MICHIGAN CIVIL SERVICE COMMISSION

JOB SPECIFICATION

ENVIRONMENTAL QUALITY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for an environmental quality program, program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title - Environmental Quality Spl 2

Environmental Quality Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Environmental Quality Spl 3

Environmental Quality Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

Position Code Title - Environmental Quality Spl 4

Environmental Quality Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to a deputy director, chief deputy director, or unclassified equivalent.

NOTE:

There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects and prepares reports.

Investigates the most sensitive environmental and controversial environmental protection-matters within a program area.

Evaluates industrial and municipal operations to determine existence of environmental pollution problems and the relation of these problems to compliance with state and federal laws.

Recommends methods for bringing violations of environmental regulations into compliance with applicable state and federal laws.

Investigates and evaluates the nature and extent of environmental regulatory violations to determine the probable causes for such violations.

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

Prepares reports for persons responsible for pollution sources and environmental regulatory violations, explaining results of surveys and investigations and describing required corrective action.

Investigates complaints of environmental pollution to determine the existence of pollution problems.

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

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

Drafts appropriate administrative rules for environmental protection program area.

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.

Coordinates with local and other state agencies the impact of environmental protection control strategies, especially pertaining to those issues which may impact on social and economic growth.

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

Evaluates environmental quality through mathematical modeling.

Participates in special projects related to program areas.

Maintains records, and prepares reports and correspondence related to work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

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

Knowledge of state and federal environmental regulations within program area.

Knowledge of chemistry, mathematics, and biology.

Knowledge of engineering principles.

Knowledge of the operation and maintenance of monitoring equipment.

Knowledge of sampling procedures.

Knowledge of mathematical modeling.

Ability to interpret complex scientific and legal documents.

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 program area.

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.

Physical Requirements

None

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 Specialist 13

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.

Environmental Quality Specialist 14

Five years of professional engineering or scientific experience in an environmental protection or regulatory program equivalent to an Environmental Quality Analyst, including three years equivalent to an Environmental Quality Analyst P11, two years equivalent to an Environmental Quality Analyst 12, or one year equivalent to an Environmental Quality Specialist 13.

Environmental Quality Specialist 15

Six years of professional engineering or scientific experience in an environmental protection or regulatory program equivalent to an Environmental Quality Analyst, including three years equivalent to an Environmental Quality Analyst 12, two years equivalent to an Environmental Quality Specialist 13, or one year equivalent to an Environmental Quality Specialist 14.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

None

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code	Job Code Description
ENVQTYSPL	ENVIRONMENTAL QUALITY SPECIALIST

Position Title	Position Code	Pay Schedule
Environmental Quality Spl 2	EQSPL2	H21-014
Environmental Quality Spl 3	EQSPL3	H21-017
Environmental Quality Spl 4	EQSPL4	H21-021

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