

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ENVIRONMENTAL QUALITY ANALYST

JOB DESCRIPTION

Employees in this job complete or oversee a variety of environmental regulatory assignments to assess and control the impact of pollutants and/or the impact from construction projects on the environment.

There are four classifications in this job.

Position Code Title – Environmental Quality Analyst-E

Environmental Quality Analyst 9

This is the entry level. As a trainee, the employee carries out a range of professional environmental quality analyst assignments while learning the methods of the work.

Environmental Quality Analyst 10

This is the intermediate level. The employee carries out an expanding range of professional environmental quality analyst assignments in a developing capacity.

Environmental Quality Analyst P11

This is the experienced level. The employee performs a full range of professional environmental quality analyst assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Environmental Quality Analyst-A

Environmental Quality Analyst 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

ENVIRONMENTAL QUALITY ANALYST

PAGE No. 2

Evaluates industrial and municipal wastewater and sewage operations to determine existence of environmental pollution problems with respect to compliance with state and federal laws; collects samples of possible pollutants for evaluation.

Reviews applications for permits and performs site inspections to evaluate environmental impacts from proposed projects; determines the involvement and concern of other agencies and issues permits for regulated activities when appropriate.

Investigates complaints relative to potential violations of environmental laws to determine the nature, source, and extent of the problem; prepares reports describing results of investigations and corrective action required for compliance with state and federal environmental laws.

Evaluates the nature and extent of environmental quality standard violations and determines probable causes for same.

Prepares reports to persons responsible for pollution sources, explains results of surveys and investigations, and describes required abatement action.

Recommends to violators and department staff methods for bringing sources of pollution into compliance with applicable state and federal laws.

Meets with landowners, attorneys, and local government officials to discuss development activities and project alternatives; presents resource management issues; and attempts to resolve conflict by recommending alternative options.

Identifies and evaluates alternative environmental protection strategies to attain compliance with environmental quality standards.

Participates in the escalated enforcement process by assisting in the development of formal evidentiary cases against violators who fail to voluntarily comply with state and federal environmental laws.

Gathers and assimilates technical information for the preparation of reports assessing the economic, social, and environmental impacts of proposed environmental protection strategies and administrative rules.

Evaluates proposed locations for new construction projects at the land/water interface or potential sources of pollution and operations of processes and equipment; prepares recommendations relative to issuance of permits.

Assists in the development and promulgation of administrative rules.

Develops, negotiates and issues permits and permit denials in accordance with applicable federal and state laws for proposed activities that may impact the environment.

ENVIRONMENTAL QUALITY ANALYST

PAGE No. 3

Conducts surveys to evaluate the effects of pollution and proposed land use activities on communities.

Coordinates compliance and enforcement efforts relating to environmental protections with other state and local agencies, including issues that may impact on social and economic growth.

Develops and coordinates the implementation of a quality assurance program for environmental protection programs.

Oversees clean up of oil and chemical spills; assists in the evaluation and selection of remedial action.

Conducts and attends public hearings and meetings to discuss pollution and environmental quality issues and pending permit applications.

Reviews federal activities for consistency with state statutes and coordinates with federal agencies.

Provides technical assistance to citizens, local governments, tribal communities, non-profit groups, and state agencies regarding regulatory issues and grant procedures.

Participates in special projects related to environmental protection.

Testifies in court proceedings as a witness.

Maintains records and prepares correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Environmental Quality Analyst 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Environmental Quality Analyst 12 (Senior Worker)

Performs on a regular basis professional environmental quality analyst assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable

ENVIRONMENTAL QUALITY ANALYST

PAGE No. 4

knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of environmental pollution sources and construction projects relative to their impact on the environment.

Knowledge of chemistry, mathematics, and biology.

Knowledge of engineering principles.

Knowledge of state and federal environmental protection regulations, legislative processes, permit, and grant procedures.

Knowledge of the operation and maintenance of monitoring equipment.

Knowledge of sampling procedures.

Ability to interpret complex scientific and legal documents.

Ability to understand engineering drawings, site plans, and mapping information sources.

Ability to communicate and deal effectively with people at all levels of industrial and municipal management.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Environmental Quality Analyst 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Typical assignments frequently require that work assignments be completed outdoors in a variety of weather conditions, including weather extremes.

Long periods of walking, standing, driving or riding in a car or light truck, and some climbing and carrying of equipment and supplies are commonly associated with the work.

Exposure to hazardous waste and contaminants is routine, and may require the use of protective clothing and respirators.

ENVIRONMENTAL QUALITY ANALYST

PAGE No. 5

Physical Requirements

None.

Education

Possession of a bachelor's degree in the physical sciences, biological sciences, resource development, resource management, or engineering.

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.

Environmental Quality Analyst 12

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

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ENVQTYALT

Job Code Description

Environmental Quality Analyst

Position Title

Environmental Quality Analyst-E

Environmental Quality Analyst-A

Position Code

EQALTE

EQALTA

Pay Schedule

H21-001

H21-009