JOB DESCRIPTION
Senior Environmental Compliance Analyst
Code Number: 14002

GENERAL PURPOSE

Under direction, performs detailed, complex scientific studies and technical analyses and monitors and reports on District compliance with a variety of environmental protection and water quality laws, regulations, policies and regulatory requirements; develops District positions, comment letters, and public testimony, in order to achieve fair, cost effective and sensible regulatory burden on District capital improvement projects and operating scenarios; ensures the District abides by all applicable laws and regulations by obtaining the appropriate permits from regulatory agencies, reporting District’s activity on a timely basis, and advising appropriate regulatory agencies of spills and compliance/noncompliance issues; reviews the work product of other District staff and outside consultants and specialists performing 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 lead or advanced-journey level in the Environmental Compliance Analyst series. In the lead assignments, incumbents provide direction to lower level staff including assigning, directing, and reviewing the work of staff. In the advanced-journey assignment, incumbents perform the more difficult and complex tasks and assignments. Positions at this level are distinguished from those in the lower level classification of Environmental Compliance Analyst II by the independence with which they perform their duties of handling the most difficult and complex work or by performing lead work.

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.

Performs special scientific studies and technical reviews and engineering reports, or reviews the work of other District staff, retained consultants and technical services firms in performing such reviews and studies, regarding compliance with applicable environmental laws and regulations, environmental permit applications, proposed capital projects and related matters; conducts environmental assessments on properties and facilities to be acquired by the District; conducts site surveys and oversees field sampling plans; reviews survey and laboratory results; identifies site clean-up costs and recommends District action.
Trains, monitors, and reviews work of Environmental Compliance Analyst staff; provides technical guidance and assists in developing and revising work processes in the unit.

Prepares or oversees the preparation of water quality, Environmental Assessments and/or Environmental Impact Reports, policy analyses, CEQA documents, scientific literature reviews and database searches.

Based on data and input from other departments and agencies and research performed, formulates and prepares permit packages and drafts permit language; participates in negotiations to resolve differences and conflicts with regulatory agencies; prepares notices and conducts meetings and presentations in compliance with procedural requirements; reviews monthly monitoring reports prior to submission to regulatory agencies; reports spills and upset events to regulatory agencies; serves as liaison to staff of regulatory agencies.

Serves as District liaison with District customers to resolve complaints or answer questions related to water quality and other environmental compliance issues; serves as District liaison to regulatory agencies, environmental compliance groups, and outside agencies on matters related to compliance issues, water quality, permitting, and operations and inspections; communicates with Community Involvement personnel on water quality and other environmental compliance issues and notification of the public.

Drafts and recommends policies, procedures and action steps to ensure compliance with water quality and environmental protection legislation; drafts policies and District guidelines to detail compliance requirements; identifies and recommends monitoring and reporting requirements; ensures specific project mitigation plans are implemented and completion reported to relevant agencies.

Prepares and reviews standard operating procedures for water quality and water operations related to water quality, regulatory issues, sampling, and related topics; trains staff on standard operating procedures as requested.

Directs the bacteriological sampling program; writes and revises the Sample Siting Plan.

Directs and participates in a variety of studies related to distribution systems, treatment, action levels, and trending of water quality; coordinates water quality studies performed by consultants; performs complex analyses as requested or required by Water Operations, District management, or Department of Health Services.

Recommends projects and project alternatives to achieve compliance with existing environmental rules and regulations; identifies needs and recommends the use of independent consultants to assist the District on regulatory compliance projects; drafts requests for proposal, bid specifications and statements of work for professional and technical environmental consulting services including hydrogeology, biology, archaeology, other environmental and site assessments and traffic studies; evaluates proposer responses and participates in consultant selection; participates in drafting
professional services agreements and contracts; serves as liaison to consultants for designated projects; oversees, evaluates and approves final consultant work product.

Prepares environmental sampling and health and safety plans mandated by federal, state and local laws and regulations; develops and/or reviews all mandated discharge reports on a monthly, quarterly and annual basis; obtains the most reasonable regulatory permits for District’s activities.

