

**TITLE: ENVIRONMENTAL ANALYST I**

**EMPLOYER:** New England Interstate Water Pollution Control Commission (NEIWPC), Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854.

**LOCATION:** New York State Department of Environmental Conservation (NYSDEC), 625 Broadway, Albany, NY 12233-3507.

**SALARY:** Grade and Step dependent upon level of experience and qualifications.

**ADDITIONAL INFORMATION:** Benefits provided but not included in salary range: vacation, personal and sick leave, health, dental, disability and life insurance, retirement plan. This position requires the incumbent to work five days a week, 7½ hours per day, except for approved compensatory time. Candidate must be able to work additional hours.

Funding is approved for one year with anticipated renewals for each of the following three years for a total of four years of funding.

**BACKGROUND INFORMATION:** The New England Interstate Water Pollution Control Commission serves as a forum for interstate communication and coordination on water related pollution control efforts among all the New England states and New York State.

The primary goal of the next generation of Source Water Protection in New York State is to develop and implement source water protection measures for public water systems throughout the State. Source water protection strategies are most effective when implemented at the local community level. As such, NEIWPC professionals will team with staff from NYSDEC.

**JOB SUMMARY:** The candidate will work on the development of the statewide Drinking Water Source Protection Program (DWSPP). Incumbent will assist with the Source Water Protection Work Group work, source water program guidance development & updating and assisting communities with developing and implementing their source water protection plans. Staff will also assist with internal organization to insure the Department's permitting and other processes include source water protection components. Infrequent overnight travel may be necessary.

**DUTIES AND RESPONSIBILITIES:** The position would assist with the following:

- Collect, review, summarize, analyze, and/or develop recommendations involving environmental data associated with the sources of public drinking water and potential contaminant sources. Prepare findings report for supervisor.
- Create and maintain spreadsheets and databases.
- Prepare technical and programmatic documents and summaries for Departmental audiences or stakeholders.
- Prepare internal and external outreach and communication material. Assist with researching and writing fact sheets, manuals, and templates to deliver the Drinking Water Source Protection Program message.
- Prepare summary reports of decisions and recommendations developed by working groups and strategy teams. Conduct meeting follow-up.
- Analyze and summarizing management plans, policies, technical reports, regulations and other information for the workgroups. Investigate and assemble information needed.

- Use GIS to answer questions related to source of public drinking water and location of possible containment sources.
- Answer questions from entities interested in the source water protection program. Give presentations on the source water protection programs to interested parties.
- Provide supervisor with general program overview and status of the Source Water Protection program.
- Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the Commission's programs, organization, and policies, to exercise initiative and resourcefulness in complicated situations, and to be able to work effectively with state and federal contacts at both staff and top management levels, and with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, conclusive and timely manner is required.

**SUPERVISORY CONTROLS:** Incumbent operates with some independence of action within his or her area of activity. This position is contained within the Division of Water (DOW), Bureau of Water Resources within the NYSDEC. Job performance is evaluated by Dan Kendall, Groundwater Sampling Program Manager in NYSDEC to oversee the work of this position, and in consultation with the NEIWPC Project Manager.

The incumbent will rely on his/her ability, expertise, and commitment to excellence. S/he will also build NEIWPC's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

**RECOMMENDED QUALIFICATIONS:**

A bachelor's degree in environmental sciences, geography, geology, geographic information systems, or related field preferred.

**Experience**

Applicants must have at least (A) three years of full-time, or equivalent part time, technical or professional experience in the field listed above, of which (B) at least one year must have been in a professional capacity, or (C) any equivalent combination of the required experience and the following substitutions:

**Substitutions**

- I. An associate's degree with a major in a field referenced above or a related field may be substituted for a maximum of one year of the required (A) experience.\*
- II. A bachelor's degree with a major in a field referenced above or a related field may be substituted for a maximum of two years of the required (A) experience.\*
- III. A graduate degree with a major in a field referenced above or a related field may be substituted for required experience.\*

\* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

**Personal Characteristics**

- Think and act in a broad collaborative style. Care deeply about the health and impact of the entire organization, not just source water protection
- Comfortable in group settings and welcomes collaboration
- Naturally prone to action with a focus toward continuous improvement
- Diplomatic and welcoming in his/her approach to others
- Able to manage change and articulate the “value case” for it
- Comfortable working in a very collaborative environment and oriented toward getting things done; able to bring perspectives and ideas to the table while remaining open to perspectives and ideas from others. Open to lively debates
- Inclusive and interested in helping others
- Capable of fostering and deserving of trust
- Accept responsibility and is accountable for results
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence as well as communicate well verbally

**Special Knowledge and Skills**

Knowledge and experience with aspects of water quality and watershed management.  
Experience working with a broad range of stakeholders in implementing environmental programs.  
Knowledge and experience with aspects of water quality and watershed management.  
Excellent organizational skills.  
Ability to work effectively with scientists, engineers, and managers, the public and regulated community and to establish professional credibility.  
Ability to work independently, and as part of a team.  
Excellent computer skills.  
Ability to follow oral and written instructions.  
Ability to maintain accurate records.  
Competence in statistical analysis of large data sets.  
Competence in GIS.  
Skills in database development and maintenance.

**Environmental Factors**

Duties will be performed largely in an office setting, but with need for travel for which a valid driver’s license and private means of transportation must be available. Position will require travel.

**Requirements**

Attendance in the Lowell office for a one-day orientation during the first two weeks of employment and attendance at the annual All Staff Meeting is mandatory.