

**TITLE: Environmental Analyst**

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

**LOCATION:** NYS Department of Health, Bureau of Water Supply Protection, Division of Environmental Health Protection, Center for Environmental Health - Empire State Plaza, Corning Tower, Albany, New York 12237

**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.

The position is financially supported by a contract between New York State and NEIWPC that expires on August 31, 2023. The contract is currently under review for potential renewal through 2030.

**BACKGROUND INFORMATION:** NEIWPC 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. NEIWPC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

The primary goal of the Drinking Water Source Protection Program 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 NYSDOH.

**JOB SUMMARY:** The candidate will assist in implementing the statewide Drinking Water Source Protection Program (DWSP2). The incumbent will develop DWSP2 plans for communities and provide technical assistance to implement these plans. The incumbent will collaborate with municipal leaders, water operators, local health departments and other stakeholders to develop these plans. Environmental Analyst will assist the Bureau with other tasks related to water supply protection, such as water quality sampling, database management, data analysis or performing sanitary surveys of water systems.

**DUTIES AND RESPONSIBILITIES:**

- 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 summarize management plans, policies, technical reports, regulations and other information for the workgroups. Investigate and assemble information needed.

- Use GIS to create maps for communities and 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 and delegation, and under the general supervision of the NEIWPCC Program Manager (based in Capital Office – Albany NY), who provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements. Job performance is evaluated by Ashley Inserillo, NEIWPCC Program Manager based in NYSDOH Capital office, and Kristine Wheeler of NYSDOH Bureau of Water Supply Protection (BWSP), in consultation with Lynn Porta, Environmental Analyst and NEIWPCC Project Manager in Lowell, Massachusetts.

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.

Based on assignment, incumbents of positions at this level may exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 technical or professional personnel; may 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.

### **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 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

**RECOMMENDED QUALIFICATIONS:**

This section outlines expected education and experience levels associated with this position. Incumbents with alternative qualifications or who have taken a less traditional career path may be considered if an aptitude for success and a strong willingness to learn is clearly apparent.

**Education**

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 fields 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.

**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**

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

Attendance in the Lowell office for a one-day orientation and attendance at the annual All Staff Meeting is mandatory.

Position requires incumbent to be in the office Monday – Friday for the first six months of employment. There is the possibility of a partial telework schedule post six-month evaluation.