

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 Analyst 12	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
Drinking Water Analyst	Community Water Supply
6. Name and Position Code Description of Direct Supervisor	12. Unit
Kristofer Dorcy, Environmental Manager 14	Technical Support
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Kristen Philip, Environmental Manager 15	Deborah Stabenow Building 525 W. Allegan Street, Lansing, MI 48933 80 Hours/Pay Period (Mon.-Friday)

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource responsible for overseeing the Michigan Safe Drinking Water Act, PA 399 (Act 399) Consumer Confidence Reports (CCR) requirements statewide. The CCR rules require community water supplies (CWS) to report to their customers on the source and quality of the drinking water, and to characterize the risk (if any) from exposure to detected contaminants. This position serves as the primary contact and compliance officer for the CCR rules, related matters, and often advises on situations where interpretations of compliance and non-compliance are not clear. This position has an in-depth understanding of the CCR rules and rules within Act 399 that connect to CCRs, statutes, policies, processes, and standard operating procedures. This position will be responsible for determining compliance with CCR content and delivery requirements, issuing violations in a timely manner, and aiding operators/owners in returning to compliance. This position is responsible for the development and revision of training materials, guidance, and tools to aid CWS and program staff in efforts to support the CCR requirements. This position will utilize existing IT applications, including Safe Drinking Water Information System (SDWIS)-State and Michigan Environmental Health Drinking Water Information System (MiEHDWIS) to manage records/workflow, track compliance schedules, and in determining/recording compliance actions. This position may represent EGLE at various meetings, subcommittees, or conferences.

This position will be expected to be a lead resource in the central/district program staff's implementation of Act 399 Public Notice (PN) requirements and assure consistent/accurate implementation throughout the CWS program. Additionally, this position will serve as a backup to central and district offices when there is an extended leave of absence or vacancy of an Environmental Quality Analyst (EQA).

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 55

Serve as the recognized resource over the Consumer Confidence Reporting (CCR) requirements for all community water supplies statewide. Provide oversight and utilize experience to advocate for consistent implementation and enforcement efforts for these rules. Serve as a primary contact for drinking water operators/owners and CWS staff regarding the intricacies of the CCR rules. Analyze reports, data, and forms to evaluate compliance and determine corrective actions with the CCR rules. Oversee actions with regulatory time constraints, assist CWSs with meeting deadlines. Issue violations for noncompliance with the rules and follow through on enforcement actions. Take lead in developing/revising policies and procedures as well as communicating program trends, challenges, changes, etc. with program leadership.

Individual tasks related to the duty.

- As the recognized resource, assist drinking water operators/owners, CWS staff, and the general public in navigating the intricacies of the CCR rules. Serves as the recognized resource and primary contact for CCR questions, concerns, and issues, responding to requests from both internal and external entities.
- Promote EGLE's CCR preliminary review process to CWSs. Conduct preliminary reviews in a timely manner and provide clear feedback on content issues.
- Ensure consistency of the application and enforcement of the CCR rule requirements statewide.
- Determine compliance with required deadlines, issue violations as necessary, and follow up as needed.
- Determine compliance with content requirements, issue violations as necessary, and follow up as needed.
- Using available data, determine content violation trends and determine areas in need of further attention. Incorporate findings into updating or development of new training materials.
- Lead in the development of guidance, standard operating procedures, and training of CWS program staff and community water supply operators/owners regarding CCR rules.
- Coordinate with subject area experts in the DWEHD on content required within the CCR, e.g. Source Water Specialist, Lead/Copper Specialist, Revised Total Coliform Rule Analyst. Utilize their data in determining compliance with content.
- Assist in training new CWS staff on CCR.
- Communicate with community water supplies to ensure consumers are receiving correct information about the safety of their drinking water.
- Conduct continual review of the CCR program requirements to evaluate the needed elements as they relate to informing the public about public health threats, interacting with EPA, Department of Health and Human Services (DHHS) and other agencies as needed.
- Represent EGLE at various meetings/subcommittees/conferences and provide technical assistance to Community Water Supplies in the development and delivery of their CCR.
- Adapt to seasonal workload increases while simultaneously managing normal day-to-day duties.

Duty 2

General Summary of Duty 2 % of Time 15

Utilize IT applications such as SDWIS-State and MiEHDWIS to determine/record compliance actions, generate reports that document data trends, and meet programmatic timelines. Provide training to CWS program staff and water supply operators/owners on utilization of MiEHDWIS for submitting CCRs and CCR certificate of distribution.

Individual tasks related to the duty.

- Coordinate with the SDWIS application administrator to generate new compliance schedules in SDWIS-State. Ensure schedules are complete and accurate.
- Lead in communications with IT application administrators on any CCR related workflow needs, issues, and updates.
- Utilizing available data, generate a report/spreadsheet that will aid in the reviewing of CCR content for both preliminary and final reviews.
- Maintain compliance schedules and activities in SDWIS-State.
- Run reports to assist with reminders and to aid in determining compliance.
- Maintain the MiEHDWIS CCR related workflows.
- Ensure supporting materials/guidance on CCR submittals via MiEHDWIS is current, accurate, and concise. Support external users on CCR document submission via MiEHDWIS when necessary.

