

**TITLE:** Environmental Analyst

**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.

**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. NEIWPCC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

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 team with staff from NYSDEC to support the Drinking Water Source Protection Program (DWSP2) through various materials developed and shared with technical assistance providers and the public. The candidate will be expected to provide guidance, leadership, and input on use of the program's framework and associated resources.

Duties will be performed largely in an office setting, but position will require travel.

**JOB SUMMARY:** The candidate will work on the development of the statewide Drinking Water Source Protection Program (DWSP2). Incumbent will assist with managing technical assistance provider contracts, source water program guidance development and updating, and developing and implementing program outreach materials and strategies. 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:

- Prepare internal and external outreach and communication material on source water protection. Assist with researching and writing fact sheets, presentations, manuals, and templates to deliver the DWSP2 message.
- Coordinate with state and local program stakeholders and outreach partners (e.g., Department of Agriculture and Markets, New York Conference of Mayors) to build program awareness and participation.
- Provide presentations to interested parties about the source water protection program.
- Answer questions from interested entities about the source water protection program, using GIS analysis tools to answer questions related to source of public drinking water and location of possible contaminant sources.
- Use problem solving skills and analysis to help the DWSP2 Team further develop the program in coordination with other NYSDEC Division of Water (DOW) program areas and in accordance with agency priorities.
- Manage contracts with regional planning boards and various state agency partners. This includes ensuring adherence to established workplans, monitoring progress of plans and implementation efforts underway, reviewing the quality of deliverables such as draft DWSP2 plans and implementation documents, reviewing reports for

completeness and submission in a timely manner, and providing feedback to support their efforts in developing and implementing DWSP2. Identify potential issues and work with supervisor and related program areas to collaborate on recommended solutions. With supervisor support, implement recommendations.

- 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 management. Investigate and assemble information needed.
- 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.

**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 Resource Management within the NYSDEC. Job performance is evaluated by the NEIWPCC Project Manager, in consultation with a manager in NYSDEC, to oversee the work of this position.

The incumbent will rely on their ability, expertise, and commitment to excellence. The incumbent also will 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.

**REQUIREMENTS:**

- A valid driver's license and access to own transportation required.
- Attendance is mandatory in the Lowell office for orientation and at the annual All Staff Meeting (held the last Thursday and Friday in March each year).
- This is a full-time position. This position requires incumbent to be in the office or at the assigned work location Monday – Friday for the first six months of employment. After six months of employment, this position may be eligible for a partial telework schedule, subject to approval and determined by program and office needs. Telework schedules are authorized by the Executive Director.
- Proof of COVID-19 Vaccination required.

**PREFERRED QUALIFICATIONS:** A bachelor's degree in environmental sciences, geology, hydrology, biology, natural resources, natural resources planning or a related field.

At least three years of full-time or equivalent part-time, technical, or professional experience in the above-mentioned fields, of which at least one year must have been in a professional capacity.

**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.
- Strong familiarity with program languages (e.g., python, R).
- Familiarity with O365 suite, Power Automate, GIS, relational databases and form building tools.
- Ability to build, manage, and evaluate large databases using data analytic tools.
- Competence in statistical analysis of large data sets.
- Ability to concisely disseminate technical information (presentations, correspondence)
- 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 maintain accurate records.

**Personal Characteristics**

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC and our partners.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the “value case” for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

**SALARY:** Salary dependent upon level of experience and qualifications.

**BENEFITS:** Generous benefits package provided, which includes: vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan.