

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Environmental Compliance Analyst

DEFINITION

Under direction performs professional environmental regulatory compliance activities related to a variety of District water and wastewater quality programs; conducts compliance audits; and monitors regulatory changes/impacts on District operations.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of duties as assigned including regulatory compliance review of recycled water, cross connection control, drinking water, and industrial pre-treatment programs. Employees 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Environmental Manager. May exercise technical and functional supervision over assigned technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Implements and administers programs to ensure District compliance with State, and Federal rules and regulations related to a variety of environmental programs, including recycled water, cross connection control, drinking water, and industrial pre-treatment.

Develops tracking systems to ensure assigned program elements provide required compliance information; reviews and analyzes information and advises District departments as appropriate.

Schedules and reports on field compliance activities.

Participates in the review and update of District policies, procedures, and regulations to meet regulatory requirements; makes recommendations to ensure compliance with environmental regulations.

Conducts 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.

Investigates and responds to complex or sensitive issues related to area of program assignment; enforces District and other regulatory agency rules and regulations related to environmental issues.

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Obtains data from various sources, compiles and submits required environmental and regulatory plans and reports; prepares a variety of technical reports for submission to regulatory agencies.

Prepares 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.

May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of environmental compliance program administration. Pertinent State and Federal rules, regulations and laws related to environmental compliance, according to program assignment. Techniques used in environmental analysis. General biological systems, chemistry, and engineering principles. Regulatory permitting, reporting, enforcement, and appeals processes. Practices and methods used to prepare requests for proposals for professional services. Use of personal computers and word processing, spreadsheet, and database applications. Principles and practices of technical and functional supervision and training.

Skill/Ability to:

Provide professional environmental regulatory compliance program administration. Analyze, interpret, and explain environmental compliance rules and regulations. Reach valid conclusions and develop sound, comprehensive findings and recommendations. Develop effective operational measures to comply with applicable laws and regulations. Prepare clear and concise technical reports. Provide technical and functional supervision over assigned staff and effectively train staff. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

CLASS TITLE: Environmental Compliance Analyst

Experience:

Three years of responsible professional environmental compliance experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, environmental engineering, microbiology, chemistry or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

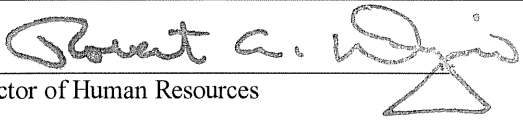

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a Distribution Operators Grade 1 Certificate issued by the State of California Department of Public Health, depending on the position.

Possession of a California Water Environment Association Grade 1 Environmental Compliance Inspector Certificate, depending on the position.

Possession of an American Water Works Association Prevention Assembly General Tester Certificate, depending on the position.

Possession of an American Water Works Association Cross-Connection Control Program Specialist Certificate, depending on the position.

 Director of Human Resources	 Date
Established: 08/18/2009 Revised: 05/26/2010 FLSA: Exempt Unit: Non-Safety	