

TITLE: Environmental Analyst (Source Water Specialist)

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

LOCATION: NYS Department of Health, Strategic Operations Unit Center for Environmental Health - Empire State Plaza, Corning Tower, Albany, New York 12237

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 primary goal of the Private Well PFAS (perfluoroalkyl and polyfluoroalkyl substances) Testing and Mitigation Rebate Program is to support property owners in eligible counties with private water supply wells impacted by PFAS contamination. The New York State Department of Health (DOH) will collaborate with the Department of Environmental Conservation (DEC) and the Environmental Facilities Corporation (EFC) to develop and advance this program and will partner with participating counties to implement the program locally. As such, NEIWPCC professionals will team with staff from DOH, DEC, EFC, and participating counties to assist with the implementation of this program.

JOB SUMMARY: The NEIWPCC Environmental Analyst will assist in implementing the Private Well PFAS Testing and Mitigation Rebate Program. The incumbent will support outreach and education efforts for private well users, provide technical assistance to local partners, and contribute to program planning and administration. The incumbent will collaborate with state agencies and local officials to coordinate communication and outreach strategies. The incumbent will support data analysis and reporting. Additional responsibilities will include facilitating meetings, maintaining program records, and supporting other tasks as assigned.

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

DUTIES AND RESPONSIBILITIES:

- Support planning, administration, contract management, implementation, and evaluation of the Private Well PFAS Testing and Mitigation Rebate Program, including outreach to private well users and coordination with partner agencies.
- Assist in planning and conducting outreach tailored to private well users and partner agencies, including developing and distributing factsheets, toolkits, and other communication materials in cooperation with the Center for Environmental Health Outreach & Education Group (O&E).
- Support data management, analysis, visualization, and reporting.
- Serve as liaison to other programs including the DOH's Bureau of Environmental Exposure Investigation (BEEI), Bureau of Toxic Substance Assessment (BTSA), Bureau of Water Supply Protection (BWSP), and O&E.
- Facilitate regular meetings of the Interagency Steering Committee that guides the program, including agenda development, meeting facilitation, and documentation of outcomes and next steps.
- Prepare internal and external program reports, presentations, and other outreach materials in cooperation with O&E.
- Respond to inquiries from local officials, private well users, or other interested parties regarding the program.
- Work with NEIWPCC'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 write articles for various NEIWPCC, 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 NYSDOH Strategic Operations Unit supervisor, 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 NEIWPCC Headquarters program contact, in consultation with the NYSDOH Strategic Operations Unit supervisor.

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 6-15 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.

PREFERRED QUALIFICATIONS: A master'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.

At least five years of full-time or equivalent part-time, technical, or professional experience in the above-mentioned fields, of which at least three years 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.
- Experience distilling complex scientific/technical information to produce clear and concise messaging for the public.
- Experience with Microsoft Word, PowerPoint, Excel.
- Working knowledge of HTML and graphic design programs (Adobe Creative Suite).
- Knowledge and understanding of state and federal environmental regulations.
- Knowledge of Safe Drinking Water Act and source water assessment and protection programs.
- Knowledge of groundwater, as well as surface water and 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 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 on level of education and experience

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. This position requires the incumbent to work five days a week, 7 ½ hours per day, except for approved compensatory time.