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

Serve as the senior level staff in the CWSs implementation of Act 399 (PN) requirements. Provide as a lead resource to district/central program staff on the PN rules, assuring consistent and accurate implementation. Provide training to drinking water program staff and CWSs on PN requirements. Lead in the development and maintenance of guidance, tools, resources, and trainings on the PN requirements.

Individual tasks related to the duty.

- Lead in the development and maintenance of guidance materials, operating procedures, website, and forms pertaining to PN content and delivery requirements.
- Using available data, assess trends in the implementation of PN rules and determine areas in need of further attention. Incorporate findings into updating or development of new training materials
- Represent EGLE at various meetings/subcommittees/conferences and provide technical assistance CWS program staff in the implementation of PN requirements.
- Assist in CWS training development and present on PN related content.
- Assist program staff with questions pertaining to implementation of PN requirements
- Participate in rule, policy, and/or procedural updates of PN requirements.

Duty 4**General Summary of Duty 4 % of Time 15**

Provide backup to district/central analysts as needed, ensuring continuous analyst capacity. Other duties as assigned

Individual tasks related to the duty.

- Assist central or district offices when the Environmental Quality Analyst (EQA) is on extended leave or during a vacancy
- Assist other staff with excess workload during busy times of year.
- Assist with special projects such as writing forms, template letters, policies, data collection, workgroups, annual reports, etc.
- Participate in internal workgroups, committees, etc.
- 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.

Decisions regarding routine and complex scenarios that involve interpretation and guidance of statutes, administrative rules, and policies which impact public health and the environment. This position will recommend and approve corrective actions proposed by CWSs to correct CCR content and delivery violations as well as utilize expertise to collaborate with CWS program staff on reoccurring problems. Parties affected include CWSs and the public served by them, program stakeholders, DWEHD staff, and potentially other state agency staff, e.g. Michigan Dept. of Health and Human Services.

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

Employee may seek guidance on decisions for which there is no precedent, or decisions that have high-level ramifications that are not clearly defined by statute, administrative rule, or EPA guidance documents. Decisions that require review are those that affect other division programs and, in the judgment of the employee, warrant DWEHD review, as well as responses to division management, legislature, or sensitive federal requests.

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.

Frequent and long periods of sitting, typing, and exposure to a screen is to be expected. This position will be within a typical office setting. To gain access to the workstation, staff will have the option of using an elevator or stairs. There may be occasional visits to district offices, water systems, and various locations to conduct training.

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. | ☐ 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 has statewide responsibility for the Consumer Confidence Reporting provisions of Act 399. This position is a lead resource for the CCR and contributes to the professional development and education of internal staff, CWS personnel, and the general public. This position is the principal compliance analyst for the state, ensuring consistent and accurate reporting/recording of compliance actions. Additionally, this position will act as a lead resource for CWS program staff in their implementation of the Public Notice rules of Act 399. This position will also provide as a resource in providing continued analyst support during times of vacancy or high workload.

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

This position is now the recognized resource responsible for overseeing the Michigan Safe Drinking Water Act, PA 399 (Act 399) Consumer Confidence Reports (CCR) requirements statewide. The CCR rules require community water supplies (CWS) to report to their customers on the source and quality of the drinking water, and to characterize the risk (if any) from exposure to detected contaminants. This position serves as the primary contact and compliance officer for the CCR rules, related matters, and often advises on situations where interpretations of compliance and non-compliance are not clear. This position has an in-depth understanding of the CCR rules and rules within Act 399 that connect to CCRs, statutes, policies, processes, and standard operating procedures. This position will be responsible for determining compliance with CCR content and delivery requirements, issuing violations in a timely manner, and aiding operators/owners in returning to compliance. This position is responsible for the development and revision of training materials, guidance, and tools to aid CWS and program staff in efforts to support the CCR requirements. This position will utilize existing IT applications, including Safe Drinking Water Information System (SDWIS)-State and Michigan Environmental Health Drinking Water Information System (MiEHDWIS) to manage records/workflow, track compliance schedules, and in determining/recording compliance actions. This position may represent EGLE at various meetings, subcommittees, or conferences.

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

A function of the Community Drinking Water Section is to carry out the responsibilities of a comprehensive program of supervision and control over all community public water supplies mandated by the Michigan Safe Drinking Water Act (Act 399). This position is located within the Technical Support Unit that provides support and expertise to central/district office staff, management, and community water supplies.

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:

Three years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate well, both verbally and in writing.

Ability to utilize standard computer programs.

Knowledge of water chemistry, the Safe Drinking Water Act is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License preferred

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.