

**TITLE: Environmental Analyst**

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

**LOCATION:** NYS Department of Health, 1565 Jefferson Road, Suite 120, Rochester, NY 14623

**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.

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 partner with staff from NYSDOH to assist with the implementation of this program.

**JOB SUMMARY:** This NEIWPC Environmental Analyst 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, consultants, 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 will be performed largely in an office setting but will require travel.

**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 summarizing 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 potential 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.
- Work with NEIWPC's Quality Assurance Program Manager to review Quality Assurance Project Plans as needed, with the opportunity to become a QA Designee if appropriate.

- Provide background materials or draft or write articles for various NEIWPC, or other, publications. Present work products and programs to stakeholders and the general public.
- Other duties as assigned.

**SUPERVISORY CONTROLS:** Incumbent operates with some independence of action and delegation, and under the general supervision of the NEIWPC Program Manager (based in Western Region Office – Rochester, 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 the NEIWPC Program Manager and the NEIWPC Headquarters program contact, in consultation with the NYSDOH Bureau of Water Supply Protection (BWSP) supervisor.

The incumbent will rely on their ability, expertise, and commitment to excellence. The incumbent also will build NEIWPC'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 a one-day 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.

**PREFERRED QUALIFICATIONS:** A bachelor's degree in environmental science, geography, biology, chemistry, earth science, geology, hydrogeology, hydrology, environmental health, toxicology, Geographical Information Systems (GIS), public health, or related field.

Three years of full-time experience is preferred; 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**

- Experience with community outreach, stakeholder engagement, and/or communicating with the public about complex state and federal programs.
- Knowledge and understanding of state and federal environmental regulations.
- Knowledge of Safe Drinking Water Act and SWAP programs.
- Knowledge of groundwater, as well as surface water, hydrology
- Knowledge and experience with aspects of water quality and watershed management.
- Excellent computer skills, including with Geographical Information Systems (GIS).
- Competence in statistical analysis of large data sets.
- Skills in database development and maintenance.

- Ability to follow oral and written instructions.
- 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 NEIWPC.
- Ability to build collaborative relationships across NEIWPC 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 on experience and qualifications.

**BENEFITS:** 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, 7 ½ hours per day, except for approved compensatory time.