TITLE: ENVIRONMENTAL ANALYST I

EMPLOYER: NEIWPCC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854.

LOCATION: Position is based at NYS DEC, 625 Broadway, Albany, NY 12233. Periodic travel to the NYS DEC Region III Office at 21 S. Putt Corners Rd, New Paltz, NY 12561, and Norrie Point Environmental Center at 256 Norrie Point Way, Staatsburg, NY 12580.

SALARY: Grade & 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, long-term 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.

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 Hudson River Estuary Management Program was established, pursuant to Section 11-0306 of New York State’s Environmental Conservation Law. The program was undertaken to protect and improve the natural and human resources of the Hudson River Basin by implementing the Hudson River Estuary Action Agenda. Partners in the program include the NYS DEC Division of Water (DOW), Hudson River National Estuarine Research Reserve (HRNERR), NEIWPCC, and other federal, state and local agencies, conservationists, researchers, sportsmen, business leaders, and river users.

In 2008, the Hudson River Environmental Conditions Observing System (HRECOS) was established to provide high frequency real-time data geographically distributed between Albany and New York Harbor. Since then, it has expanded into the Mohawk River, the largest tributary to the Hudson Estuary. The network builds upon existing monitoring and observing activities in the Hudson River basin, including the Hudson River National Estuarine Research Reserve System-Wide Monitoring Program (SWMP), the US Geological Survey surface water program, and the NYS DEC Rotating Integrated Basin Studies. HRECOS is operated by a consortium of partners from the government and research communities who collaborate to provide data in real-time to a public website (www.hrecos.org). The goals of HRECOS are to provide baseline monitoring data necessary for applied research and modeling, improve the capacity of research entities to understand the ecosystem and manage estuarine resources, support the use of real-time data in educational settings by students and teachers, provide data that can be used by the commercial shipping industry for navigational purposes, provide policy makers with timely data products to guide decision making, and create public-facing products to engage a wide audience of recreational users such as boaters and anglers.

JOB SUMMARY: Serve as overall coordinator of the HRECOS program, including serving as the principal point of contact with observing stations. Work with the HRECOS management team and other Estuary and basin partners to continue to develop the network, both in the number of stations and in the data products that are available through the HRECOS website, and to expand use and
application of the data. Manage HRECOS hydro-meteorological stations in the Capital Region. As time permits, assist in implementing the Clean Water targets of the Estuary Action Agenda.

DUTIES AND RESPONSIBILITIES:

- Plan and lead quarterly HRECOS managers' meetings, and additional meetings or conference calls as needed. Maintain records of meeting decisions via summaries delivered to management team after each meeting.
- Research and develop a HRECOS data platform/dashboard that can be readily used by educational institutions teaching about the Hudson to complement the current HRECOS website interface.
- Plan and lead twice-yearly meetings of the education and outreach sub-committee of HRECOS, in partnership with the HREP/HRNERR education coordinator.
- Regularly participate in field work, conduct site visits, or coordinate with HRECOS stations with appropriate partners.
- Create, update, and manage public facing products in partnership with the HRECOS education and outreach subcommittee.
- Assist DEC’s Division of Water with monitoring, field work, and analysis of Hudson River and watershed water quality efforts.
- Manage the HRECOS budget in cooperation with other Estuary Program staff and the NEIWPCC Lowell project manager.
- Communicate with government agencies, academic institutions, consultants, commercial shipping pilot groups, educators and the general public on issues related to the HRECOS network.
- Manage data files from all HRECOS sites using Microsoft Access, Excel, and R.
- Manage and maintain water quality and meteorological equipment at four HRECOS stations in the Capital Region.
- Assist with the maintenance of HRECOS stations operated by the HRECOS partners, including training of station managers with USGS collaboration in equipment calibration procedures, to ensure data quality.
- Maintain and update Standard Operating Procedures (SOP) and Quality Assurance/Quality Control Procedures (QA/QC) for all HRECOS sites.
- Participate in research on HRECOS network issues; work with partners to publish and encourage publishing of scientific and technical papers resulting from this research; when possible, present results at conferences and scientific meetings.
- Work to assure coordination and integration of the work of the Estuary Program and the HRECOS network with core program needs of the Division of Water.
- Assist, as time allows, in support of watershed program research and outreach efforts related to Hudson River water quality and with DOW data quality management needs.
- Participate in regular staff meetings and Clean Water team meetings of the Estuary Program and, as requested, in meetings of the Division of Water.
- Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the NEIWPCC’s and 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 management-level contacts 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 and delegation of professional decisions within their area of activity. Direct supervision is provided by Meredith Streeter, Section Chief of the Stream Monitoring and Assessment Section within the Division of Water at NYSDEC. Job performance is evaluated by Meredith Streeter and Scott Cuppett, of the NYSDEC Hudson River Estuary Program, and in consultation with the NEIWPCC project manager.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also build NEIWPCC's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

Incumbents of positions at this level may 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 technical or other personnel; and/or may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 technical or professional personnel.

RECOMMENDED QUALIFICATIONS:

Education
A bachelor's degree in oceanography, geology, atmospheric sciences, environmental chemistry, environmental science, biology, aquatic ecology, or engineering, or related field.

Experience
Applicants must have at least (A) three years of full-time or equivalent part-time, technical or professional experience, in the field of environmental science, biology, chemistry or related field, of which (B) at least one year must have been in a professional capacity, and, (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.
- Comfortable in group settings and welcomes collaboration.
- Naturally prone to action with a focus toward continuous improvement.
- Diplomatic and welcoming in their 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.

Special Knowledge and Skills
• Excellent communication skills, both verbal and written, including developing and delivering effective public presentations, expressing thoughts clearly, and developing ideas in logical sequence.
• Ability to work effectively with people from a variety of disciplines, such as scientists, staff, and the non-scientific public.
• Excellent organizational skills, able to work and solve problems in the structured environment of a large agency.
• Excellent computer skills including proficiency with spreadsheet software and databases including RStudio, Microsoft Excel, and Access databases.
• Mathematical and statistical competence.
• Experience with diagnosing and repairing simple electrical and mechanical problems.
• Ability to lift 50 or more pounds.
• Experience in QA/QC procedures.
• Experience in or familiarity with implementation of monitoring programs and/or observing systems.
• Experience with facilitating a network of partner organizations.
• Experience in or familiarity with writing grant proposals and managing a budget.
• Understanding of watershed management and protection approaches.

Environmental Factors
Duties will be performed largely in an office setting, but with need for travel to locations in Hudson Valley for which a valid driver's license and private means of transportation must be available. Such travel and other appropriate expenses will be reimbursed at the approved New York State rate. Incumbent must be able to work outdoors in all types of weather and travel over rough terrain and water.

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