

TITLE: NEIWPCC Environmental Analyst III - Long Island Nitrogen Action Plan (LINAP)

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

LOCATION: NYSDEC, Region 1, SUNY @ Stony Brook, 50 Circle Road, Stony Brook, New York 11790

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

ADDITIONAL INFORMATION: Full-time benefits provided, but not included in salary range: vacation, personal and sick leave, health, life, disability, dental insurance, and retirement plan. This position requires the incumbent to work five days a week, 7 1/2 hours per day, except for approved compensatory time.

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. NEIWPCC also provides various services for state and federal agencies.

In support of NYSDEC and the Long Island Regional Planning Council (LIRPC), NEIWPCC will provide project management resources for the development of a Long Island Nitrogen Action Plan (LINAP), as funded in the 2016 New York State budget.

The New York State Department of Environmental Conservation (NYSDEC) is delegated authority to implement the requirements of the Clean Water Act (CWA) under a memorandum of agreement with the United States Environmental Protection Agency (EPA). DEC also has numerous responsibilities and authorities to control nitrogen pollution under the New York Environmental Conservation Law (ECL), Title 17. Under the agreement with EPA and Environmental Conservation Law, this contract will support NYSDEC in fulfilling its responsibilities to:

- Prepare Area-wide Waste Treatment Management Plans (CWA Section 208);
- Identify waters for which implementation of technology standards is not stringent enough to implement water quality standards, and where so, calculate the Total Maximum Daily Load that will be stringent enough to implement water quality standards (CWA Section 303(d));
- Control Nonpoint Source Pollution (CWA Section 319); and,
- Generally protect water quality in accordance with ECL and the CWA.

The NEIWPCC Environmental Analyst will support NYSDEC in fulfilling the responsibilities listed above.

SUPERVISORY CONTROLS: Incumbent operates under the day to day supervision of the Region 1 Regional Water Engineer independence of action and delegation of professional decisions within his or her area of activity. Supervision and direction on administrative and procedural matters is provided by NEIWPCC. Significant input on program direction is provided by the LINAP Project Management Team, LIRPC, and NYSDEC. The NEIWPCC Lowell Office Project Manager evaluates job performance with coordination with the Region I Regional Water Engineer.

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-10 professional personnel: and indirect supervision (i.e., through an intermediate level supervisor) over 6-30 professional and/or technical personnel.

JOB SUMMARY: The NEIWPC Environmental Analyst will provide overall program coordination, administration, and short and long-term planning for the LINAP in cooperation with the LINAP Project Management Team, LIRPC, NYSDEC, and NEIWPC's Lowell, MA office.

DUTIES AND RESPONSIBILITIES: Duties involve administration of a state-funded program designed to support NYSDEC and the Long Island Regional Planning Council's development of a Long Island Nitrogen Action Plan (LINAP - <http://www.dec.ny.gov/lands/103654.html>), as funded in the 2016 New York State budget.

The incumbent is likely to participate in extensive interaction with private citizens, representatives of state, local, and federal governments, elected officials, businesses, not for profits, members of the local news media, universities and environmental and economic development organizations and others. The NEIWPC Environmental Analyst serves as the lead for developing and implementing initiatives and partnerships prioritized by the LINAP Project Management Team, LIRPC, and NYSDEC to support the implementation of LINAP. These are likely to include initiatives related to pollution prevention in the agricultural and urban stormwater sectors; habitat protection and restoration; onsite wastewater systems and regional wastewater management.

The NEIWPC Environmental Analyst will accomplish this by:

- Building, strengthening and maintaining effective partnerships or working relationships with key stakeholders involved on Long Island
- Enhancing collaboration and coordination among agencies and organizations at federal, state, and local levels
- Promoting integration of environmental, economic, and social dimensions, agendas and constituencies, and facilitating collaboration towards common goals
- Preparing agendas for, scheduling, and summarizing team conference calls and meetings, and preparing briefings for the Executive Council
- Facilitating the LINAP Project Management Team's development of a detailed scope of work for tasks under LINAP, including the development of a request(s) for proposals for NYSDEC or LIRPC consultants to complete the work
- Assisting the LINAP Project Management Team in identifying relevant subject matter experts to provide technical assistance, data acquisition and expertise in the development of the LINAP, as appropriate
- Leveraging program resources by focusing on support of and technical assistance to partners
- Working with partners to identify information needs, and to acquire, interpret, and disseminate data to support informed, science-based decision-making
- Working with partners to keep the public and policymakers informed about conditions and issues
- Stimulating discussion on pertinent issues and enhancing knowledge and skills to address them through workshops, forums, reports, and training