Analyzes and evaluates impacts on District operations of proposed federal, state and local legislation relating to water, reclaimed water, biosolids, solid and hazardous waste, CEQA, endangered species and related issues; drafts position papers, correspondence and testimony; proposes revisions to legislation and regulation consistent with District interests; recommends District policy positions and/or action to achieve desired results; performs technical reviews and analyses of adopted environmental legislation and regulation to provide advice and recommendations on methods and strategies for ensuring District compliance; interacts and collaborates intensively with other District staff and other agency personnel in carrying out these responsibilities.

Reviews other agency EAs, EIRs and specific plans for future development for impacts on District operations; conducts internal audits for compliance with hazardous materials/waste and wastewater treatment plant operations.

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.

Directs and coordinates initiatives, activities and reporting requirements for designated environmental compliance programs and issues.

Periodically reviews and recommends modifications to the District water operating permit.

Participates on a variety of professional, industry and inter-agency committees on legislative, regulatory, technical and policy issues (TriTac Statewide Water and Land Committees); attends meetings and conferences to stay abreast of proposed and anticipated rules and regulations regarding water, reclaimed water, endangered species, biosolids, solid and hazardous waste management, CEQA, endangered species and other environmental and environmental-operational issues; drafts issue papers; briefs department staff.

Makes presentations to industry, business and community groups; drafts and edits public information materials.
Prepares technical reports for District programs and projects.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Federal, State, and local environmental laws, principles, theories and practices of environmental compliance planning, resources management and conservation biology as applied to a water and reclaimed water utility; modern statistical methods and techniques used in environmental analysis, environmental impact assessments and biological conservation and mitigation evaluations; District water quality and water treatment operations, practices and procedures and their implications for environmental compliance; theories and principles of water chemistry, microbiology, math and science related to water quality and environmental compliance issues; basic uses of geographic information systems data; construction permitting processes; federal, state and local regulatory development processes, their steps and influence points; applicable federal, state and regional environmental laws, regulations and court decisions and their requirements and impacts on District operations; principles, practices and techniques for managing regulatory compliance programs and activities; principles and practices of sound business communications; practices and methods for developing proposals and agreements for professional services; project management practices and procedures.

Ability to:

Perform complex environmental, water quality, or biological analyses using computer equipment, environmental and geographical databases, surveys and land use maps; evaluate, interpret, and explain complex environmental and regulatory compliance laws, rules and regulations pertaining to District operations; conduct independent research studies with a high degree of accuracy; analyze, understand, interpret, explain and apply environmental laws and regulations to ensure District compliance; represent the District’s position on environmental compliance issues to a variety of legislative, business and technical audiences; identify research needs and exercise initiative and judgment in carrying out relevant research studies; accurately collect and compile data; select and negotiate contracts with consultants; administer consultant contracts and review consultant work products; negotiate permit provisions on behalf of the District; design and implement environmental compliance programs and mitigation measures; prepare clear, concise, accurate and complete analyses, reports, correspondence, records and other written materials; reach sound conclusions and courses of action within established policy guidelines; communicate effectively orally and in writing; represent the District effectively with industry and professional groups and before public bodies; establish and maintain effective working relationships with those contacted in the course of work; summarize issues and positions with clarity; follow and apply written and oral work
instructions; make sound independent judgment within established guidelines; train others in work processes and procedures.

**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 six years of progressively responsible experience performing duties related to environmental or water quality programs as well as regulatory compliance programs; or an equivalent combination of training and experience. Compliance experience in a public utility is desirable.

**Licenses; Certificates; Special Requirements:**

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 California Registered Environmental Assessor, or other equivalent certification, is highly 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, certification by the California Water Environment Association (CWEA) as a Grade II Laboratory Analyst is desirable.

For some positions, a State of California Wastewater Operator Certificate I is desirable.

**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, employees are 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. Employees are frequently required to walk and stand.

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, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; work under changing and sometimes intensive deadlines; and interact with District managers, board members, officials of other governmental agencies, professional and community organizations and others encountered in the course of work.

**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 regularly work under typical office conditions and the noise level is usually quiet. Some assignments expose employees to outside weather conditions and to potential site hazards.

**FLSA DETERMINATION:** Meets administrative exemption from overtime.