

TITLE: Environmental Analyst - Long Island Nitrogen Action Plan (LINAP)

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

LOCATION: New York State Department of Environmental Conservation (NYSDEC), Region 1, SUNY @ Stony Brook, 50 Circle Road, Stony Brook, New York 11790

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.

In support of NYSDEC and the Long Island Regional Planning Council (LIRPC), NEIWPC will provide project management resources for the implementation of the Long Island Nitrogen Action Plan (LINAP), as funded in the 2016 New York State budget.

NYSDEC is delegated authority to implement the requirements of the Clean Water Act (CWA) under a memorandum of agreement with the United States Environmental Protection Agency (EPA). NYSDEC also has numerous responsibilities and authorities to control nitrogen pollution under the New York Environmental Conservation Law (ECL), Title 17. Under the agreement with EPA and ECL, this contract will support NYSDEC in fulfilling its responsibilities to:

- Prepare Area-wide Waste Treatment Management Plans (CWA Section 208);
- Identify waters for which implementation of technology standards is not stringent enough to implement water quality standards, and where so, calculate the Total Maximum Daily Load that will be stringent enough to implement water quality standards (CWA Section 303(d));
- Control Nonpoint Source Pollution (CWA Section 319); and,
- Generally, protect water quality in accordance with ECL and the CWA.

The NEIWPC Environmental Analyst will support NYSDEC in fulfilling the responsibilities listed above.

JOB SUMMARY: The NEIWPC Environmental Analyst will assist with program coordination, administration, and short and long-term planning for the LINAP and the Long Island Action Agenda (LIAA).

DUTIES AND RESPONSIBILITIES: Duties involve assisting with the administration of a state-funded program designed to support NYSDEC's implementation of LINAP (<https://dec.ny.gov/nature/waterbodies/oceans-estuaries/linap>) and the development of the LIAA.

The Environmental Analyst will participate in extensive interaction with representatives of state, local, and federal governments, elected officials, businesses, not for profits, universities and environmental and economic development organizations and others. They will assist with the continued development and implementation of initiatives and partnerships prioritized by the NYSDEC to support the implementation of LINAP and LIAA.

Project Management: Build, strengthen, and maintain effective partnerships or working relationships with key stakeholders. Enhance collaboration and coordination among

agencies and organizations at the federal, state, and local levels. Prepare agendas, schedule, and summarize team conference calls or meetings, and prepare briefings for management. Assist in managing implementation activities, engaging stakeholders, and incorporating stakeholder and agency comments, as needed.

Partnership Engagement: Attend partner meetings related to Long Island water quality and provide summary details following the meetings. Look for connections between programs and ways to increase collaboration with partners. Represent the LINAP and LIAA's goals and mission at partner meetings. Work with partners to identify information needs, and to acquire, interpret, and disseminate information and data to support informed, science-based policy decision-making for both the public and policy makers. Organize meetings with Long Island based estuary programs on a quarterly basis. Work with partner staff to prepare agenda, schedule, and lead the meetings based on common interests.

Nitrogen Smart Communities: Assist in the delivery of the Nitrogen Smart Communities program. Review submissions from municipalities participating in the program for accuracy and completeness, develop resources, and engage municipalities.

Fertilizer Management: Assist in activities related to reducing fertilizer use from the residential sector, including developing training materials for landscapers, reviewing public opinion poll data, and creating a community based social marketing campaign aimed at residents.

Project Tracking: Maintain the LINAP Project Tracking Database by updating on a quarterly basis, running existing queries and reports, and creating new queries and reports, as needed. Track progress related to the LINAP Scope for project implementation tracking. Develop a tracking database for LIAA projects.

SUPERVISORY CONTROLS: Incumbent operates with some independence of action within their area of activity. This position is housed within the NYSDEC Division of Water (DOW). Incumbent operates under the supervision of the DEC LINAP EPS 2 and the Region 1 Deputy Regional Water Manager, who provides instruction, guidance, and review of work to assure accuracy and adherence to established policy and requirements. Job performance is evaluated by the NEIWPC Project Manager, in consultation with the NYSDEC supervisor(s).

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NYSDEC's and NEIWPC'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, concise, and timely manner is required.

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.

PREFERRED QUALIFICATIONS: A bachelor’s degree in a field related to science, engineering, or natural resources, with a broad knowledge of the technical aspects and policy components needed for holistic watershed management.

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 see connections and think creatively about solutions between various programs.
- Ability to present program goals and priorities in a public setting, and the ability to facilitate meetings.
- Knowledge of budget preparation, grants writing and contract management.
- Knowledge of the principles and practices of public administration.
- Knowledge of planning principles and implementation techniques related to land use and water quality protection.
- Working knowledge of biological, chemical, and physical water quality indicators.
- Knowledge of agricultural best management practices related to the use of nutrients.
- Knowledge of natural resources management.
- Computer proficiency, and experience maintaining databases and generating reports.
- Knowledge or willingness to learn about the legislation and programs related to LINAP and the organization of New York State, Nassau County and Suffolk County governments.
- Knowledge or willingness to learn about federal environmental laws and regulations.
- Ability to or willingness to learn about drafting proposals, legislation, press releases, and cooperative agreements.

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.

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. The incumbent is required to be in the office or at the assigned work location Monday – Friday for 7.5 hours per day 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.

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- Some evening and weekend activities will be required.

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, 7½ hours per day, except for approved compensatory time.