- Establishing a proposal review team, consisting of members from the LINAP Project Management Team, as well as external peer reviewers as allowed by the relevant NYSDEC or LIRPC procurement process. The proposal review team will assist in the development of the RFP, as well as in the review of proposals and selection of projects for funding as well as NYSDEC and LIRPC consultants
- In consultation with the Project Management Team, developing a scope of work or scopes of work for procurement of technical assistance as set forth herein, or as otherwise directed by the project management team
- Coordinating with the Project Management Team and NEIWPCC Lowell office (as appropriate) on the procurement process and execute service contract(s) with the provider(s) of such technical assistance, selected in consultation with the LINAP Management Team
- Coordinating with Project Management Team and NEIWPCC (as appropriate) to finalize work plans with contractor and produce/issue contract. Any project involving the collection or manipulation of environmental data will require development of a Quality Assurance Project Plan (QAPP) to be approved by NEIWPCC and the NYSDEC. A QAPP must be approved before work can begin
- Coordinating with Project Management Team and NEIWPCC (as appropriate) to manage all funded projects, including correspondence with contractor, project monitoring and tracking, invoice processing, budgets, and review of all deliverables, (e.g., quarterly progress reports, final reports, and models, etc.). Appropriate members of the proposal review team will be requested to assist in the review of (and comment on) draft final deliverables. A service contract or contracts either through LIRPC or NYSDEC will be obtained for:
 - assisting the LINAP Project Management Team with all aspects of drafting and editing of the LINAP;
 - assisting the LINAP Project Management Team in engaging stakeholders in the LINAP development in accordance with the attached Facilitator Roles and Responsibilities guide,, including two LINAP symposiums; and,
 - assisting the LINAP Management Team to respond to and incorporate stakeholder and agency comments, work with NYSDEC and LIRPC consultants and the project management team to develop a final LINAP

The NEIWPCC Environmental Analyst may:

- Provide direction and leadership to the LINAP staff in the implementation of the Long Island Nitrogen Action Plan and other program activities. As part of supervision, track and manage staff activities to ensure annual workplan commitments are met. Consultation with NEIWPCC's Lowell office is integral to the success of this task
- Support LINAP Project Management Team and technical subcommittees in the implementation of the program, as appropriate
- Play a strong role in synthesis of scientific information concerning water quality change, including development of the periodic status and trends reports
- Design and implement a planning process to actively involve the public in developing policies and strategies
- Facilitate public meetings to maximize public participation and determine public priorities
- Oversee production of reports and publications including: technical reports and white papers, outreach materials, press releases, newsletters and promotional materials
- Participate in organizing intergovernmental meetings and conferences

- Communicate and share responsibilities effectively and appropriately with Lowell supervisor
- Submit invoices, travel vouchers, and timesheets for final review and payment by NEIWPCC in Lowell
- Other duties as assigned

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NYSDEC's and NEIWPCC'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, concise, and timely manner is required.

RECOMMENDED QUALIFICATIONS

Experience

The position requires a minimum of a master's degree in public administration or in a field related to science, engineering or natural resources, with a broad knowledge of the technical aspects and policy components needed for holistic watershed management.

Applicants must have at least (A) six years of full-time, or equivalent part time, technical or professional experience in the above-mentioned fields, including public participation, of which (B) at least five years must have been in a professional capacity and of which (C) at least three years must have been in a supervisory, managerial or administrative capacity, or (D) any equivalent combination of the required experience and the following substitutes.

Substitutions

- I. An associate's degree with a major in any of the fields listed above may be substituted for a maximum of one year of the required (A) experience
- II. A bachelor's degree with a major in any of the fields listed above may be substituted for a maximum of two years of the required (A) experience
- III. A graduate degree from a recognized school with a major in one of the fields listed above

Special Knowledge and Skills

- Knowledge of budget preparation, grants writing and contract management
- Knowledge of planning principles and implementation techniques related to lake use and water quality protection
- Knowledge of the principles and practices of public administration
- Knowledge of biological, chemical, and physical water quality indicators
- Knowledge of land use and water quality relationships
- Working knowledge of natural resources management
- Working knowledge of the principles and practices of public relations
- Knowledge of public involvement and public participation theory and techniques
- Ability to work both independently and as part of a team
- Ability to exercise considerable tact and diplomacy

- Ability to establish and maintain effective working relationships with diverse groups
- Must communicate effectively, both verbally and in writing
- Effective leadership and business management skills

The following knowledge and skills would be helpful, although not a necessary requirement to qualify:

- Knowledge of the legislation and programs related to LINAP
- Knowledge of the organization of New York State and Long Island governments
- Knowledge and understanding of federal environmental laws and regulations
- Ability to identify policy needs and coordinate policy development teams
- Ability to draft proposals, legislation, press releases, budgets, contracts, cooperative agreements, and a variety of reports
- Ability to facilitate large group meetings
- Ability to mediate disparate opinions and negotiate acceptable solutions

Environmental Factors

Duties are performed largely in an office setting, but with need for travel for which private means of transportation must be available. Evening and weekend duty may be necessary. Some meetings with interest groups may occur, which will require good human relations skills and an ability to practice effective public participation techniques

Requirements

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