

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ENVIRONMENTAL ENGINEER SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for an environmental engineering 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 two classifications in this job.

Position Code Title - Environmental Engineer Spl 2

Environmental Engineer 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 Engineer Spl 3

Environmental Engineer Specialist 14

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

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 procedures development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Serves as responsible staff in charge over an assigned environmental engineering program under the direction of an administrative or executive level supervisor.

Develops and maintains environmental engineering programs, including development of program goals and plans for implementation.

Makes recommendations in areas of expertise.

Serves as expert specialist responsible for the coordination and development of environmental engineering training programs for staff.

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

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

Conducts special projects.

Prepares special studies and reports.

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 federal, state, and local laws, and legislative processes related to the work.

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

Knowledge of the principles and practices of environmental engineering.

Knowledge of the scientific principles relative to environmental control.

Knowledge of the terminology and symbols used in engineering, drafting, and design.

Knowledge of the equipment, testing, and investigative methods and laboratory procedures related to environmental engineering.

Knowledge of engineering office practices.

Knowledge of training techniques.

Ability to instruct others.

Ability to perform research work and to make comprehensive recommendations on environmental engineering issues.

Ability to make mathematical computations and to design engineering projects.

Ability to read, interpret and prepare engineering plans, specifications, and technical reports.

Ability to organize, evaluate, and present information effectively.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to effectively communicate with others.

Ability to promote and maintain favorable public relations.

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 engineering.

Experience

Environmental Engineer Specialist 13

Four years of experience equivalent to an Environmental Engineer, including two years equivalent to an Environmental Engineer P11 or one year equivalent to an Environmental Engineer 12 or Environmental Engineer Licensed 12.

Environmental Engineer Specialist 14

Five years of experience equivalent to an Environmental Engineer, including three years equivalent to an Environmental Engineer P11, two years equivalent to an Environmental Engineer 12 or Environmental Engineer Licensed 12; or, one year equivalent to an Environmental Engineering Specialist 13 or Environmental Engineer Licensed Specialist 13.

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

ENVENG SPL

Job Code Description

ENVIRONMENTAL ENGINEER SPECIALIST

Position Title

Environmental Engineer Spl 2

Environmental Engineer Spl 3

Position Code

EVISPL2

EVISPL3

Pay Schedule

H21-016

H21-018

SA

10/25/2015