

TITLE: ENVIRONMENTAL ANALYST II

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 (NYS DEC), Bureau of Marine Resources, 205 N. Belle Meade Road, East Setauket, NY.

SALARY: Grade and Step dependent on experience and qualifications.

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

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.

SUPERVISORY CONTROLS: Incumbent operates with some independence of action and delegation of professional decisions within his or her area of activity. Job performance is evaluated by Dawn McReynolds, NYSDEC in consultation with Kimberly Roth, NEIWPC.

Depending on the assignment, incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, review the performance of 1-5 professional personnel; and exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 professional and/or technical personnel; and exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 6-16 technical or professional personnel.

JOB SUMMARY: Conduct activities associated with Peconic Estuary Program including: preparing and managing annual federal grant, tracking implementation of the Comprehensive Conservation and Management Plan (CCMP), Eelgrass Management Plan, and Habitat Restoration Plan, implementing special Peconic Estuary projects and CCMP recommendations, reviewing Peconic Estuary products (e.g., newsletters, reports, white papers), coordinating with outside partners, and managing contracts. Develop partnerships to protect and restore Peconic Estuary habitats and water quality. Coordinate all NYS DEC activities associated with the Peconic Estuary Program Management Conference. Manage databases and use GIS information for program purposes.

DUTIES AND RESPONSIBILITIES:

- Coordinate the review of Peconic Estuary Program (PEP) issues, products, recommendations, policies, and funding within NYS DEC.
- Develop and manage annual federal grant, including tracking of matching grant funds.

Peconic Estuary Program Coordination-NY

- Work jointly and cooperatively with US EPA, Suffolk County, and NEIWPC to coordinate and manage PEP initiatives, projects, contracts, and reports (e.g. CCMP revision, Program Evaluation, PEP Environmental Progress Reports, TMDL implementation, Homeowner Rewards Program.)
- Prepare materials and maintain communications with federal, state and municipal agencies to inform, direct and coordinate PEP CCMP implementation.
- Serve as co-chair for appropriate PEP workgroups, which includes scheduling meetings, developing agendas, and making recommendations to the PEP Management Conference.
- Coordinate and attend PEP Committee meetings as appropriate.
- Represent NYS DEC interests on various PEP committees (e.g. Citizen's Advisory Committee).
- Assist municipalities and non-for-profits to form partnerships and plan and implement habitat restoration (e.g. wetland, eelgrass, diadromous fish, beach/dune) and water quality restoration/preservation projects.
- Represent NYS DEC interests on various PEP committees (e.g. Citizen's Advisory Committee).
- Provide technical input on Peconic Estuary proposals submitted to NYS DEC Water Quality Improvement Program and Aquatic Habitat Restoration programs.
- Use GIS tools to help with analyses of environmental information and to convey information in reports and presentations.
- Attend training to enhance job skills and National Estuary Program meetings as appropriate.
- Stay informed of current NEIWPC, Department of Environmental Conservation and Division of Marine Resources policies and standard operating procedures.
- Maintain effective working relationship with NEIWPC and NYS DEC, submitting quarterly, monthly and weekly reports as specified.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of the NYS DEC'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 staff of varied professional backgrounds. The ability to organize and prioritize workload, and perform tasks in an accurate, conclusive and timely manner is required.

RECOMMENDED QUALIFICATIONS:**Education**

A master's or higher level degree in biological sciences. Degree must include or be supplemented with 30 general semester credit hours in the biological sciences that can include oceanography and marine technology courses, and must also include 18 semester credit hours in marine courses such as fisheries biology, fisheries management, mariculture, marine biology, marine ecology, marine resources management, or biological oceanography.

Experience

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

Substitutions

- I. An Associate's Degree with a major in any of the field 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 above may be substituted for a maximum of one year of the required (A) experience.*
- III. A Graduate Degree with a major in any of the fields above may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

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

Special Knowledge and Skills

Excellent communication skills, both verbal and written.

Excellent organizational skills.

Ability to work both independently and as part of a team.

Ability to multitask.

Excellent computer skills.

Ability to follow oral and written instructions.

Ability to maintain accurate records.

Ability to use and master Arc View.

Requirements

A valid driver's license and access to own transportation required.

Attendance in the Lowell office during the first two weeks of employment for orientation and attendance at the annual All Staff Meeting are mandatory.