CS-214
Rev 11/2013

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
	Environment, Great Lakes, and Energy
3.Employee Identification Number	**9.Bureau (Institution, Board, or Commission)**
4.Civil Service Position Code Description	**10.Division**
Environmental Quality Specialist 13	Drinking Water and Environmental Health
5.Working Title (What the agency calls the position)	**11.Section**
Environmental Quality Specialist	Community Water Supply
6.Name and Position Code Description of Direct Supervisor	**12.Unit**
Kris Philip, Environmental Manager 15	N/A
7.Name and Position Code Description of Second Level Supervisor	**13.Work Location (City and Address)/Hours of Work**
Brandon Onan, State Division Administrator 17	525 W. Allegan St., Lansing, MI Mon-Fri, 8am-5pm; 80-hour pay period

14. General Summary of Function/Purpose of Position

This position serves as the statewide primacy specialist and projects coordinator for critical Public Water Supply Supervision (PWSS) Program activities and initiatives. The position supports the PWSS program by coordinating and/or conducting work required under federal primacy, state and federal regulations, and aligned with the division's mission and goals. Primary responsibilities include executing projects; coordinating the development and submission of reports to U.S. Environmental Protection Agency (EPA) as required under federal primacy and/or to utilize federal funding; coordinating with supporting units and programs; overseeing program performance metrics; and advising on and/or creating and implementing solutions to advance PWSS Program and division goals.

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 60**

Serve as the PWSS Program primacy specialist by managing and coordinating activities required to maintain federal primacy to administer Michigan's PWSS Program.

Individual tasks related to the duty.

- Provide technical expertise and coordinate critical activities required for Michigan to maintain federal primacy and funding to implement and enforce the PWSS Program.
- Monitor and interpret changes to the Safe Drinking Water Act and EPA primacy requirements.
- Serve as the program's technical expert and main point of contact with EPA for primacy requirements.
- Liaison with federal, state, and local stakeholders (EPA, other EGLE divisions, state departments, PWSs) on primacy requirements.
- Consult with the EPA on numerous activities required under federal primacy, including programmatic reporting to EPA, coordination of EPA reviews, and other federal inquiries.
- Consult and work with local units of government (regulated entities) by soliciting stakeholder feedback on program policies and initiatives; and work with other EGLE divisions or other state agencies on projects or policies with overlapping interests.
- Review and submit to EPA primacy revision packages for the PWSS Program, answer EPA questions regarding the revisions, and track/monitor EPA approval of the revisions.
- Maintain a comprehensive understanding of the Safe Drinking Water Act and how to apply the requirements to the PWSS Program.
- Coordinate development and submission of federally required PWSS Program reports and workplans:
    - Prepare required reports to EPA for Division Director review and approval. This includes gathering information about program activities from across the division (statistics, accomplishments, challenges, etc.), evaluating/compiling the information, and generating final reports for leadership review. Reports include, but are not limited to, the annual PWSS grant report, Annual Set Aside Work Plan, and Set Aside Activity Report.
    - Coordinate division management and Administration Section staff development of budget and FTE assignments related to the annual PWSS grant and DWRF set asides.
    - Provide review and/or input on other required EPA program reports such as periodic capacity development, operator certification, and annual compliance reports, etc.
- Coordinate with EPA and division staff during EPA file and enforcement reviews of Michigan's PWSS Program implementation. Coordination includes, but is not limited to:
    - Attending coordination meetings with EPA before, during, and after reviews.
    - Coordinating sharing of files, data, and other requested information during reviews.
    - Coordinating development of, and ongoing status reporting on, correction action plans following reviews.
    - Communicating review outcomes with division staff.

- Serve as a primary contact for other EPA requests, as assigned. Coordinate gathering of information for such requests, review and compile gathered information and prepare response to EPA.
- Establish processes and timeframes to meet deadlines associated with the tasks above.
- Analyze, and report key PWSS Program data and performance metrics to support primacy activities and overall program goals:
    - Analyze data and information to proactively identify opportunities to improve the PWSS Program's performance and the quality and consistency of program implementation. Present related recommendations to leadership.
    - Analyze data and information to assess impacts of federal or state regulatory, policy, or process changes and develop strategies for implementation.
    - Work with program leadership and staff to identify effective program metrics.
    - Collaborate with data management staff to ensure performance metrics are maintained and visible to division leadership and reportable to the EPA, EGLE leadership, and the public as applicable.
    - Respond to EPA and division management requests for program metrics or information.
    - Keep abreast of national trends related to PWSS priority topics to inform division decisions, policies, and initiatives.

