

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 9-11	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	525 W. Allegan St. Lansing, MI Mon.-Fri., 80 hrs. per pay period.
14. General Summary of Function/Purpose of Position	
This position is responsible for overseeing the Michigan Safe Drinking Water Act, PA 399 (Act 399) Consumer Confidence Report (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. Responsibilities include making decisions on preliminary review practices and acceptance criteria, review and approval of final reports, and following procedures for handling deficiencies. This position will utilize existing IT applications, including SDWIS State and Michigan Environmental Health Drinking Water Information System (MiEHDWIS) to manage records/workflow, track compliance schedules, and in determining/recording compliance actions. Additional responsibilities of this position include aiding program staff on their implementation of Act 399 Public Notice requirements and in serving 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

This position will be responsible for administering the Consumer Confidence Reporting (CCR) requirements for all community water supplies statewide.

Individual tasks related to the duty.

- Promote and provide preliminary review of CCRs to CWSs, provide feedback in a timely manner.
- Review final CCR submissions for completeness and accuracy.
- 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.
- Develop and maintain guidance materials, tools, website, and forms pertaining to CCR content and delivery requirements.
- Provide training on CCR requirements to program staff, operators, owners, etc.
- Participate in rule, policy, and/or procedural updates of CCR requirements.

Duty 2

General Summary of Duty 2: % of Time 15

Utilize IT applications such as SDWIS-State and MiEHDWIS to determine and document compliance activities for CCRs.

Individual tasks related to the duty.

- Generate new compliance schedules in SDWIS-State on routine basis or as needed.
- 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.
- Assist external MiEHDWIS users in submitting CCR documents.

Duty 3

General Summary of Duty 3: % of Time 15

Assist CWS program staff in the implementation of Act 399 Public Notice (PN) requirements.

Individual tasks related to the duty.

- Develop and maintain guidance materials, operating procedures, website, and forms pertaining to PN content and delivery requirements.
- Provide training on PN requirements to program staff, operators, etc.
- 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.
- 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.

Ensuring content and delivery of CCRs meet the criteria of Act 399. Making recommendations as to whether violation(s) should be issued for failure to comply with Act 399. Prioritization of tasks within guidelines. Assessing needs to support CWS program staff and taking actions to support those needs.

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

Until such time is determined, final decisions on what constitutes compliance with Act 399. Development of new training materials, guidance documents, and tools. When a circumstance arises, for which there is no policy, procedure, or instruction available, or one that requires technical experience or knowledge to handle. Complex or unusual situations that are not clear-cut or that have extenuating circumstances.

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):

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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?

Agree.

23. What are the essential functions of this position?

This position has statewide responsibility for the oversight of the Consumer Confidence Reporting (CCR) provisions of Act 399, within the Community Water Supply Program.

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

Duty 1 tasks have been updated and the percentage has increased. The Public Notice Requirements task in Duty 1 has been moved to Duty 3. Duty 2 has been updated to compliance activities and the development, deployment, and assistance with day-to-day operations of CWS IT applications and databases such as MiEHDWIS and SDWIS have been removed as other positions are performing these duties; CMDP hasn't been adopted yet and will be performed by other program staff. Duty 2 is now related to CCR compliance activities. Duty 3 has been updated as training staff is now a task within Duty 1 and added the implementation of Act 399 Public Notice requirements.

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, P.A. 1976 as amended). 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:

Environmental Quality Analyst 9 – No specific type or amount is required.

Environmental Quality Analyst 10 – One year of professional experience equivalent to an Environmental Quality Analyst 9.

Environmental Quality Analyst P11 – Two years of professional experience equivalent to an Environmental Quality Analyst including one year equivalent to an Environmental Quality Analyst 10.

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 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'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.