TITLE: ENVIRONMENTAL ANALYST I

EMPLOYER: NEIWPCC, 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.

The position is financially supported by a contract between New York State and NEIWPCC that expires on March 31, 2023.

BACKGROUND INFORMATION: NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise.

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, NEIWPCC professionals will work with staff from NYSDEC and act as technical assistance providers to local officials to help them create and implement Drinking Water Source Protection Program plans. The candidate will be expected to provide guidance, leadership, and input on use of the program’s framework and work towards its improvement.

JOB SUMMARY: The candidate will work on the development of the statewide Drinking Water Source Protection Program (DWSP2). Incumbent will assist with managing the consultant contract, source water program guidance development & updating, and assisting communities with developing and implementing their source water protection plans. Staff will also assist with internal DWSP2 coordination to ensure 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:

- Give presentations on the source water protection programs to interested parties.
- Use problem solving skills and analysis to help the DWSP2 Team further develop the DWSP2 program.
- Monitor progress of multiple communities preparing DWSP2 plans with technical assistance providers. Bring issues to supervisor’s attention and suggest solutions.
- 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 management. Investigate and assemble information needed.
• 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. Manage program related meetings.
• Answer questions from entities interested in the source water protection program, including using GIS analysis tools to answer questions related to source of public drinking water and location of possible containment sources.
• Prepare technical and programmatic documents and summaries for Departmental audiences or stakeholders
• Create and maintain spreadsheets and databases.
• Provide supervisor with general program overview and status of the DWSP2 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 their 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 a manager in NYSDEC to oversee the work of this position, and in consultation with the NEIWPCC Project Manager.

The incumbent will rely on their ability, expertise, and commitment to excellence. The ideal candidate will have a background in water protection, is a self-starter, is someone who can work independently but also is comfortable working as a team member, supporting others, and contributing to the overall project. The candidate should also be inquisitive and interested in contributing to a program that will make significant progress protecting source water. They will also build NEIWPCC’s culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

RECOMMENDED QUALIFICATIONS:

**Education**
A bachelor’s degree in environmental sciences, geology, hydrology, 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**
1. 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 based on the proportion of the requirements actually completed.

**Special Knowledge and Skills**
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence as well as communicate well verbally
- Knowledge and experience with aspects of water quality and watershed management
- Competence in GIS
- Excellent computer skills
- Skills in database development and maintenance
- 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
- Ability to follow oral and written instructions
- Ability to maintain accurate records
- Competence in statistical analysis of large data sets

**Personal Characteristics**
- Self-starter
- 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
- Comfortable with working in a group setting.
- Naturally prone to action with a focus toward continuous improvement
- Inquisitive
- Diplomatic and welcoming in their approach to others
- Able to manage change and articulate the “value case” for it
- Accept responsibility and is accountable for results

**Environmental Factors**
Duties will be performed largely in an office setting, but position will require travel. A valid driver’s license and private means of transportation must be available.

**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.