GENERAL PURPOSE

Under direction, performs a wide range of environmental and regulatory compliance duties including California Environmental Quality Act compliance and other equipment and facility permitting; compliance auditing; tracking of regulatory changes and associated impacts on District operations; record keeping and reporting; and participation in the District’s planning processes and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Environmental Compliance Analyst I is the entry level class in the Environmental Compliance series. Initially under general supervision and project management guidance, incumbents learn to apply the theories, principles, and practices of the environmental compliance discipline in response to federal, state, regional, and local environmental regulations. As experience is gained, duties become more complex and should require less supervision and technical review. This class is alternately staffed with the Environmental Compliance Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level.

The Environmental Compliance Analyst II is the experienced/journey level class in the Environmental Compliance series, fully competent to independently perform duties. Incumbents independently perform a wide variety of environmental and regulatory compliance duties in response to federal, state, regional, and local environmental regulations. This position evaluates and resolves routine to complex regulatory compliance issues and assists in the coordination and review of subordinate professional and technical staff. Incumbents must apply knowledge related to biological, chemical, and engineering practices to resolve routine to complex regulatory issues.

This class is distinguished from the higher class of Senior Environmental Compliance Analyst in that latter is the advanced journey level class exercising a higher degree of independent judgment on complex and specialized assignments which may include program management responsibilities.

FLSA DETERMINATION: Level II meets administrative exemption from overtime.
ESSENTIAL 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.

Implements regulatory compliance programs, policies and procedures to ensure the District’s compliance with all applicable federal, state, and local regulations pertaining to wastewater, recycled water, potable water, hazardous waste/materials and biosolids.

Prepares regulatory permits as required by applicable law and regulation; obtains data from various sources, compiles and completes required permit applications; provides recommendations for permit language during permit application and approval processes.

Performs a broad range of professional scientific work related to water quality and environmental issues; conducts a variety of studies related to research, planning, design, and implementation of water quality.

Collects, computes, and analyzes a variety of data related to water quality.

Coordinates environmental assessments, environmental impact reports, and CEQA/NEPA documents prepared by consultants, project engineers, and others.

Provides quality assurance auditing related to source testing, ensuring all sampling and analyses comply with applicable requirements; and monitors and reports on emission testing activities and results.

Recommends action steps to ensure compliance with environmental protection legislation; ensures specific project mitigation plans are implemented to completion and reported to relevant agencies.

Conducts and/or participates in the conduction of compliance audits; evaluates, determines and reports on compliance status; investigates mitigation options and prepares reports and recommendations on actions required in response to compliance audit results.

Obtains data from various sources, compiles and submits required environmental and regulatory plans and reports; prepares a variety of water quality reports.

Prepares draft requests for proposal and bid specifications for consultants to perform various regulatory program tasks; facilitates the compilation of final work products from contracted environmental consultants.

FLSA DETERMINATION: Level II meets administrative exemption from overtime.
Analyzes and evaluates proposed environmental legislation and regulation for its impact on District operations; prepares position papers and drafts comments regarding legislative and regulatory impacts for submission to the appropriate regulatory agency or industry organization; provides recommendations on strategies for complying with proposed environmental legislation; drafts proposed rule changes when assigned; gives public testimony before elected bodies and regulatory agencies and at public workshops and hearings as directed.

Participates in a variety of studies related to distribution system, treatment, action levels, and trending of water quality; performs complex analyses as requested by Water Operations, District management, or Department of Health Services.

Serves as a District representative on professional regulatory and environmental committees to effect appropriate changes to legislation and regulation.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Water and wastewater treatment processes; principles, theories and practices of environmental compliance planning, modern statistical methods and techniques used in environmental analysis; theories and principles related to water quality, water/reclaimed water operations, and air quality and their implications for environmental compliance; federal, state and regional environmental laws and regulations; general biological systems, chemistry, combustion chemistry, and engineering principles; regulatory permitting and reporting processes; practices and methods in developing requests for proposals for professional services; project management principles, practices and procedures; principles and practices of sound business communication.

Ability to:

Evaluate, 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

FLSA DETERMINATION: Level II meets administrative exemption from overtime.
regulations; prepare clear, concise and comprehensive reports, memoranda and correspondence; communicate effectively orally and in writing; apply effective project management techniques to oversee and direct the work of outside consultants; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; make sound independent judgments within established guidelines

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor’s degree in civil, chemical, environmental engineering, chemistry, microbiology, environmental sciences or a closely related field; and one year of experience performing duties related to environmental or water quality programs; or an equivalent combination of training and experience.

An Environmental Compliance Analyst I may be considered for advancement to Environmental Compliance Analyst II after demonstrating proficiency to perform all the major duties assigned to the class.

Typically, a Environmental Compliance Analyst I is expected to be capable of meeting the proficiency criteria within a 12–24 month period, depending on an individual’s prior experience and progression in performing the full range of Environmental Compliance Analyst II duties.

Special Requirements; Licenses; Certificates:

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

For some positions, certification as a CWEA Environmental Compliance Inspector Certificate Grade II is desirable.

For some positions, certification by South Coast Air Quality Management District as a Certified Permitting Professional is desirable.

For some positions, a State of California Water Treatment Operator Certificate, Grade II and a State of California Distribution Operator Certificate, Grade II is desirable.

For some positions, a CWEA Lab Grade II certification is desirable.

FLSA DETERMINATION: Level II meets administrative exemption from overtime.
PHYSICAL AND MENTAL DEMANDS

*The physical and mental 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.*

**Physical Demands**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. An employee may be required to climb ladders, work in dirty, dusty, and slippery environments in work areas which include operating engines and pumps, wastewater processes, chemical usage, and other associated hazards that require the ability to follow established safety practices and procedures for these environments.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

**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.*

The employee generally works under typical office conditions, and the noise level is usually quiet. Exceptions to this include scheduled compliance audits of District facilities and other field type activities which expose employees to outside weather conditions and potential site hazards.

**FLSA DETERMINATION:** Level II meets administrative exemption from overtime.
FLEX REQUIREMENTS
Environmental Compliance Analyst II
Environmental Compliance Analyst I (Flex)

LENGTH OF TIME REQUIRED

An Environmental Compliance Analyst I may advance or “flex” to the Environmental Compliance Analyst II class after 12-24 months of experience in the Environmental Compliance Analyst I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “meets expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Environmental Compliance Analyst I must also demonstrate proficiency to perform the full range of duties as described in the Environmental Compliance Analyst I/II job description. This includes demonstrating proficiency in the following areas: managing the pretreatment and source control permitting/authorization program in accordance with all applicable federal and state regulations, analyzing compiled data with little, if any, supervisory support and limited errors, writing and updating permit language based on regulatory requirements, developing testing and sampling plans for non-compliant results with limited supervisory support, effectively conduct compliance audits of business and recycled water sites, and recommend proper enforcement actions based on knowledge and understanding of the appropriate ordinances.

FLSA DETERMINATION: Level II meets administrative exemption from overtime.