

REGULATORY COMPLIANCE ANALYST

DEFINITION

Under general direction, performs a variety of regulatory compliance duties in support of the Districts' wastewater, air quality, water quality, recycled water, stormwater, and hazardous waste programs; develops, compiles, and submits a variety of regulatory compliance reports; works with District departments to identify environmental impacts of their operations and actions needed to avoid or mitigate those impacts; tracks regulatory changes and associated impacts on District operations; and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing a variety of professional level administrative, inspection, and analytical duties in support of the District's regulatory compliance programs. Positions at this level exercise judgment and initiative in their assigned tasks, and receive instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Performs a wide range of regulatory compliance duties in support of the Districts' wastewater, air quality, water quality, and hazardous waste 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.
- Analyzes and evaluates proposed environmental legislation and regulation for its impact on District operations; provides recommendations and proposed actions and recommends and implements approved procedural changes as a result of regulatory changes; maintains awareness of environmental, biological, and/or wastewater pretreatment issues and regulations.
- Prepares and submits various routine and non-routine reports to state and federal regulatory agencies on wastewater, air quality, water quality, and hazardous waste activities, including compliance reports, usage reports, emissions reports, testing reports, and monitoring reports.
- Assists in monitoring and ensuring compliance with District operating permits; arranges required testing processes and monitors results; and evaluates compliance issues for action by the District; supports in compiling and completing required permit applications.
- Assists with compliance activities relating to the hazardous materials management and waste program, including the Hazardous Material Business Plan, hazardous waste disposal, underground storage tank management, Spill Prevention Countermeasure and Control, and

above ground storage tank management. Assists with staff training on environmental programs.

- Inspects facilities to ensure compliance with all applicable federal, state, and local regulations pertaining to various environmental programs.
- Participates in audits and evaluations of compliance programs, industrial wastewater sampling processes and systems, and treatment plant wastewater sampling systems; reports on findings and verifies corrective action has been taken to resolve deficiencies.
- 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.
- 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.
- Conducts a variety of studies related to the implementation of regulatory programs; performs a broad range of professional scientific research and work; collects, computes, and analyzes data; prepares findings and recommendations.
- 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.
- Participates in the development and implementation of goals, objectives, policies, and priorities including developing strategies for compliance; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with District strategic and operational plans.
- Assists in supporting activities associated with collections system reporting and spill certification; staff training on documenting and reporting spills to ensure compliance; assists with assessing spills, calculating volumes, agency notifications and reporting, and clean-up procedures.
- Provides training to staff in District departments on compliance issues and process changes as needed.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Role and purpose of compliance programs.
- Theories and principles related District operations and processes, and their implications for environmental compliance.
- General biological systems, chemistry, algebra, and engineering principles 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.
- Research methods and techniques.
- Principles and practices of technical report writing.
- 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.
- Prepare clear, concise, and comprehensive reports, memoranda, correspondence, and standard operating procedures.
- Understand and utilize complex mathematical concepts.
- Understand and perform data analytics using multiple complex datasets.
- Develop effective operational measures to comply with all applicable environmental laws and regulations.
- Perform research on a diverse range of topics.
- Monitor legislation and evaluate impact on compliance programs.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, professional and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence and independent judgment within general policy and procedural 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.

Education and Experience:

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

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in biology, chemistry, environmental science, engineering, or related field.

Experience:

- One year (1) years of increasingly responsible regulatory compliance program administration experience within a water or wastewater system, or related environmental compliance work experience.

Licenses and Certifications:

- Possession of a valid Class C California driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Outdoor and indoor environment; travel from site to site; exposure to noise and all types of weather and temperature conditions; work with or in water; work and/or walk on various surfaces including slippery or uneven surfaces; work on ladders/scaffolds; some tasks may risk exposure to toxic materials.

PHYSICAL

• Level Three

Incumbents require sufficient mobility to work in an office, laboratory, and field environment; travel to various locations to take samples; exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing and pulling; walk, stand, and sit for prolonged periods of time; operate assigned equipment and vehicles; operate office equipment including use of a computer keyboard; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.