

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
Environmental Manager 14	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
Enforcement Unit Supervisor	Executive
6. Name and Position Code Description of Direct Supervisor	12. Unit
Brian Thurston, State Division Administrator 17	Enforcement
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Eric Oswald, Senior Management Executive 19	Deborah A. Stabenow Building, 525 W. Allegan St., Lansing / 80 hour pay period

14. General Summary of Function/Purpose of Position

This position is responsible for managing staff in the Enforcement Unit (EU). EU staff develop and manage cases for escalated enforcement actions. This position is also responsible for working with the Enforcement Review Team to review and evaluate referred cases for potential escalated enforcement actions. This position actively works with DWEHD staff, Department of Attorney General (DAG), and USEPA, as needed, to facilitate escalated enforcement actions of active cases where program and district staff have been unable to achieve compliance with statutes and rules in the following programs:

- Public Water Supplies, regulated under the Safe Drinking Water Act, 1976 PA 399, as amended;
- Certified Drinking Water Operators, regulated under the Safe Drinking Water Act, 1976 PA 399, as amended;
- Septage Waste Haulers, regulated under Part 117, Septage Waste Services of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended;
- Campgrounds and Swimming Pools, regulated under Part 125, Campgrounds, Swimming Areas, and Swimmers' Itch, of the Public Health Code, 1978 PA 368, as amended; and
- Water Well Construction, regulated under Part 127, Water Supply and Sewer Systems, of the Public Health Code, 1978 PA 368, as amended.

Oversee annual and periodic reporting obligations about escalated enforcement activities to the USEPA, the Legislature, and EGLE Executive Office. Periodically review escalated enforcement related policies, procedures, guidance, and regulatory documents to determine if revisions are necessary to ensure consistency with rules and regulations.

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 70

Manage EU staff work activities to ensure timely, consistent, and effective escalated enforcement actions are conducted to resolve violations of state and federal laws in accordance with EGLE and DWEHD policies and procedures.

- Oversee escalated enforcement actions for the DWEHD, including enforcement notices, settlement negotiations, reviewing and approving final orders, referral to the DAG, and judicial documents resolving violations of law.
- Serve as the DWEHD liaison with the USEPA Region 5 compliance and enforcement staff.
- Ensure that all escalated enforcement cases are tracked and that actions are consistent, appropriate, and timely.
- Oversee reporting requirements to the USEPA, Legislature, EGLE, and others as necessary.
- Brief DWEHD management and EGLE Executive Office on controversial cases.
- Follow EGLE's Compliance and Enforcement Policy and related policies and procedures when conducting enforcement related matters.

Duty 2

General Summary of Duty 2 % of Time 20

Manage the staff of the Enforcement Unit.

- Establish performance factors, conduct performance appraisals, and approve work schedules, timesheets, and travel vouchers.
- Perform counseling and discipline when necessary.
- Promote an environment for good employee morale, teamwork, integrity, accountability, and efficient, courteous service.
- Maintain good communication with staff through regular communications and by disseminating information timely.
- Exhibit adaptability, reflect a positive attitude to change, guide staff in adjusting to new work structures, processes, requirements and cultures.
- Oversee the interviewing of applicants and the hiring of new employees.
- Hold periodic staff meetings to review each team members workload, case progress and status; discuss action plans, any issues or concerns; provide direction and training.

Duty 3

General Summary of Duty 3 % of Time 10

Perform other duties and functions as assigned by the Assistant Division Director(s) or Division Director.

Individual tasks related to the duty.

- Prepare responses to legislative and media inquiries and letters for DWEHD and EGLE directors' signature.
- Coordinate and participate in special projects, special assignments, and department committees as assigned. Ensure all DWEHD requirements are met on a project when employee serves as the DWEHD representative. Provide liaison between DWEHD and other agencies involved in a project.
- Gather and analyze data and other information and prepare informational briefings and analytical reports.
- Revise escalated enforcement related policies and procedures as necessary, and propose new policies and procedures as circumstances and programs change.
- Provide specialized escalated enforcement training to DWEHD staff covering various aspects of the statutes, rules, and administrative and civil procedures governing DWEHD program areas on a periodic basis.

- Perform 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.

Most decisions are made independently, including all routine supervisory issues. Decisions regarding the nature and scope of the unit, those with existing guidance and precedence, and those necessary to carry out the duties of the position are also made independently. Determine the proper course of settlement for each enforcement case and the best instrument for achieving it.

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

- Decisions involving unusual or unique circumstances that are not clearly defined by statute, administrative rule, or EPA guidance documents.
- Decisions that are precedent-setting, controversial or may have a significant impact on the program.
- Decisions that significantly affect other division programs.
- Responses to department executive office, state executive office, legislative or sensitive federal requests.
- Major budget and personnel decisions.

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.

A considerable amount of time is spent sitting, reading, typing, using a personal computer. May be exposed to potentially hazardous conditions during field visits. Occasional driving in all weather conditions and the possibility of overnight travel.

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>
Maureen Nelson	Environmental Quality Specialist 13	Elizabeth Rock	Environmental Quality Analyst P11
Mindy Costello	Environmental Quality Analyst P11	Alicia Hawkins	Environmental Quality Analyst P11

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

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| ☒ 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 is responsible for managing staff in the EU. Staff of the unit develop and manage cases for escalated enforcement actions. The Unit Supervisor is also responsible for working with the Enforcement Review Team to review and evaluate referred cases for potential escalated enforcement actions. The Unit Supervisor will actively work with DWEHD staff, DAG, and USEPA, as needed, to facilitate escalated enforcement actions of active cases. Oversee annual and periodic reporting obligations about enforcement activities to the USEPA, the legislature, and EGLE Executive Office. Periodically review escalated enforcement related policies, procedures, guidance, and regulatory documents to determine if revisions are necessary to ensure consistency with rules and regulations.

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

Updated the PD to include working with the Enforcement Review Team and the escalated enforcement focus of the DWEHD Enforcement Unit. Also included the preference of five years of escalated enforcement experience in a public water supply and/or environmental health program(s) in the Experience section.

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

The EU is responsible for conducting escalated enforcement actions by DWEHD, with a focus on protection of public health for Michigan's citizens. Support is furnished in the form of advice on enforcement issues; coordination of enforcement with DWEHD staff, other divisions, the DAG, USEPA, and other state departments; and the drafting, negotiation, and execution of escalated enforcement documents including the collection of penalties. This position manages the EU, assigns workload and provides direction to unit staff to successfully complete the EU functions.

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:

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.

Five years of escalated enforcement experience in a public water supply and/or environmental health program(s) is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate accurately and tactfully, verbally and in writing, with an emphasis in legal drafting is preferred. Prior supervisory experience and/or training in the area of compliance and enforcement is preferred. Thorough understanding of the statutes and rules administered by the DWEHD is required. Experience in conducting settlement negotiations is preferred. Analytical skills and the ability to effectively manage difficult people and situations is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.