 48933 / Work hours will vary and cannot exceed 29 hours per week

**14. General Summary of Function/Purpose of Position**

This position will be responsible for assisting Water Resources Division (WRD) Great Lakes Watershed Assessment Restoration and Management Section (GLWARMS) Water Toxic Unit (WTU) staff with general duties as assigned. Specific job duties will include assisting WTU staff with organizing and completing an inventory for EGLE's Wildlife Contaminant Monitoring Program for biological samples collected from Bald Eagles. Additional job duties will include updating the existing database for contaminant results from Bald Eagles and Gulls.

This position will also assist WTU staff with preparing monitoring data for reports, including statewide monitoring efforts for Beneficial Use Impairments for EGLE's Wildlife Contaminant Monitoring Program, PFAS in surface water, fish contaminant monitoring, *E. coli* monitoring for both inland waters and beaches. The position will also assist WTU staff with field work related to the unit's monitoring responsibilities. Additional responsibilities will be to assist state toxicologists in evaluating the potential hazards of chemical or biological substances by assisting with literature reviews and study summaries.

The Student Assistant should have a strong interest in environmental protection as well as an aptitude for field work.

**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 45**

Assist WTU staff with organizing and completing an inventory of biological samples from Bald Eagles collected as part of EGLE wildlife contaminant monitoring efforts.

**Individual tasks related to the duty.**

- Assist WTU staff in organizing Bald Eagle and Herring Gull biological samples to create inventory to allow for future research projects.
- Organize and label biological samples while maintaining sample integrity in a laboratory setting.
- Catalog samples in a Microsoft® Excel database.
- Organizing contaminant data files associated with EGLE's Wildlife Contaminant Monitoring Program.
- Assist WTU staff in preparation of necessary permits to transfer biological samples from current United States Fish and Wildlife Service (USFWS) location to EGLE location for long term storage.

Duty 2

**General Summary of Duty 2**

**% of Time 40**

Assist WTU staff with scientific literature reviews as well as analyzing monitoring data for staff reports, including the Beneficial Use Impairment report for the Wildlife Contaminant Monitoring Program, statewide monitoring efforts for PFAS in surface water, fish contaminant monitoring, and *E. coli* monitoring for both inland waters and beaches.

**Individual tasks related to the duty.**

- Assist WTU staff with preparing and analyzing monitoring data for incorporation into staff reports related to WTU statewide monitoring activities.
- Conduct literature reviews for human health toxicity and aquatic life toxicity studies for chemicals of interest.
- Assist with product reviews for Water Treatment Additives, Rule 97 and Aquatic Nuisance Control programs.
- Assist with evaluation of grantee quarterly reports for statewide beach monitoring efforts.
- Assist with WTU monitoring database entry and upkeep.
- Perform literature reviews for toxicology and environmental topics as requested by WTU staff.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Assist WTU and GLWARMS staff with fieldwork.

**Individual tasks related to the duty.**

- Assist with the collection of fish, water, and sediment samples in support of WTU efforts.
- Participate in wildlife contaminant monitoring field outings.
- Assist in fillet preparation of fish contaminant monitoring samples.
- Assist with GLWARMS fieldwork as needed.

Duty 4

**General Summary of Duty 3**

**% of Time 5**

Other duties as assigned

**Individual tasks related to the duty.**

- Participate in training to enhance professional and administrative skills.
- Attend WTU, GLWARMS 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.**

None.

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

All decisions will be reviewed by WTU staff.

**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.**

Work involves both office and field working environments. Must be capable of a 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 field. Field work constitutes about 15% 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. (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):**

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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?**

Assist WTU staff with organizing and completing an inventory of biological samples from Bald Eagles and Gulls, assist in evaluating the potential hazards of chemical or biological substances, and assist in preparation technical and scientific reports in conjunction with WTU staff.

**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 WTU assesses the potential impacts of toxic substances to aquatic life, wildlife, and human health to the groundwater and surface water programs. Staff routinely assess the hazards of chemicals to wildlife, aquatic life, and human health and derive water quality values that are used in regulatory programs. The unit also provides information and advice on the physical, chemical, and toxicological characteristics of chemicals to staff, the regulated community, and the public upon request. The unit is responsible for implementing the wildlife, beach, and fish contaminant monitoring components of the WRD's monitoring strategy. Staff also provide technical expertise on issues dealing with whole effluent toxicity (WET), water treatment additives, water effect ratios, and site-specific criteria.

This student assistant position will support WTU wildlife monitoring efforts through organization and completing an inventory of biological samples from Bald Eagles. The student assistant will also help with conducting literature searches and reviews for toxicology information in support of Rule 57, aquatic nuisance control, water treatment additives and Rule 97 projects. The student will also assist in grant management in support of beach monitoring efforts. Lastly, the student will participate in WTU field work activities.

<b>25. What are the minimum education and experience qualifications needed to perform the essential functions of this position?</b>	
<b>EDUCATION:</b> Current enrollment in high school, vocational or technical school, or post-secondary educational institution.  <b>Prefer:</b> Biochemistry, Environmental Sciences, Fisheries and Wildlife, Molecular Biology, Natural Resource Management, Toxicology field of study or similar. Completion of 55 semester hours (or 83 term hours) in college toward the degree.	
<b>EXPERIENCE:</b> The Student Assistant should have a strong interest in environmental protection and an aptitude for field work. Preferred experience in fisheries, wildlife and environmental monitoring.	
<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> Excellent interpersonal, organizational and communication skills, including the ability to listen actively, express complex ideas clearly and succinctly. Willingness to work collaboratively with EGLE staff in a strongly teamwork-oriented setting Experience with GIS is also preferred.	
<b>CERTIFICATES, LICENSES, REGISTRATIONS:</b> Valid Michigan driver's license preferred.	
<i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i>	
<i>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.</i>	
_____ <b>Supervisor's Signature</b>	_____ <b>Date</b>
<b>TO BE FILLED OUT BY APPOINTING AUTHORITY</b>	
Indicate any exceptions or additions to statements of the employee(s) or supervisors.	
<i>I certify that the entries on these pages are accurate and complete.</i>	
_____ <b>Appointing Authority Signature</b>	_____ <b>Date</b>
<b>TO BE FILLED OUT BY EMPLOYEE</b>	
<i>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.</i>	
_____ <b>Employee's Signature</b>	_____ <b>Date</b>

**NOTE: Make a copy of this form for your records.**