Duty 2

General Summary of Duty 2 **% of Time 25**

Execute PWSS projects and initiatives. Engage collaboratively with division leadership and staff, other EGLE divisions, and/or stakeholders to identify and implement solutions that advance public health protections related to public drinking water.

Individual tasks related to the duty.

- Implement PWSS Program projects or initiatives to further PWSS Program effectiveness. Examples may include, but are not limited to, lean process improvement initiatives, execution of corrective action plans resulting from program reviews or audits, development and/or implementation of new business processes, policies, procedures or regulations, etc.
- Develop comprehensive project plans, schedules, progress summaries, and reports for initiatives assigned by the DWEHD Director or the Community Water Supply Section Manager which encompass duties and outcomes from the work of the Engineering Section, Field Operations Section, Community Water Supply Section, Environmental Health Section, and at times the Administration Section.
- Collaborate with division personnel to ensure the efficient execution of designated projects, including collaboration with the Administration Section financial staff when necessary.
- Facilitate sessions or workgroups with program staff and/or external stakeholders to identify innovative solutions to program challenges. Work with the leadership team to analyze and educate on the feasibility and impact of proposed solutions.
- Lead or facilitate cross-functional teams to implement approved solutions. Ensure effective communication and coordination among team members throughout the development and implementation phases.
- Monitor the progress of initiatives and adjust strategies as needed to align with division goals.

- Evaluate the success and impact of implemented solutions, providing insights for continuous improvement.
- Prepare reports, presentations, and briefings to communicate project progress, outcomes, and potential challenges.

Duty 3

General Summary of Duty 3 **% of Time 15**

Support other PWSS Program activities.

Individual tasks related to the duty.

- Participate in PWSS rulemaking efforts and subsequent implementation initiatives.
- Participate in policies/procedure development, or related program initiatives.
- Participate in internal program reviews/audits such as Office of Auditor General audits and Internal Control Evaluations.
- Attend meetings with DWEHD Leadership and EPA.
- 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.

Frequent independent decisions are made daily, involving process/data analysis, problem-solving, and project prioritization and execution. This position uses independent judgement and decision making to develop recommendations for consideration by the supervisor or division leadership as listed in question 17 below.

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

Decisions with implications for the PWSS Program and program staff, decisions shaping the long-term direction of the program, and decisions influencing program policies. Supervisor review is required for any decisions that may have high visibility, are sensitive in nature, have potential to be controversial, or have a budgetary impact.

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.

This role is predominantly office-based, involving prolonged periods of computer work, information gathering and report compilation. Strong stamina is essential for participating in numerous meetings and presentations, requiring the ability to consistently convey information to groups. Occasional travel is required for meetings and conferences.

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.)

NAME	CLASS TITLE	NAME	CLASS TITLE

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.

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 serves as the statewide primacy specialist and projects coordinator for critical PWSS Program activities and initiatives. The position supports the PWSS program by coordinating and/or conducting work required under federal primacy, state and federal regulations, and aligned with the division's mission and goals. Primary responsibilities include executing projects; coordinating the development and submission of reports to EPA as required under federal primacy and/or to utilize federal funding; coordinating with supporting units and programs; overseeing program performance metrics; and advising on and/or creating and implementing solutions to advance PWSS Program and division goals.

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 Drinking Water and Environmental Health Division houses the PWSS Program which is responsible for overseeing implementation and enforcement of federal and state drinking water requirements at all public water supplies in Michigan. This program relies on maintaining federal primacy to implement and enforce regulations. This position coordinates critical activities necessary to maintain federal primacy and associated funding. Additionally, this position reviews program performance data and participates in program projects/initiatives that further support effective program implementation and public health protection.

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 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, physical geography, physics, remote sensing, resource development, resource management, toxicology, or zoology.

EXPERIENCE:

Four years of professional engineering or scientific experience in an environmental protection or regulatory program equivalent to an Environmental Quality Analyst, including two years equivalent to an Environmental Quality Analyst P11 or one year equivalent to an Environmental Quality Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough understanding of PWSS Program activities and obligations.
- Thorough understanding of DWEHD and PWSS responsibilities, goals, and priorities.
- Thorough understanding of scientific and regulatory principles underlying program work.
- Comprehensive knowledge of applicable laws and understanding the reasoning behind the regulations.
- Ability to communicate with strong oral and written skills.
- Ability to organize and coordinate work and collect and analyze data.
- Ability to set priorities and communicate effectively with others.
- Ability to maintain favorable public relations and deliver good customer service.
- Ability to work with complex databases and other computer programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for

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.