



## 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>	Principal Environmental Compliance Analyst
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### **GENERAL PURPOSE**

Under general direction, implements, supervises, plans, trains, reviews, and participates in the work of assigned staff to ensure compliance with mandated regulatory requirements; areas of responsibility include, but are not limited to, environmental protection, air quality, water quality, and wastewater programs; reviews the work product of other District staff and serves as a technical expert or project manager for technical compliance studies; analyzes and recommends revisions to proposed federal, state, and local environmental-protection legislation and regulation that may adversely impact District operations; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced-level classification in the Environmental Compliance Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to serve as technical expert or project manager. Incumbents are responsible for providing professional support to the department manager in a variety of areas. Performance of the work requires the extensive use of independence, initiative, and discretion with broad guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from an assigned manager. Exercises direct supervision over professional and technical staff.

### **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.*

- Participates in the selection, training, supervision, and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets and provides technical assistance and advice to assigned staff.
- Performs project management, overseeing the evaluation and selection of independent consultants to assist the District on regulatory compliance projects; drafts requests for proposal and bid specifications for consultants to perform various environmental projects; evaluates proposer responses and participates in consultant selection; serves as liaison to consultants for designated projects; oversees, evaluates, and approves final consultant work product.
- Prepares environmental plans and reports mandated by federal, state, regional, and local laws, and regulations; develops and/or reviews all discharge reports on a monthly, quarterly, and annual basis.
- Reviews and comments on compliance requirements during the facility design and engineering process; actively participates in design meetings, design document review, specification review, and contractor submittals; tracks construction timelines for initiation of compliance-related actions.
- Analyzes and evaluates proposed environmental legislation and regulation for its impact on District operations; prepares position papers; attends meetings with regulatory working groups, workshops, and committees; attends, and provides written comments and verbal testimony to regulatory agencies' Board of Directors; provides recommendations and actions on strategies for complying with proposed environmental legislation.
- 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.
- Serves as District liaison to regulatory agencies, environmental compliance groups, and outside agencies on matters related to compliance issues, air quality, water quality, permitting, and operations and inspections.
- Manages the permitting process in assigned program area; arranges and coordinates 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 and associated calculations and modeling; proposes recommendations for permit language and negotiates permit conditions on behalf of the District; ensures all permits required are completed in a timely manner.
- Directs and coordinates initiatives, activities, and reporting requirements for designated environmental compliance programs; drafts policies and District guidelines to detail compliance requirements; identifies and recommends monitoring and reporting requirements.

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- 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.
- 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.
- Escorts regulators on inspections of District facilities; conducts compliance audits; conducts sampling in accordance with mandated standards; evaluates, determines, and reports on compliance status.
- Prepares compliance reports, technical reports, business correspondence, and contracts; maintains a diverse range of records, databases, and documents on assigned program operations and activities.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, practices, and techniques for managing regulatory compliance programs and activities.
- Practices and methods for developing proposals and agreements for professional services.
- Principles and practices of project management.
- Role and purpose of compliance programs.
- Principles, theories, and practices of environmental compliance planning.
- Theories and principles related to 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, and engineering principles as they relate to compliance programs.

- Specialized operational requirements, processes, and equipment as they relate to compliance programs.
- When assigned to air quality, principles, theories and practices of air dispersion modeling and health risk assessment.
- 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 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Select and negotiate contracts with consultants; administer consultant contracts and review consultant work products.
- Monitor proposed legislation to evaluate compliance impact and recommend District position/strategy; provide written and verbal testimony.
- 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.
- Prepare clear, concise, and comprehensive reports, memoranda, correspondence, and contracts.
- Apply effective project management techniques to oversee and direct the work of outside consultants.

- 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:*

- Eight (8) years of progressively responsible experience performing professional level duties in support of an environmental compliance program.

Education:

- 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:

*For some positions, the following certifications are desired:*

- California Registered Environmental Assessor, or other equivalent certification.
- South Coast Air Quality Management District as a Certified Permitting Professional.
- State of California Water Treatment Operator Certificate Grade III.
- State of California Distribution Operator Certificate, Grade III.
- California Water Environment Association (CWEA) as a Grade III Laboratory Analyst.
- State of California Wastewater Operator Certificate III.

**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.*

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Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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. Some assignments may require site visits, where the employee may be exposed to outside weather conditions and potential site hazards.

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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>	<i>July, 2022</i>
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Principal Environmental Compliance Analyst. 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:* \_\_\_\_\_