



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Environmental Compliance Analyst I/II
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### **GENERAL PURPOSE**

Under general supervision (Environmental Compliance Analyst I) to direction (Environmental Analyst II), performs a wide range of environmental and regulatory compliance duties in an assigned program area which includes, but is not limited to, environmental protection, air quality, water quality, and pre-treatment programs; works with District departments to identify environmental impacts of their operations and actions needed to avoid or mitigate those impacts; coordinates the permitting process; tracks regulatory changes and associated impacts on District operations; participates in the District’s planning processes for compliance related issues; and performs other related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Environmental Compliance Analyst I: This is the entry-level classification in the Environmental Compliance Analyst series. Initially under close supervision, incumbents learn and perform routine environmental and regulatory compliance duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Environmental Compliance Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Environmental Compliance Analyst II: This is the fully qualified journey-level classification in the Environmental Compliance Analyst series. Positions at this level are distinguished from the Environmental Compliance Analyst I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Environmental Compliance Analyst in that the latter performs the more complex work assigned to the series and/or provides technical and functional direction over lower-level staff.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision (Environmental Compliance Analyst I) to direction (Environmental Compliance Analyst II) from assigned supervisory or management personnel.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

*Positions at the Environmental Compliance Analyst I level may perform some of these duties and responsibilities in a learning capacity.*

- Performs a wide range of environmental and regulatory compliance duties in an assigned program area which includes, but is not limited to, environmental protection, air quality, water quality, and pre-treatment programs; works with District departments to identify environmental impacts of their operations and actions needed to avoid or mitigate those impacts.
- Implements regulatory compliance programs, policies, and procedures designed to ensure the District's compliance with all applicable federal, state, and local regulations; ensures specific project mitigation plans are implemented to completion and reported to relevant agencies; prepares required notices for publication and dissemination to the public.
- Analyzes and evaluates proposed environmental legislation and regulation for its impact on District operations; provides recommendations and proposed actions on strategies for complying with proposed environmental legislation, and revises ordinances and resolutions as necessary.
- Conducts a variety of studies related to the implementation of assigned program; performs a broad range of professional scientific research and work; collects, computes, and analyzes data; prepares findings and recommendations; may write scientific reports for publication or conference presentations.
- Organizes, controls, and where appropriate prepares, or coordinates with consultants all levels of regulatory reports required by applicable law and regulation.
- Coordinates the permitting process in assigned program area; arranges required testing processes and monitors results; investigates variances and deviations from standards; evaluates compliance issues for action by the District; compiles and completes required permit applications; proposes recommendations for permit language and negotiates permit conditions on behalf of the District; ensures all permits required are written and completed in a timely manner.

- Inspects industrial and commercial facilities to ensure compliance with all applicable federal, state, and local regulations pertaining to the Pretreatment Program; writes waste discharge permits as the control authority to industrial users.
- As necessary, conducts regulation enforcement tasks pursuant to the Enforcement Response Plan; issues Notices of Violation; conducts compliance review status meetings with industry representatives; monitors actions taken for compliance and updates database accordingly.
- Conducts and/or participates in compliance audits; conducts sampling in accordance with mandated standards; evaluates findings and reports on compliance status.
- Drafts requests for proposal and bid specifications for consultants to perform various environmental projects; serves as liaison to consultants for designated projects; tracks consultant financial reports; and oversees, evaluates, and recommends approval of final consultant work products.
- Receives and responds to communications from other agencies and the general public on program issues or complaints; responds and/or coordinates responses from appropriate District staff.
- Serves as on-going liaison and represents the District with governmental agencies, industry, community groups, and organizations; attends meetings, answers questions, and provides information on assigned and projects.
- Works with other District staff to formulate methods and approaches for addressing community and agency concerns; follows up to ensure that concerns and needs are responded to; speaks before meetings in public forums; takes proactive steps to build positive relationships with key stakeholders.
- Drafts and/or prepares technical reports, emergency response plans, business correspondence, and contracts; maintains a diverse range of records, databases, and documents on assigned program operations and activities.
- Gives public testimony before elected bodies and regulatory agencies and at public workshops and hearings as directed.
- Provides training to staff in District departments on compliance issues as needed.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

*Positions at the Environmental Compliance Analyst I level may exercise some of these knowledge and abilities statements in a learning capacity.*

### Knowledge of:

- Role and purpose of compliance programs.
- Principles, theories, and practices of environmental compliance planning.
- Theories and principles related District operations and processes, and their implications for environmental compliance.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- General biological systems, chemistry, combustion chemistry, algebra, and engineering principles as they relate to compliance programs.
- Specialized operational requirements, processes, and equipment as they relate to compliance programs.
- Methods of conducting compliance audits including specialized diagnostic tools and sampling techniques.
- Modern statistical methods used in environmental analysis.
- General regulatory permitting and reporting processes.
- Research methods and techniques.
- Principles and practices of project management.
- Practices and methods in developing requests for proposals for professional services.
- Principles and practices of sound business communication.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Ability to:

- Evaluate, analyze, interpret, and explain complex environmental and regulatory compliance laws, rules, and regulations pertaining to District operations, reach valid conclusions, and develop sound, comprehensive findings and recommendations.
- Develop effective operational measures to comply with all applicable environmental laws and regulations; research and revise pertinent ordinances and resolutions.
- Prepare clear, concise, and comprehensive reports, memoranda, correspondence, standard operating procedures, contracts, permits, ordinances, and resolutions.

- Coordinate permitting processes for external agencies as well as prepare internal permits to outside industries.
- Conduct audits and prepare findings.
- Perform extensive research on a diverse range of topics.
- Monitor legislation and evaluate impact on compliance programs.
- Apply effective project management techniques to oversee and direct the work of outside consultants.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Environmental Compliance Analyst I: One (1) year of experience performing professional-level duties in support of an environmental compliance program.
- Environmental Compliance Analyst II: Two (2) years of progressively responsible experience performing professional-level duties in support of an environmental compliance program, or one (1) year of experience as an Environmental Compliance Analyst I.

Education:

- Environmental Compliance Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil, chemical, or environmental engineering, chemistry, microbiology, environmental sciences, or a closely related field.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects averaging a weight of 25 pounds.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **FLEX REQUIREMENTS**

Positions in the Environmental Analyst I/II class series are flexibly staffed; positions at the Environmental Compliance Analyst II level are normally filled by advancement from the Environmental Analyst I level; progression to the Environmental Compliance Analyst II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Environmental Compliance Analyst II level.

Eastern Municipal Water District  
Job Title: Environmental Compliance Analyst I/II  
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Environmental Compliance Analyst I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_